



Ontario First Nations  
Technical Services  
Corporation

## **Employment Opportunity: Director of Engineering – Thunder Bay or Toronto Office**

The mandate of the Ontario First Nations Technical Services Corporation (OFNTSC) is to provide engineering and technical advisory services to all First Nations in Ontario. The OFNTSC requires the services of a Director of Engineering. This position can be located in either the Thunder Bay or Toronto Office. The Director of Engineering is a member of the OFNTSC management team and is responsible for the overall operations of the Engineering unit.

### **KEY ACCOUNTABILITIES AND RESPONSIBILITIES:**

#### **Administration**

- Implement the strategic and operational plans for the Corporation
- Provide direction and management to the engineering staff and report activities regularly to the Executive Director
- Liaise with Managers to ensure efficient communication and work allocation within divisional units
- Assist with special events (conference, symposium, etc.) related activities
- Represent their unit at senior management, executive and board meetings
- Other duties as required by the Executive Director

#### **Finance**

- Review and manage the project and travel schedule and budget compared to actual results
- Determine and manage annual operational plan and budget
- Approve expenditures for travel and purchased goods and services within policy guidelines
- Approve invoices, cheque requisitions and purchases
- Sign cheques as required
- Responsible for the administration and monitoring of OFNTSC core budgets for their unit
- Recommend cost saving measures

#### **Human Resources**

- Approve and manage employees' timesheets and requests for time off
- Ensure the organization maintains effective staffing levels
- Ensure that corporate policies and procedures are adhered to by their staff
- Make recommendations for new and/or revised policies or administrative directives as necessary
- Review, prepare and implement a professional development plan for all staff
- Develop individual work plans with each staff member and evaluate individual staff performance
- Manage conflicts as required
- Recommend payroll increases

### **QUALIFICATIONS:**

- 2+ years' Experience working for a First Nations organization.
- Team leadership and direct report experience in a mid-sized organization.
- 5 + years' Experience with project management.
- Experience in community engagement.
- Track record of delivering results on tight budgets and timelines.
- Engineering Degree or a Degree in Business Administration.

**CLOSING DATE: APRIL 20, 2018 at 4:30 p.m. (EST)**

Please mark clearly on subject line of the email "**Director of Engineering**" and send your cover letter and resume in one (1) PDF file labelled [**LASTNAME\_FIRSTNAME\_DIRECTOR\_OF\_ENGINEERING**] to:

**Melanie Debassige, Executive Director**  
Ontario First Nations Technical Services Corporation  
111 Peter St., Suite 606  
Toronto, ON, M5V 2H1  
[MDebassige@ofntsc.org](mailto:MDebassige@ofntsc.org)

We thank all applicants, however only those receiving an interview will be contacted.