



Penticton Indian Band

841 Westhills Drive
 Penticton, British Columbia
 Canada V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

Position Title:	Civil Engineer / Technologist	Classification:	5 – Senior Mgmt.
Department:	Capital Infrastructure, Utilities and Public Works	Type:	Management
Status:	Full-time; Permanent	Responsible To:	CAO
Location:	PIB Administration Offices, 841 Westhills Drive, Penticton, BC, V2A 6J7		

Job Summary:

Reporting to the Chief Administrative Officer the Civil Engineer or Technologist is responsible for the operation, maintenance, development, administration, management and delivery of the Penticton Indian Band’s Community and the Penticton Indian Band Utilities Limited Partnership (PIBULP) Development Infrastructure Assets including but not inclusive to:

- Structures relating to sewer and water facilities and related infrastructure
- Roads, walkways, trails, drainage facilities and bridges
- Dams and related infrastructure
- Community Parks, Buildings and PIB Assets

Core Competencies:

- Accountability
- Supervision
- Communication
- Critical Thinking
- Strategic Thinking
- Ethics & Integrity
- Decision Making
- Leadership
- Negotiation
- Team Work
- Civil Engineering
- Knowledge of Issues
- Networking/Relationship Building
- Planning & Organizing
- Risk Management
- Resource & Fiscal Management
- Asset Management

Duties/Responsibilities:

Core Job Responsibilities Generally include:

- Development and refinement of the PIB Utilities Corp, which includes the Public Works and Development Services divisions;
- Development of an appropriate operations and budgeting framework sensitive to the FAL, and Taxation requirements;
- Delivery of a Community Engagement strategy, ensuring member awareness and long term Succession planning of the Utilities Corp;

- Manage the operation and maintenance of PIBULP Development infrastructure and services including the delivery of water operator services currently contracted to a private operator.
- Manage the operation and maintenance of the Community Assets & Infrastructure and services currently provided by PIB public works staff.
- Manage and administer all financial responsibilities and obligations to ensure the PIBULP and Community is operating within established financial legislation, terms and conditions and in accordance with the Finance Administration Law.
- Manage human resources and in accordance with the Finance Administration Law to ensure that all staff are capable of completing assigned tasks and that good morale is maintained:
- Provide technical reviews and engineering support to the Approving Officer of all development applications forwarded by the Approving Officer.
- Direct and provide technical support to the Inspector, for all development and building projects being developed on PIB Lands.
- Provide engineering technical assistance when required to the CAO and other PIB departments including Finance, Lands, Housing, Policy and Natural Resources.
- Manage the delivery of all aspects of infrastructure projects assigned to outside consultants from the identification of the scope of the project through to total performance of the construction of the project.
- Manage the delivery of all aspects of infrastructure planning projects including asset management, maintenance management and infrastructure master planning and the preparation of long-term infrastructure capital plans.
- Conduct field investigations when required
- Comply with all safety regulations and procedures
- Liaise with residents, consultants, PIB department contacts, local governments, outside approving authorities as required.
- Other duties and responsibilities as determined by the Finance Administration Law

Accountability

- Ensure Compliance with all internal Band policies and procedures (FAL, Human Resources, Manual, etc.) as well as external governing rules & regulations (ISC, Indian Act, Privacy Act, etc.)
- Strengthen the Community relationship and engagement
- Protect people, community and resources
- Build Capacity
- Increase resources
- Decrease barriers
- Manage Financial Obligations

Relationships

Internally

- Reports directly to the CAO
- Reporting to Chief and Council as required
- Collaborate with the Director, Human Resources as required
- Reporting to Finance Committee as required
- Collaborates with PIB Administration, Program Directors and staff

Externally

- ISC on a project basis
- Other PIB Entities
- External funding agencies on a project basis
- FNHA, City of Penticton, RDOS
- Consultants

- Reports to and collaborates with Community as required

Decision Making

- High degree of trust and confidentiality.
- Detail oriented and accurately processing and prioritizing information.
- This department must exercise objectivity and transparency
- All processes and systems are based on administrative policies and procedures.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- BSc in Engineering from an accredited university in Canada or a Diploma in Civil Engineering Technologist from an accredited Institute of Technology or College in Canada.

Other Certification, Licenses, Designations and/or Training

- Valid Class 5 BC Driver's License.
- Project Management Certification
- Registration as a Professional Engineer with Engineers & Geoscientists of British Columbia or Applied Science Technologist with ASTTBC
- Proficiency with computer applications including AutoCAD, Graphic Information Systems, MS Office and similar software
- Own transportation
- Ability to pass a Criminal Record Check

Specific Job Skills and Levels

- Must possess good interpersonal and communication skills - oral and written
- Ability to maintain positive, professional working relations with staff, community and the general public.
- Conflict resolution and moderation skills.
- Leadership and supervisory skills.
- Financial, human resources and program management
- Property management including maintenance management
- An understanding of relevant legislation, policies and procedures
- An understanding of the Syilx cultural and political environment would be an asset
- An understanding of the roles and responsibilities of Management
- Cross cultural sensitivity and awareness and either have, or quickly develop, an awareness of the community and local families as well as a local, regional and territorial awareness
- The ability to quickly develop knowledge of Penticton Indian Band in-house policies, programs and an understanding of the procedures involved with all aspects of tenant relations.
- Financial management skills
- Contract management skills
- Strategic planning skills

Minimum Level of Experience

- Minimum of ten (10) years of directly related experience in an Engineering and/or Public Works environment.
- Experience in municipal infrastructure design, surveying, tendering, contract documents, contract administration, inspection, quality control, site safety, grant writing, cost estimating, and capital works planning.
- Familiar with the Master Municipal Construction Documents

Personality Traits (Required to be successful in position)

- Approachable & Friendly
- Considerate & Service Oriented
- Honesty and Integrity
- Fair & Consistent
- Demonstrate sound work ethics
- Maintain standards of professional conduct
- Respectful and culturally sensitive to Indigenous issues
- Patient
- Compassionate and Empathetic
- Diplomatic
- Assertive

Assets:

- Proposal writing skills and experience.
- Contract negotiation and development experience.
- GIS certification and/or experience.

Working Conditions:

- Public administration – fast-paced, multidisciplinary environment.
- Busy office setting, interacting with the public at large.
- Constant time pressures to organize and meet deadlines.
- High volume of communication demands (telephone calls and emails).
- Manual dexterity required to use desktop and peripherals.
- Exposure to fatigue and strain from prolonged periods of sitting and keyboarding;
- Exposure to stress related to time pressure, multiple demands, and client expectations and interactions, which are occasionally hostile (unsatisfied client/member);
- Occasional travel as required.
- Overtime may be required.

Deadline:

Posted until closed

Send your resume to Senior Manager, Human Resources

Rory Gabriel at jobs@pib.ca