

Full-time Permanent Employment Opportunities



**3-Year Contract,
Full-time @ 35
hours/week**

Normal Hours of Work

Monday - Thursday:
8:15am to 4:30pm
&
Friday:
8:15am to 1:15pm

Salary:

\$74,000 - \$85,900
annually*

*While Alderville First Nation Salary Grid will apply - start rate will be commensurate with experience.

Benefits:

- Vacation Pay with each pay.
- Paid time off over Holiday Shutdown!
- 14 Statutory Holidays!
- Paid Sick Leave!
- Group Health & Dental Benefits including Long-term Disability (LTD) and Employee Family Assistance Program (EFAP)!

WILLIAMS TREATY SETTLEMENT TRUST (WTST) CONSTRUCTION MANAGER

Position Summary:

Reporting into Chief & Council, the WTST Construction Manager is responsible for the effective management of major construction, renovation, and alteration projects & programs within Alderville First Nation as sponsored by the Williams Treaty Settlement Trust.

KEY JOB FUNCTIONS

- Manages a multidisciplinary team of staff, contractors, and consultants to successfully implement major construction projects, building renovations and alterations.
- Manages assigned projects ensuring effective teamwork and communication, high standards of work quality and organizational performance.
- Coordinates all documentation, including all correspondence from Chief & Council, architects, engineers, building inspectors, and contractors.
- Inspects and supervises work in progress by consultants, contractors and department staff ensuring that all work is executed in accordance with relevant legislation and approved contract documents, project drawings and specifications.
- Secures approvals from various regulating and government agencies to enable projects to proceed (i.e., site plan approvals, re-zoning, and Committee of Adjustment applications, permits etc.).
- Acts as a liaison between the Capital Asset Manager and Chief and Council, monitors schedules, and maintains accurate records of budget and resources.
- Provides input into and administers assigned budgets, ensuring that expenditures are controlled and maintained within approved budget limitations.
- Compiles, analyzes, and correlates data and prepares reports and studies for submission to management and/or council on program related matters.

Finance:

- Collects, maintains, and analyzes data in cost control and capital variance reports.
- Develops business cases related to staff resource requirements, financial and operational plans.

Information:

- Confirms detailed and timely reports, records, schedules, monthly status reports, initiates correction of variances, as required by the WTST and/or Chief & Council.
- Manages and approves the preparation of Contracts.
- Implements detailed plans and recommends policies/procedures regarding program specific requirements

Related and other duties:

- Develops and implements database to track project warranties.
- Assists in the resolution of delay claims and disputes that may arise through the execution of construction activities.
- Coordinates inspections for all new housing and RRAP loans.
- Prepares pre-qualification documents to ensure that qualified bidders are obtained to meet the AFN's accepted standards for specialized projects.
- Evaluates tender documents and consultant proposals and makes recommendations for Council approval.
- Assists with communications strategy and resource allocation for new WTST capital requests.

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Minimum Requirements

- University degree in architecture, engineering, or the equivalent combination of education and relevant work experience required.

Specialization required:

- Comprehensive knowledge of related policies, Acts, Codes, and legislation including the Ontario Building Code, National and Provincial Fire Codes, Technical Standards Safety Authority (TSSA), Construction Standards Association, Ontario Occupational Health, and Safety Act (OHSA), Workplace Hazardous Materials Information Systems, Human Rights Code, Employment Standards Act (ESA), Accessibility for Ontarians with Disabilities Act (AODA) and other related legislation.
- Must possess and maintain valid Province of Ontario Class "G" driver's license with \$1M liability insurance and access to a personal vehicle for site visits.
- CPIC acceptable to position upon conditional offer.

Considered an asset:

- Project Manager Professional (PMP), Project Management Institute (PMI) and/or Leadership in Energy and Environmental Design (LEED) certifications/designation are considered assets.
- Knowledge of legislation governing First Nations.

Preferred Experience:

- Working knowledge in MS Word, MS Project, Excel, Project Accounting and scanning and imaging software.
- Considerable project management experience in facility planning and construction management, as well as on-site experience in the management of new construction and renovation projects.
- Excellent communication, presentation, and interpersonal skills to deal effectively with staff, consultants, contractors, and the public.
- Considerable experience managing multiple concurrent multi-disciplinary capital construction, renovation, and repair projects and resources in a large organization; Ability to manage consultants and contractors.

*** For full job description, contact Human Resources***

Deadline to Apply: **Open until filled.**

How to Apply:

Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

How to Contact:

Human Resources Recruitment

Phone: 905-352-2011 ext. 217

Email: humanresources@alderville.ca

Note:

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

Chief & Council retain the right to make the final decision on the selection of the successful candidate.