

Job Description

POSITION:	Project Manager – Capital
ACCOUNTABILITY:	Senior Program Manager
CLASSIFICATION	Full-Time Contract
DATE APPROVED:	May 4, 2023

JOB PURPOSE

The Project Manager is responsible for managing, supervising and maintaining the Agency's overall facilities projects and community-based projects. The Project Manager will work closely with individual North Shore First Nation communities to ensure input is reflected in Infrastructure building projects. The Project Manager will work alongside contractors from beginning to completion of projects that include planning, scheduling, organizing, controlling and evaluating according to specifications, budget and applicable Buildings Codes, Health and Safety legislation and MTO legislation.

KEY JOB FUNCTIONS

Project Management

Responsible for planning, scheduling, organizing, controlling and evaluating completion of Infrastructure building projects for the individual North Shore First Nation communities and within the Agency.

- Liaise, consult and work effectively with individual North Shore First Nation communities, Nogdawindamin Family and Community Services, and affiliates;
- Consult regularly with North Shore First Nations to define and plan for Infrastructure buildings within their communities;
- Hire and supervise the activities of architects, engineers, and contractors including directly manage activity and providing progress report updates through to completion of projects;
- Prepare and submit construction project budget estimates including tender packages;
- Plan and prepare construction schedules and milestones, and monitor progress against established schedules;
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, contractors, engineers, clients and suppliers;
- Oversee performance of all trade contractors and review architectural and engineering drawing ensuring that all specifications and regulations are being followed;
- Prepare progress reports and issue progress schedules to the Manager of Infrastructure and Technology and individual North Shore First Nation communities and prepare high level briefings as required;
- Gather, compile and maintain data through consultations with North Shore Tribal Council communities, Nogdawindamin Family and Community Services, and affiliates;
- Ensure on-going day to day evaluation of project activities is consistent and appropriately achieved;
- Promote, support and maintain effective working relationships;
- Ensure the development and implementation of appropriate protocols, policies, and procedures with the North Shore First Nations;
- Prepare project briefs and project management documentation including permit requirements, building standards, design and engineering requirements, budget estimates, and vendor quotation documents addressing work requirements;
- Manage service-related data collection processes as defined by Manager of Infrastructure and Technology;
- Work in collaboration with the finance department to ensure all financial claims related to the Agency and North Shore First Nations communities are processed and managed according to Agency policy and procedures

Facilities and Infrastructure Assessment:

To assess potential Infrastructure buildings for individual North Shore First Nation communities and within the Agency and determine feasibility based on budgets, Building Codes, Health and Safety legislation and MTO legislation.

- Research, analyze and report on all Infrastructure building projects compliance with applicable Building Codes, Health and Safety legislation and MTO legislation;
- Prepare comprehensive reports and recommendations to the Manager of Infrastructure and Technology for submission;
- Prepare budgets and cost analysis to accompany reports and recommendations to the Manager of Infrastructure and Technology;
- Work with vendors and contractors to complete work on approved proposals

Health and Safety Compliance:

To coordinate and implement requirements to meet relevant Health and Safety legislation.

- Take reasonable steps to ensure health and safety of Infrastructure building projects and capital assets
- Ensure facilities are maintained consistent with best practices for energy conservation, carbon footprint reduction and other relevant environmental standards
- Ensure buildings are in compliance with Health and Safety legislation and applicable Building Codes
- Develop and implement quality assurance control programs

Human Resources:

Provide guidance, direction and support to department staff.

- Provide leadership, guidance, support, supervision and direction to teams and ensure understanding and alignment with organizational values, goals and priorities;
- Promote and support the well-being of staff by referring to appropriate resources;
- Ensure performance and supervisory expectations are clear and consistent;
- Monitor and address employee performance;
- Conduct performance review and fully involve staff in evaluating and planning to improve their job performances;
- Monitor and manage attendance management process;
- Assist with staff development and recommend training opportunities;
- Develop and lead supervisory conferences, team meetings, case reviews and/or observations of caseworkers to identify ongoing strategies to meet the team's ongoing development and training needs;
- Establish and sustain a work environment that promotes and rewards optimal performance, an ongoing commitment to excellence and the adoption of strength-based cultural practices;
- Support a culture of learning and professional development and ensure leadership development opportunities exist for staff;
- Ensure adherence to organizational policies, procedures, practices and standards;
- Provide guidance and support to Employees when investigating complaints and contentious issues;
- Approve staff attendance records, time-off requests and travel expense claims;
- Participate in recruitment of staff including assisting with screening, interviews, development of job descriptions and preparing interview questions;
- Ensure orientation of new staff;
- Conduct workload analysis and ensure complement of staff to provide services as necessary;
- Recommend human resources required for the department.

Financial Management:

Assist in the preparation and monitoring of the Agency's service plan and operating budget.

- Assist in the development of annual operating budget and coordinate planning and allocation of resources;
- Review and monitor financial and operational reports on a monthly basis for each service and program;

- Approve expenditures which fall within the limit of authority, sign payment requests and process credit card purchases;
- Ensure financial policies and procedures are adhered to;
- Assist with analyzing and evaluation of all programs and services and overall operations.

Relationship and Team Building:

Work collaboratively and cooperatively at all levels.

- Demonstrate behaviors, actions and attitudes that are consistent with Agency vision, mission and values;
- Ensure appropriate communication and consultation with Supervisor at appropriate times;
- Ensure effective and professional communications with all internal and external stakeholders;
- Share information according to privacy and/or confidentiality guidelines;
- Work respectfully, positively, professionally and collaboratively with team members.

Cultural Competency

Participate in cultural activities within the agency.

- Follow the Seven Grandfather teachings as it relates to the position in line with the vision and mission of the Agency;
- Actively attend and participate in regular Anishinaabe Aadziwin cultural training and/or activities provided by the Agency;
- Ensure appropriate cultural opening when coordinating meetings both within the agency, for clients, families, communities and other collaterals;
- Actively seek guidance from cultural staff how to incorporate culture into the position or how to work from a cultural perspective;
- Engage in learning and incorporating Anishinaabemowin language within the position.

Administration and Reporting:

Complete administrative functions and reports, and adhere to Agency policies, procedures, and relevant practices.

- Ensure submissions of reports are completed and reviewed;
- Prepare reports, statistics, briefing notes and correspondence as required;
- Develop and maintain an individual detailed work plan of activities;
- Ensure confidentiality and safekeeping of all Agency documents and records;
- Develop and maintain accurate, up-to-date and concise work files;
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation;
- Prepare and submit monthly reports and travel expense claims and maintain attendance records;
- Follow Agency human resources, finance and other policies and procedures in the performance of duties.

Other Duties

- Act in accordance with agency Code of Ethics and maintain confidentiality at all times to protect the privacy of Agency staff, families and communities;
- Participate in internal or external committees as required or assigned;
- Perform additional related duties in accordance with job responsibilities and department objectives;
- Participate in training, cultural events and other mandatory training as required;
- Other duties as required or assigned.

QUALIFICATIONS

Minimum Education

- Diploma or Degree in Civil Engineering or Construction Engineering or related field
- Training in building maintenance would be an asset

Minimum Experience

- Five (5) years of management experience in maintenance and residential or commercial construction

- Experience negotiating and coordinating contracts, RFP's, work orders, leases and permits
- Experience working with Indigenous people, organizations and communities
- Experience supervising staff
- Experience managing budgets
- Experience with capital planning

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge of Building Codes, infrastructure and vehicle requirements, Health & Safety Legislation, building maintenance practices and MTO legislation
- Knowledge of First Nation and Urban Aboriginal building systems
- Knowledge of North Shore First Nations

Special Skills

- Strong leadership and management skills
- Strong analytical and research skills
- Demonstrated human resource management skills
- Excellent technical skills
- Excellent negotiation skills
- Excellent interpersonal skills
- Excellent customer service skills
- Excellent conflict resolution and problem-solving skills
- Excellent oral and written communication skills
- Excellent organizational and planning skills
- Excellent time management skills
- Excellent computer skills with MS Office software and Computerized Maintenance Management Systems
- Excellent problem-solving skills
- Ability to take action in a crisis management environment
- Ability to develop comprehensive reports
- Ability to read and understand blueprints and perform mathematical calculations
- Ability to attend to detail
- Ability to communicate in user-friendly language
- Ability to manage multiple priorities and work in a fast-paced environment
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines and work flexible hours
- Ability to adapt to and manage change
- Ability to work with confidential and sensitive information

Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings;
- Ability to understand and speak Anishinaabemowin is a definite asset;
- Must provide a Police Records Check deemed satisfactory by the employer;
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel;
- Must have \$1M automobile insurance coverage.

WORK SITE LOCATION

The location of this position is to be determined.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Project Manager will typically be in an office and community setting. The Project Manager is frequently required to observe and evaluate community buildings, interact with community

Technical Departments, operate a computer, file and retrieve written documents and work overtime when required or during emergency situations. The physical demands include but are not limited to standing, sitting, walking, lifting, carrying and reaching, handling, kneeling, crouching and bending. The Project Manager will be required to travel to meetings in the province of Ontario.

Positions requiring research and analysis can be mentally challenging. As a result, this position is more mentally challenging than physical. There will be extended periods of sitting for administrative purposes or to attend meetings.

Non-physical demands include a work environment where the noise level is usually quiet to moderate but may be loud on occasion. The nature of the position may expose the Project Manager to moderate levels of tension when dealing with community infrastructure and employee issues. The level of tension is usually moderate with moderate levels of tension occurring on occasions.

Given the traditional practices of Aboriginal people, from time to time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

TECHNOLOGY & EQUIPMENT

Computer, Photocopier, Telephone, Cell Phone, Fax Machine, Adding Machine, Measuring Tape, etc.

SUPERVISORY RESPONSIBILITY

This position does not supervise employees.

KEY RELATIONSHIPS

Internal

The position requires interaction with the Chief Executive Officer, Manager of Infrastructure and Technology, Senior Management, Director of Finance, and other staff.

External

The Project Manager will interact with all First Nations, urban Aboriginal Agencies, infrastructure and vehicle vendors and suppliers (Hydro, Bell, Internet, Security, Office Furniture, MTO, Car Dealerships), contractors, engineers, architects, real estate agents, landlords and other agencies.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date