

**MISSISSAUGAS OF SCUGOG ISLAND FIRST NATION**  
**OPEN**  
**JOB ANNOUNCEMENT**  
**Project Manager**

**POSITION:** Project Manager

**POSTING DATE:** March 17/2020

**ANTICIPATED START DATE:** As Soon As Possible

**REPORTS TO:** Operations Manager

**HOURS OF WORK:** Monday to Thursday, 8:30 a.m. to 4:30 p.m.; Friday 8:30 a.m. to 1:00 p.m.  
Some flexibility required to work evenings and weekends to meet community and emergency needs, per the Lieu Time and Hours of Work Policies.

**DUTIES:**

Under the direction of the Operations Manager, this position will oversee and manage all construction and other projects from feasibility to design and construction and provide related technical and management support (including consultation on NNLP construction projects as approved by Council, as time allows), while ensuring projects are completed on time and within budgets. The position will also provide coverage and backup for the Operations Manager when necessary.

**Project Management**

- Manage project start-up meetings and procedures including job site trailer or office, master filing system, project billings, cost accounting system, and project directory
- Promote a culture of health, safety and environmental protection on the project by taking an active role in the implementation of the Project Specific Safety Program (PSSP) to achieve compliance of standards, applicable legislation, regulations and codes
- Develop, coordinate and administer the Project Quality Plan, schedule and budget and ensure project materials and workmanship meet the project quality standards and design requirements
- Performs administrative and recordkeeping functions including the review and distribution of drawing documentation; preparation of correspondence and meeting minutes; and maintenance of files, logs, drawings, specifications, submittals
- Manage the (sub) contract management / procurement process through the tendering and awarding of work, processing invoices and progress claims, and assisting with the review of drawings, documents and inquiries
- Ensure insurance, WSIB clearance, and other documentation is clearly provided by subcontractors
- Ensure that employees and subcontractors comply with safety procedures and regulations such as PPE, fall protection, confined space, excavation and trenching, specifications and regulatory compliance
- Maintain a safe operating environment for Installation Crews by providing clear instructions and training
- Maintain schedule and document control and develop and maintain critical paths
- Chair and ensure minutes of Owner and Subcontractor meetings
- Oversee change order management process by securing pricing from the vendor / subcontractor, reviewing and inputting the data for Operations Manager review, submitting change requests for approval, and following through with (sub) contract change orders / purchase orders as directed
- Develop/track project milestones, creation and maintenance of the project schedule and updates the master project schedule
- Review site progress
- Prepare for project close out by collecting warranties, O&M manuals, and occupancy documents; creating turnover documents; demobilizing site; and archiving documents

### **Supervision of Project Workers**

- Coordinate work to be completed for all new buildings, repairs and renovations - this includes scheduling work around contractors and with available staff as needed
- Manage the requirements and performance of contractors and service providers

### **Planning and Communication**

- Anticipate and resolve project issues and scheduling difficulties and advise the Operations Manager of potential problems
- Attend Operations and other project meetings
- Prepare and update schedules (in Microsoft Project) and other reports, including a weekly report to the Operations Manager
- Liaise with Housing Coordinator, Construction Site Supervisor and homeowners monthly with respect to new builds

### **Financial Management:**

- Develop and submit annual project budgets, cost projections and work plans and overall management of projects
- Monitor and evaluate project expenditures to ensure programs are operating within the approved budget and provide variance reports
- Assist in the preparation of funding proposals as required
- Provide quarterly/annual reports for all program funding sources as required
- Prepare regular, timely and accurate billing direction and ensure timely payment of subcontractor billings working closely with the Operations Manager and Finance Team
- Provide cost reports
- Communicate Price changes to owner(s)

### **Related and other duties:**

- Participate on hiring committee as directed
- Support and inform MSIFN Health and Safety Committee Initiatives
- Special projects, assigned tasks and additional regular duties as required by the Operations Manager

**PAY RANGE:                   \$40.46 - \$45.45/hr. (\$73,637.20 - \$82,719.00/yr. based on a 35-hour work week)  
Job Level D (Under Review)**

### **MINIMUM QUALIFICATIONS:**

- Completion of University degree in project management, electrical, civil or mechanical engineering, or in a discipline related to construction, facility operation and/or maintenance plus a minimum five years related senior management work experience and 10 years total work experience
- Valid driver's license and \$1M liability insurance
- Knowledge of provincial and federal legislation governing First Nations, including Health and Safety Legislation
- Initiative and ability to work independently to meet deadlines
- Ability to analyze problems, recommend and implement solutions
- Good interpersonal skills to communicate with First Nation residents
- Project Management knowledge and experience
- Knowledge of Aboriginal Water and Wastewater Association of Ontario (AWWAO)
- Knowledge of Fuel Systems Management Circuit Rider Program
- Sound knowledge of MS Office Programs (Word, Excel, PowerPoint), Microsoft Project
- Demonstrated advanced written and verbal communication skills
- Demonstrated people management and conflict management skills
- Business negotiation skills
- Budget development and analysis skills
- Advanced planning and organizational skills

**Considered an asset:**

- Professional engineering status, construction trade certification
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics
- Water and Wastewater Operator Certification
- Project Management Certification
- Health and Safety Certification

**Preferred experience:**

- Management experience in Facilities/Grounds Operations or Maintenance, Construction, Housing and Water and Wastewater Treatment
- Project Management Experience
- Work experience with a First Nation or Aboriginal Organization

**TO APPLY:**

Complete application form (mandatory - can be picked up at the band office) or also send resume, including a cover letter, to Merridy Curtis (e-mail or fax acceptable). Existing employees must complete an Internal Application Form.

**DEADLINE:**

**Posting will Remain Open until Filled**

Those who miss the deadline may qualify to apply during the next stage if the position is not filled.

**QUESTIONS:**

Merridy Curtis, Administrative Assistant to Human Resources Manager  
Phone: 905-985-3337 Ext. 242  
Fax: 289-312-4647  
[mcurtis@scugogfirstnation.com](mailto:mcurtis@scugogfirstnation.com)

The MSIFN is committed to employment equity. All qualified candidates are encouraged to apply; however, Aboriginal applicants will be given priority. Qualified candidates who self-identify as "Aboriginal" as defined in the MSIFN Recruitment Policy, will be given preferential consideration for any position.

**"An Equal Opportunity Employer"**