



Chippewas of RAMA
First Nation

Employment Opportunity

Job Title: **Project Coordinator**
Job Code: FAC279
Department: Facilities
Reports to: Facilities Manager - Customer Care

Date Posted: 9-Sep-20
Date Closed: 23-Sep-20
(5:00 pm)

****SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR RESIDENT SPOUSE/CHILD OF MEMBER****

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Full-Time with Benefits

Availability & Term: Approx. Start Date: October 2020

Remuneration: Commensurate with experience.

JOB PURPOSE/SUMMARY

To coordinate construction and maintenance projects of RFN Facilities and Infrastructure in order to maintain all assets in good condition.

QUALIFICATIONS

- Education:**
- College 1-3 years in related field. Certified Engineering Technologist (C.E.T.) an asset.
- Skills and Abilities:**
- Knowledge of building codes, fire codes & Health & Safety regulations.
 - Computer skills (Word, Excel & AutoCAD, GIS) and typing
 - Ability to read drawings for construction.
 - Valid Class G Driver's Licence.
- Experience:**
- 1 to 3 years experience in construction and project management.
- Other:**
- A Criminal Reference Check is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager
Chippewas of Rama First Nation
5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6
Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**** ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED ****

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.

The Chippewas of Rama First Nation - A Proud, Progressive First Nation Community



Job Description

Job Last Updated: 8-Sep-20

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Department:	Facilities
Reports to:	Facilities Manager - Customer Care

JOB PURPOSE/SUMMARY

To coordinate construction and maintenance projects of RFN Facilities and Infrastructure in order to maintain all assets in good condition.

KEY JOB FUNCTIONS/RESPONSIBILITIES

- Coordinate projects to budget, timelines and required standards.
- Develop project scope of work and specifications.
- Carry out tendering of work to meet finance policy.
- Develop and manage project timelines.
- Daily on-site review of project contraction methods/workmanship and task scheduling.
- Ensure projects are completed in compliance with contracts.
- Ensure Health & Safety and legal requirements are met.
- Ensure compliance of work to applicable building codes.
- Oversee and inspect work done by contractors or RFN departments.
- Develop drawings and update drawings as built.
- Arrange for all required permits, approvals and inspections.
- Prepare reports as required (INAC, ACRS) & ensure deficiencies are completed in timely manner.
- Organize departmental files/documentation (existing buildings, new builds, cemetery, lands, etc.)
- Review and update mapping/GIS systems.
- Maintain expenditure records.
- Assist with building inspections.
- Submit motion requests for funding.
- Submit purchase orders for approval.
- Administration or other assignments as directed.
- Maintain expenditure records.
- Use of drone.
- Review Engineering drawings to ensure construction meets design.
- Review and comment on studies/agreements/reports and follow through implementation.
- Reporting to various government agencies, RFN departments and general membership.
- Prepare and/or review construction cost estimates.
- Comment and/or recommend updates to outdated policies and bylaws.
- Meet with grieving families in regards to burials/interments.
- Cemetery operations including filing, GIS mapping, record/filing death certificates, certification of cremated remains, etc.