



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

**TECHNICAL SERVICES ENGINEER 066-19**  
**TECHNICAL SERVICES, PUBLIC WORKS**  
**(Full-Time)**

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, Wednesday, **March 20, 2019**, for the Technical Services Engineer with Technical Services, Public Works Department. The Six Nations Elected Council Application for Employment Form, Job Posting and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications accepted through [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca). **NO LATE APPLICATIONS ACCEPTED.**

**JOB SUMMARY:** Reports to and works under the direction and supervision of the Director of Public Works. The Technical Services Engineer shall assist Six Nations of the Grand River Departments by providing technical advisory and support services as follows: Coordinating, planning, implementation, construction, operation and maintenance building projects, community buildings, housing and sanitation systems, water supply and distribution systems, roads, bridges, drainage during the design, construction and commissioning of specific capital works projects within the policies and procedures established by Six Nations Elected Council.

<b>Type</b>	Full Time
<b>Closing Date</b>	March 20, 2019
<b>Hours of Work</b>	Unscheduled hours
<b>Wage</b>	\$80,000 Per Annum

**BASIC QUALIFICATIONS:**

- Must have a minimum education level of a Professional Civil Engineering Degree;
- Must have at least two (2) years in related work experience;
- Excellent knowledge of theory and practices in the design, construction, operation and maintenance of community facilities involving roads, water and sewer systems, landfills, recreation facilities, education and community buildings, housing and other community services;
- Excellent knowledge of Project Management principles in relation to planning, scheduling and cost of construction projects;
- Excellent knowledge and management techniques, administrative procedures and regulations;
- Initiative and good judgment in dealing with construction and maintenance plans and programs;
- Effective supervisory, communications and interpersonal skills;
- Ability to pass security check;
- Possess initiative and ability to work independently;
- Exhibit good organizational skills and ability to take direction;
- Must possess strong managerial skills;
- Ability to analyze problems and recommend solutions and/or implement solutions;
- Must be able to prioritize tasks and meet deadlines;
- Must be skilled in public relations and dealing with the public, contractor and other staff of the Six Nations of the Grand River and all other project stakeholders.

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1: Email – Applications must include all of the following:**

1. Printed, filled in and authorized Six Nations Elected Council Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Copy of your education diploma/degree/certificate and transcript.
5. Email all documents (in a .doc or .pdf file) listed above to [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca).

**Please ensure that the SUBJECT LINE of your email states:**  
**Technical Services Engineer – Full Time – -066-19**

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

**Method #2: Mailed or Hand Delivered – Applications must include all of the following:**

1. Printed, filled in and authorized Six Nations Elected Council Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Technical Services Engineer – Full Time – 066-19**  
c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario NOA 1M0

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OHSWEKEN, ONTARIO

PUBLIC WORKS

CANADA N0A 1M0

Office: 519-445-4242

1953 4th LINE, P.O. BOX 131

Fax: 519-445-4763

## SIX NATIONS PUBLIC WORKS

**POSITION:** Technical Services Engineer

**REPORTING RELATIONSHIP:** Reports to and works under the direction and supervision of the Director of Public Works.

### **PURPOSE AND SCOPE OF THE POSITION:**

To assist Six Nations of the Grand River Departments by providing technical advisory and support services as follows:

Coordinating, planning, implementation, construction, operation and maintenance building projects, community buildings, housing and sanitation systems, water supply and distribution systems, roads, bridges, drainage during the design, construction and commissioning of specific capital works projects.

### **RESPONSIBILITIES:**

#### **1. Technical Functions**

##### **Minor Capital Planning Process:**

- i. Participation in the development of the minor capital plan;
- ii. Planning, coordinating and reviewing all the capital planning, projects submissions and project implementation activities for the First Nation;
- iii. Assist in the development of the required documentation for project submission to the various funding agencies;
- iv. Ensure that progress payment and completion certificates are issued for minor capital projects;
- v. Prepare the environmental screening report and completion certification for all minor capital projects for INAC's review and prior to project implementation;

##### **Major Capital Planning Process:**

- vi. Assist in establishing project schedules, cost estimates and budget plan;
- vii. Monitor the construction progress by the preparation of project status reports which identifies the physical and financial status of projects; identifying potential problems and providing recommendations for the prevention or correction;
- viii. Ensure that the completion certificates are issued for minor and major capital projects;

- ix. Ensure that all specified major capital projects have environmental screening reports prior to implementation;
- x. Participate in the development and act as a member of the project team of various capital projects;
- xi. Assist in the selection of a project manager for major projects;
- xii. Assist in the development and review of the design approval request (DAR) and project approval request (PAR) submissions for funding request; assist in the documentation required to obtain approval from INAC;
- xiii. Assist in the identification of a scope of work and develop and/or review and approve terms of reference documents;
- xiv. Ensure that project status reports which identify the physical and financial status of major projects are submitted in a timely manner;
- xv. Prepare environmental screening report and completion certification for all major capital projects.
- xvi. Contribute to the First Nations Infrastructure Investment Plan (FNIIP) annually.

## **2. Administrative Functions:**

- i. Attend meetings to discuss physical development proposals relating to both short and long term community development;
- ii. Development/approve terms of reference for request for proposals or request for quotations for specialized consultant services and general construction tender and specifications;
- iii. Assist in the consultant selection process and tender opening process;
- iv. Participate in the review of technical proposals, designs, cost estimates and specification;
- v. Determine the need for field and site surveys and/or soil investigations to identify design constraints;
- vi. Preparation of, and review of other professional and construction contract documents;
- vii. Develop preliminary cost estimates and evaluate the cost/benefits of project proposals;
- viii. Attend Council negotiations with consultants, contractors, suppliers and government agencies;
- ix. Upon request, provide technical advise at meetings related to the minor/major capital planning process;
- x. Provides contract administration and construction review services for projects;
- xi. Assess and recommend the development of new technical positions to eliminate outsourcing projects to outside consultants.
- xii. Provides payment certification with contractors for projects.

## **3. Communication Functions:**

### **Operation and Maintenance Programs:**

- i. Provide advice on routine and preventative maintenance practices and procedures to ensure assets are maintained at their optimum level of performance;

- ii. Assist with the development of procedures for the periodic and on-going assessment of operation and maintenance practices of community assets;
- iii. Assist other managers in the preparation of or update of their maintenance programs, including budgets on an annual basis. This would include the restructuring of a particular program to ensure effective maintenance procedure and deficit recovery programs are developed;
- iv. Provide advice on the development and implementation of a maintenance management system;
- v. Establishes and maintains current capital management and data base inventory records:
  - a) Capital Assets Inventory System
  - b) Asset Condition Reporting System
  - c) Municipal Type Agreements
  - d) Fire Protection Data
  - e) Housing Infrastructure Data
  - f) Education Facilities Data
- vi. Ensures that the Capital Management and Data Base Inventory is updated annually and that procedures have been established that reflect changes or that newly constructed assets are included;
- vii. Review and advise on the technical terms and conditions required by various funding agencies regarding expenditures on operation and maintenance;
- viii. Report on the status of the maintenance of capital assets;
- ix. Ensures that all newly constructed assets have the warranties and maintenance manuals in place prior to takeover;
- x. Ensures that all newly constructed assets are added into Indigenous Services Canada's database for Operation and Maintenance funding immediately;
- xi. Assist in the identification, substantiation of need, and repair/replacement of specific major maintenance items;
- xii. Assist in the preparation of construction contracts and/or standing offer agreements with suppliers.

**Technical Policies, Guideline and Technical Training:**

- i. Development of Technical policy and standards that will regulated project development and capital construction programs;
- ii. Approval of all plans an specifications of any changes to new community infrastructure and facilities;
- iii. Determining the need for, and the development of technical codes and standards that will ensure technical requirements are considered and adhered to;
- iv. Attending meetings with ISC and other government departments and agencies in matters relating to the transfer of technical programs to Six Nations of the Grand river;
- v. Contributing to health and safety codes;
- vi. Establishment of a technical resource, area that would include as constructed plans and specifications and copies of all feasibility studies and/or reports of community assets;
- vii. Identifying technical training programs or courses that would assist First Nations staff in the performance of their duties;

- viii. Development and delivery of technical training courses that are requested by staff to assist in the performance of their duties.

#### **4. Other Functions**

- i. Coordinates special projects, such as energy management, access for handicapped, surveys, special studies and any other projects;
- ii. Attendance at workshop and career development course related to position;
- iii. Liaison with various committees, Senior Administrative Officer, Chief and Council, Administration staff, Program Managers or Supervisors and other government agencies as required;
- iv. Attendance at special meetings, if requested;
- v. Performs related duties as may be required by the Director of Public Works.

#### **WORKING CONDITIONS:**

Work involves some physical activity; mental stress; requires to work outside in severe weather conditions, requires travel and extensive interaction with the public; subject to deadlines, interruptions, and unscheduled hours; ability to take direction, prioritize work schedule; ability to work independently and/or supervise and instruct.

#### **WORKING RELATIONSHIPS:**

##### **With the Director of Public Works:**

Receives direction, guidance and discusses plans, priorities and interacts to ensure tasks are done efficiently and effectively receives instruction and supervision.

##### **With Chief & Council:**

Provides recommendations based on allocation of resources required to implement priority components of community plan.

##### **With Staff Members:**

Works cooperatively and courteously with all staff; is a team player.

##### **With External Agencies:**

Promotes Six Nations of the Grand River; represents and promotes community needs related to the Comprehensive Community Plan; maintains awareness of legislation, policy and program changes, seek to develop sound professional working relations.

#### **KNOWLEDGE AND SKILLS:**

##### **Minimum Requirements:**

Must have a minimum education level of a Professional Civil Engineering Degree.  
Must have at least two (2) years in related work experience.

**Other Preferred Qualifications:**

- i. Excellent knowledge of theory and practices in the design, construction, operation and maintenance of community facilities involving roads, water and sewer systems, landfills, recreation facilities, education and community buildings, housing and other community services.
- ii. Excellent knowledge of Project Management principles in relation to planning, scheduling and cost of construction projects.
- iii. Excellent knowledge and management techniques, administrative procedures and regulations.
- iv. Initiative and good judgment in dealing with construction and maintenance plans and programs.
- v. Effective supervisory, communications and interpersonal skills.
- vi. Ability to pass security check.
- vii. Possess initiative and ability to work independently.
- viii. Exhibit good organizational skills and ability to take direction. Must possess strong managerial skills.
- ix. Ability to analyze problems and recommend solutions and/or implement solutions.
- x. Must be able to prioritize tasks and meet deadlines.
- xi. Must be skilled in public relations and dealing with the public, contactor and other staff of the Six Nations of the Grand River and all other project stakeholders.

**IMPACT OF ERROR:**

Errors in carrying out duties could result in loss of credibility and legal liability to Six Nations of the Grand River, including loss of Program funding, poor public relations, and could result in harm or injury to employees and the public.

**CONTROLS:**

Works within the administrative policies and procedures established by the Six Nations of the Grand River for the Public Works Technical Services Department and other legislation by the respective government agencies.



**APPLICATION FOR EMPLOYMENT**  
With the Six Nations Council

**PART I GENERAL INFORMATION**

<b>Application for: (Job Title)</b>			<b>Closing Date:</b>		
<b>Name of Applicant:</b>	<b>First Name</b>	<b>Initial</b>	<b>Last Name</b>	<b>Band &amp; Number(if applicable)</b>	
<b>Mailing Address (R.R.#, Blue # &amp; Address)</b>			<b>Home Phone.</b>	<b>Alternate Phone No.</b>	
<b>City or Town or Village</b>	<b>Province</b>	<b>Postal Code</b>		<b>Email Address</b>	
<p>Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply; applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations Community. Based on the need to provide qualified professional services only those applicants meeting the minimum requirements will be invited for an interview.</p>					
Do you have specific needs to be accommodated? If so, in what manner?	Do you have the valid required license(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid First Aid/CPR Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you had WHMIS Training? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>If you have previously worked for Six Nations Council, please answer the following:</p> <p>Length of time worked      _____ Months      _____ Year(s)      Dates Employed: _____</p> <p>Reason for Leaving      _____</p>					
<p>Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment. <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Have you ever been convicted of a criminal offence for which a pardon has not been granted?      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Do you wish to work      <input type="checkbox"/> Full-Time      <input type="checkbox"/> Part-Time      <input type="checkbox"/> Temporary/Casual</p> <p>Some positions may require a medical examination as it pertains to the position and will be requested if you are the successful candidate. Would this present a problem for you?      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>					

**PART II EDUCATION**

Year Last Attended	Level Completed	Secondary School					College or University					Graduate or Professional				
		9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
Certificates, Diplomas, Degrees obtained																
Course of Study Taken																
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education																



<b>PART III WORK HISTORY</b>	
<b>I Present or Last Employer</b>	Address:
Type of Business:	Telephone Number:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
<b>II Previous Employer</b>	Address:
Type of Business:	Telephone:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
<b>III Previous Employer:</b>	Address:
Type of Business:	Telephone Number:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)	
1. 2.	

**\*\*PLEASE READ CAREFULLY\*\***

**YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM**

By signing this application you are consenting for this employer to contact your previous employers for references.

**Authorization:**

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date