



**JOB POSTING:**

# **TECHNICAL SERVICES COORDINATOR**

**Location:** Brantford

**Closing Date:** May 3<sup>rd</sup>, 2019 @ 4:30pm

The Ontario First Nations Technical Services Corporation (OFNTSC) was established in 1995 to provide expert technical advisory services to the First Nations of Ontario. OFNTSC, as the lead firm/contractor for providing technical services under CMHC's on-reserve housing program, collaborates with Tribal Councils and First Nation communities to provide quality technical services in Ontario. OFNTSC is responsible for, and arranges, subcontracting work and agreements with interested Tribal Councils, Large First Nations, First Nation communities and individuals. OFNTSC is the main point of contact for every day service, quality and billing. The OFNTSC Technical Services Coordinator will have the overall responsibility for coordinating technical services required under CMHC's On-Reserve programs. This Coordinator will work under the direction of Manager, CMHC-Technical Services Provider. This position will be located in the Brantford office.

**DUTIES:**

OFNTSC provides three major work streams under the CMHC's on-reserve housing program: (1) receiving & tracking new technical service requests (TSRs) from CMHC; (2) executing on those requests to completion; (3) reporting on the work performed. The OFNTSC Technical Services Coordinator shall be responsible for the following:

- Coordinate and receive technical service requests (TSRs) from CMHC, communicate and collaborate with administration/finance, sub-contractors and all aspects of inspecting.
- Assisting in the reporting, tracking, quality assurance and monitoring of services.
- Coordinating and tracking new technical service requests (TSRs) from CMHC
- Assign requests to sub-contractors for Tribal Council areas and Large First Nations.
- Assign requests to OFNTSC IS staff for all Unaffiliated First Nations.
- Reviews reports received from technical service providers and submit to CMHC for processing.
- Assigns requests to technical service providers who will complete the TSRs for progress advance reviews and initial RRAP inspections.



ofntsc

**HEAD OFFICE**

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- Monitors all invoices and cost summaries and/or estimates submitted from sub-contractors.
- Provide assistance in ensuring the quality, accuracy, and reliability of Progress Advance Validation reports, PCRs and for the Renovation Program reports.
- Provide assistance in the completion and submission of regular monthly reporting as required.
- Assist with invoicing to CMHC, administering sub-contracts, and will assist in meeting quality and performance reporting requirements.

**STATEMENT OF QUALIFICATIONS:**

- Post-secondary graduate with 1-3 years of related work experience
- Excellent organizational skills
- Skill in organizing work of self and others with attention to detail
- Excellent verbal and written communication skills
- Time management and prioritization
- Self-motivated and effective in a team setting
- Ability to travel throughout the province of Ontario
- Valid Driver's license
- Professional, Responsive, and positive work attitude

Please mark clearly on subject line of the email "**TECHNICAL SERVICES COORDINATOR**" and send your cover letter and resume in one pdf file, with the attachment labelled as **[LASTNAME\_FIRSTNAME\_TECHSERVCOORD2019]** to:

**Linda Sandy, Sr. Human Resource Generalist**  
**Ontario First Nations Technical Services Corporation**  
**111 Peter Street, Suite 606**  
**Toronto, Ontario, M5V 2H1**  
[humanresources@ofntsc.org](mailto:humanresources@ofntsc.org)

For a detailed job description, contact Human Resources at (416) 651-1443 ext. 238 or email [humanresources@ofntsc.org](mailto:humanresources@ofntsc.org)

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