



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. With the upcoming retirement of our long serving Planning & Engineering Manager, TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Planning & Engineering Manager
DEPARTMENT: Planning & Engineering
SUPERVISOR: Chief Executive Officer
TERMS: Full-time
Reference #: 2017 - 096

NATURE & SCOPE OF WORK:

This position is responsible for the planning, development and management of the Water Treatment Plant, Public Works, By-Law, Business License and all the planning and engineering within the traditional territory of the TteS. This includes administering and planning the annual budget, coordinating the efforts of the planning and engineering team and developing policy as it relates to these activities.

The incumbent works independently and reports to the Chief Executive Officer and must lead their staff within the Planning and Engineering. Additionally, this position acts as a liaison and representative of TteS with various Crown ministries, agents, stakeholders, legal advisors and consultants in relation to the planning and engineering interests of the TteS.

The Planning and Engineering Manager interacts with a wide variety of Band Employees, as well as, internal and external representatives, within various levels of TteS administration and non-Band representatives including;

- Chief and Council and TteS Membership
- Band committees and working groups
- Other First Nation communities

Other stakeholders and special interest group

DUTIES AND RESPONSIBILITIES:

1. **Plans, develops and implements strategic long and short-term plans and budgets to ensure the appropriate management of the Planning and Engineering Division within the TteS. (80%)**
 - Responsible for the day to day operations of the Water Treatment Plant, Public Works, By-Law, Business License Planning and Engineering Division which includes; Public Works and Water Treatment Plan and ensures efficient service delivery of all TteS Engineering programs and services.
 - Prepares the annual Planning and Engineering budget.
 - Provides the Engineering expertise to the Chief and Council with regard to capital projects and public works infrastructure development and maintenance and to long term economic development initiatives and plans.
 - Undertakes to conduct all required Engineering studies, or ensures that the studies are conducted by a qualified Consultant.
 - Oversees the project development, tendering and contract management of all TteS Engineering projects.

- Works with the Project Manager to ensure that all proposed developments and projects are undertaken in a professional and planned manner, and that all TteS Planning and Engineering projects follow the established guidelines, policies and by-laws.
 - Prepares draft reports or by-laws, as directed for Council consideration, to implement engineering policy.
 - Reviews development plans, studies and assesses impacts, ensures for conformance to conceptual plans and implementation strategies.
 - Provides information, explains policy and interprets related by-laws to builders, developers, government agencies, consultants and the public and maintains liaison with various internal and external departments, agencies and groups concerning Ttes development policy and land use controls.
 - Meets regularly with the members of the Department to assess work load, plan work schedules, discuss concerns and to provide feedback.
 - Chairs all department meetings and keeps staff informed on guidelines and policies established by the TteS, and provides updates on any legal, regulatory or policy changes implemented by government.
 - Oversees staff and conducts all human resources activities.
 - Analyze technology, resource needs, and market demand, to plan and assess the feasibility of projects.
 - Plan and direct the installation, testing, operation, maintenance, and repair of facilities and equipment.
 - Direct, review, and approve product design and changes.
 - Perform administrative functions such as reviewing and writing reports, approving expenditures, enforcing rules, and making decisions about the purchase of materials or services.
 - Review and recommend or approve contracts and cost estimates.
 - Present and explain proposals, reports, and findings to clients.
 - Consult or negotiate with clients to prepare project specifications.
 - Set scientific and technical goals within broad outlines provided by top management.
 - Administer road planning, construction, and maintenance.
 - Direct the engineering of water control, treatment, and distribution projects.
 - Plan, direct, and coordinate survey work with other staff activities, certifying survey work, and writing land legal descriptions.
 - Confer with and report to officials and the public to provide information and solicit support for projects.
 - Provides staff with professional and technical support and coordinates the personal and professional development of staff.
 - Authorizes all supplies and equipment for the Department.
 - Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
 - Administers and updates the TteS DCC Law.
 - Maintains confidentiality on all matters relating to the affairs of the TteS.
- 2. As a member of the Management team, the Planning and Engineering Manager participates in management and administrative meetings as required to contribute to the overall sound management practices of TteS. (15%)**
- Assist in the development and implementation of policies, procedures, administration and management of all consultation and accommodation activities.
 - Educate and share information with staff and management on Planning and Engineering Division plans and policies.
 - Liaises between departments and ensure organizational strategies are aligned and implemented accordingly.
 - Consider efficiencies where appropriate.
- 3. Other related duties as required. (5%)**

QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:

Professional Certification, Education and Experience:

A Degree in Civil Engineering and Registration with Professional Engineers in the Province of British Columbia with 7 years' experience in Civil Engineering with demonstrated experience in program administration, project management, supervision and budgeting or an equivalent combination of education and experience.

Must have experience in large scale building and infrastructure development.

Must have experience in road construction, water and sewer systems.

Must possess a valid class 5 BC Drivers License.

Skills and Abilities:

- Ability to build partnerships with stakeholders.
- Ability to work with minimal supervision and to prioritize workload duties.

- Ability to be flexible and adaptable to the environment.
- Demonstrated ability to coordinate and manage concurrent activities and allocate resources appropriately.
- Strong knowledge of program administration and project management.
- Strong organizing, planning and coordinating skills.
- Ability to organize and maintain records and reporting documents.
- Strong ability to develop, monitor, report and implement projects and budgets.
- Strong supervisory skills.
- Self-motivated, and reliable.
- Ability to communicate effectively orally and in writing.
- Ability to work in a cross-cultural environment.

HOURS OF WORK: Normal day shift – 7 hours per day. Non-normal shift may be required.
PAY GRADE: As per current salary grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

Deadline for the Job posting is October 31, 2017 to be received no later than 2pm.

**Submit Job Application Form, cover letter, resume, and references
online: tkemlups.ca, or by fax: 250.828.9847,
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &
closed for lunch from 12:00pm to 1:00pm**

We require each applicant to fill out
an online [Job Application Form](http://tkemlups.ca), which can be found on the tkemlups.ca website

Any late submissions or submissions without the [Job Application Form](http://tkemlups.ca)
WILL NOT be considered.