



JOB POSTING:

(2) INFRASTRUCTURE SPECIALIST

Location: Brantford and Thunder Bay

Closing Date: OPEN until filled

The mandate of the Ontario First Nations Technical Services Corporation (OFNTSC) is to provide technical and enhanced advisory services to all First Nations in Ontario. The OFNTSC requires the services of (2) Infrastructure Specialist to assist in fostering technical self-reliance by providing support in the following areas: Conduct new housing inspection and plan reviews, provide advisory services regarding Minor Capital planning and budgeting, non-professional aspects of Major Capital and O&M including Integrated Capital Management system (ICMS), Capital Asset Inventory System (CAIS), Asset Condition Reporting System (ACRS) and advice regarding the utilization of training resources. One (1) position will work out of the Thunder Bay office and one will work out of the Brantford office and will report directly to the Director of Operations.

Strict confidentiality must be recognized and maintained at all times.

DUTIES:

- Assist and advise Unaffiliated First Nations in asset information activities comprised in asset inventory and reporting systems managed by Indigenous Service Canada (ISC) which generate First Nations Annual Operation and Maintenance budgets.
- Assist and advise Unaffiliated First Nations in understanding the level of information required in inventory collection and verification of the Integrated Capital Management system (ICMS), Capital Asset Inventory System (CAIS) and the Capital Asset Management System (CAMS).
- Follow-up liaison with clients on the data and recording procedure required annually by AANDC. This includes advice in completing the call package, meeting the schedule, data collection, data definitions, coding requirements, verification procedures and CAMS program database application where applicable.
- Assist and advise clients in all activities related to the annual or periodic inspections of community facilities and understanding the terminology used in carrying out the Asset Condition Reporting System (ACRS) inspections.



ofntsc

HEAD OFFICE

Mississaugas Of New Credit Indian Reserve
4453 First Line Road
New Credit Commercial Plaza
Unit 202, Box 8
Hagersville, Ontario N0A 1H0

905-768-3399

TORONTO SERVICE CENTRE

Suite 606
111 Peter Street
Toronto, Ontario
M5V 2H1

416-651-1443
TOLL FREE 1-888-535-3383

THUNDER BAY SERVICE CENTRE

Suite 206A
200 South Syndicate Avenue
Thunder Bay, Ontario
P7E 1C90

807-623-9595
TOLL FREE 1-888-892-8281

- Assist and advise clients in the planning and development of a Maintenance Management Program related to First Nations Capital Assets.
- Provide advice to clients in minor capital planning and budgeting. Review five (5) year capital plan prior to submission to ISC.
- Conduct inspections on new housing at five (5) required stages of construction.
- Conduct reviews of house floor plans to ensure compliance with code requirements.
- Provide advisory services in housing policy development.
- Assist and advise clients on other advisory services available from OFNTSC such as housing, training, fire protection and environmental.
- Provide support and advice on the First Nations National Reporting Guide (FNNRG), contract management and administration, R2000 program and EnerGuide for new houses, research and advice on new technology and methods of constructions and capacity development.
- Monitor inspection and conditional assessment services.
- Liaise with the Senior O&M Technologist in the Toronto/Thunder Bay office of the OFNTSC.
- Maintain relationships and partnerships with the various communities, stakeholders and federal and provincial agencies
- Understand the procedures and protocols in dealing with First Nation communities, government bureaucracies and agencies
- Prepare and maintain a project schedule and project budget
- Provide First Nation communities with the skills and expertise necessary to manage technical training
- Provide "hands on" field experience
- Maintain records and evaluations for First Nation clients

STATEMENT OF QUALIFICATIONS:

- College Diploma in Civil Engineering or Architectural Technology/Technician or other related specialty
- 3-5 years of related experience
- Inspector Certificate or training in the Building Science

Please mark clearly on subject line of the email "**INFRASTRUCTURE SPECIALIST**" and send your cover letter and resume in one pdf file, with the attachment labelled as **[LASTNAME_FIRSTNAME_INFRASTRUCTURE SPECIALIST2019]** 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

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

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