

Employment Opportunity

“Capital Construction Assistant”

Objectives

It is the goal of the Chief, Council, and administration of the Pabineau First Nation to maximize productivity, to deliver respectful and quality service to community members, to effectively manage the financial and material resources of the Band, and to be accountable to the community and the funding agencies.

Under the direction and authority of the Chief, Council, and Capital Construction Manager, the Capital Construction Assistant will assist the Chief, Council, Finance Department, and Capital Construction Manager in the planning, design, financing, and construction of community-based Capital projects.

Accountability

The Capital Construction Assistant will be accountable to Chief and Council and work under the immediate direction and support of the Capital Construction Manager.

Essential Functions and Responsibilities

The essential functions and responsibilities of this position will include, but are not limited to, the following:

1. Assist the Chief, Council, Finance Department, and Capital Construction Manager in the planning of construction projects and construction schedules.
2. Provide direction for planning, scheduling, and engineering functions of Capital projects, as required.
3. Assist the Capital Construction Manager in planning, coordinating, and/or supervising the activities of all engineers, contractors, sub-contractors, and personnel on assigned projects to ensure that the project is completed, as per the proposed schedule and scope of work.
4. Assist the Capital Construction Manager in the overseeing of the entire construction effort to ensure that the project is constructed in accordance with the design, budget, and schedule.

5. Interface with client representatives, engineering representatives, subcontractors, security, etc.
6. Review contract drawings and specifications and ensure that the infrastructure is built in accordance with these documents.
7. Assist the Capital Construction Manager in submitting to the Finance department various purchase and payment requisitions and change requests, including all cumulative changes and credits, etc.,.
8. Assist the Capital Construction Manager in processing changes received from the Engineers/Architects, including contacting the subcontractor for pricing, checking subcontractor quotations to ensure that they are complete and reasonable, and itemizing changes and presenting them to the Engineers, with confidence that the pricing is in accordance with the changes.
9. Work with the Chief and Council, Capital Construction Manager, engineers, and various contractors and sub-contractors in a professional manner and have the ability to communicate effectively the concerns and best interests of the Pabineau First Nation.
10. Encourage a positive working relationship at every worksite.
11. Assist the Capital Construction Manager in ensuring the accuracy of contractors' and sub-contractors' billings and ensure timely payment of the same.
12. Assist the Capital Construction Manager in monitoring, in conjunction with the Chief and Council, a project's material and labour costs and ensuring that accurate quality reporting is being conducted.
13. Assist the Capital Construction Manager in reading, interpreting, analyzing, and forecasting a project's cost reports and determining the status of the job in terms of schedule and costing.
14. Be aware of unit costs and monitor and compare daily progress on site with that of the project's estimate in conjunction with the Chief, Council, Capital Construction Manager, and Finance department.
15. Assist the Capital Construction Manager in tracking and controlling construction costs against the project budget to avoid cost overruns.
16. Assist the Capital Construction Manager with scheduling weekly, bi-weekly, or monthly project meetings, as required.
17. Assist the Capital Construction Manager in coordinating, managing, and communicating with all contractors and sub-contractors and effectively dealing with problems such as delivery, labour, schedule and payment .

18. Assist the Capital Construction Manager in preparing Project Manager Reports in an accurate and timely manner for submission to the Finance department.
19. Perform additional assignments, as per the direction of the Chief and Council and the Capital Construction Manager.
20. Actively seek funding, programs, and projects from outside sources by writing proposals for the Chief, Council, and Administration of the Pabineau First Nation.
21. Prepare reports as directed by the Capital Construction Manager, Chief, Council, and the Finance Office of the Pabineau First Nation.

Education, Skills, Knowledge, Qualifications, and Experience Required

The Applicant must:

1. Have professional verbal and written communication skills.
 2. Be knowledgeable and experienced in the construction, design, finance, and management of capital projects.
 3. Have the ability to read, interpret, analyze and forecast a project's cost reports and determine the status of the job in terms of schedule and costing.
 4. Have the ability to apply innovative and effective management techniques to maximize employee performance.
 5. Have an understanding of corporate and industry practices, processes, standards, etc., and their impact on project activities.
 6. Have superior communication and interpersonal skills (tact, diplomacy, influence, etc.).
 7. Be proficient in the use of computers and miscellaneous software applications (e.g., Microsoft Office, internet, email, etc..).
 8. Have confidence in his or her abilities and a proven track record.
 9. Be able to direct personal work efforts towards team success.
 10. Accept and act upon team decisions, while achieving the required quality and quantity of work without prompting.
 11. Have completed Grade 12 and possess a valid high school diploma
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Preferential consideration will be given to applicants who have undertaken post-secondary studies, especially those who have obtained appropriate Post-Secondary Education certificates, diplomas, or degrees.

Volunteering:

As the successful candidate will be required to work at the Pabineau Community Center a minimum of 6 hours per day/30 hours per week, (which is substantially lower than a typical work of 37-40 hours), the Chief and Council are interested in hiring an individual that will “volunteer” to participate in after-hour community-based activities that support the social and economic development of the Pabineau First Nation.

Term of Position: 6 months

Probation

As the Chief and Council will require that the duties and responsibilities outlined above are met in a professional manner, the successful candidate will be required to serve a 3-month monitored probationary period upon employment.

Note: This position is open to registered members of the Pabineau First Nation.

Location: Pabineau First Nation, New Brunswick

Wage: To be discussed at interview

If you are interested in this employment opportunity, please submit your resume, cover letter, and references to the Chief and Council.

Attention: Chief and Council
Pabineau First Nation
1290 Pabineau Falls Road
Pabineau First Nation, N.B., E2A 7M3

Application Deadline: April 29th, 2010 at 3:00pm. **No applications will be accepted beyond the closing deadline.**

Interviews: April 30th, 2010, at the Pabineau Community Center.