



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. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Asset Management Coordinator
DEPARTMENT: Planning and Engineering
SUPERVISOR: Planning and Engineering Manager
TERMS: Full Time Term to February 26, 2021
REFERENCE #: 2020 - 072

PURPOSE OF POSITION:

The purpose of the Asset Management Coordinator position is to support the TteS Asset Management Technical Working Group in the day-to-day administration of workflow related to the development of TteS Asset Management Program.

The Asset Management Coordinator supports the Planning & Engineering Department's asset management initiatives by coordinating meetings with inter-departmental stakeholders, building asset inventories, maintaining records (paper and electronic plans and maps), entering data, filing and other general office duties.

DUTIES AND RESPONSIBILITIES:

1. Supports the day to day functions of the TteS Planning & Engineering Department.
(95%)

Under the general direction of the P&E Manager, the responsibilities of the Asset Management Coordinator will include the following general duties:

Coordination

- Support interdepartmental communications with Planning & Engineering, Public Works, Finance, Housing, Lands Leasing & Taxation, Kamloops Indian Band Development Corporation, etc. to ensure strategic priorities are met.
- Perform all duties and responsibilities in accordance with TteS policies, standards, and procedures.

Programs

- Assist with the development of relevant policies to ensure coordinated departmental operations.
- Identify and complete proposals and reporting for externally funding grants based on strategic plans.
- Developing projects (applications, guides, records translating) to assist user groups.
- Assist in the coordination of professional development training programs for TteS P&E/Public Works staff.

Tracking

- Assist in the development, implementation, and monitoring of quality control functions.
2. Other related duties as necessary. (5%)

QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:

Professional Certification, Education and Experience

- Enrolment in a degree or diploma program in a related technical, financial, or information management discipline with relevant knowledge.
- Experience in a professional project-based work environment or an equivalent combination of education/training.
- A knowledge base in municipal infrastructure, water and wastewater utilities is an asset.
- Under or unemployed.

Skills and Abilities

- Understanding of Secwepemc culture, customs, traditions, protocols and challenges.
- Strong analytical, organizational, coordinating and planning skills.
- Ability to work with minimal supervision and to prioritize workload duties.
- Advanced data entry, filing and record management skills.
- Self-motivated, and reliable.
- Ability to communicate effectively orally and in writing.
- Ability to work in a cross-cultural environment.
- Flexible, committed and enthusiastic.
- Strong ethics and knowledge of confidentiality.
- It is expected that all TteS employees be willing to continuously upgrade their skills and knowledge, and to further their formal training.

ELIGIBILITY REQUIREMENTS:

- First Nations and Inuit secondary and post-secondary students
- Must be 15-30 years old
- Ordinarily resident on reserve or in recognized communities or on community lands
- Legally entitled to work in Canada

- Registered as a full time student during the preceding academic year and who intend to return to school on a full time basis in the upcoming academic year

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts maybe required.

PAY GRADE: As per current TteS wage grid.

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

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is November 18th, 2020 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/job-application-form/>, 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 application form which can be found at: <https://tkemlups.ca/job-application-form/>**

Any late submissions or submissions without the job application form will not be considered.