



## Penticton Indian Band

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<b>Position Title:</b>	<b>Fortis BC Project Manager</b>	<b>Classification:</b>	6
<b>Department:</b>	Natural Resource Department	<b>Type:</b>	Full-time
<b>Status:</b>	Full-time	<b>Hours of work:</b>	Up to 35 hours per week
<b>Responsible To:</b>	Natural Resource Department Manager		
<b>Location:</b>	Syilx Territory		
<b>Deadline:</b>	<b>Until closed</b>		

### Job Summary:

The Fortis BC Project Manager oversees and manages activities related to PIBNR Fortis BC projects: primary responsibilities are focused on managing, reporting, scope, budget, QA/QC, timelines, project deliverables and client relationship. The Project Manager works with other members of the PIBNR team to engage upon PIBNR Fortis BC projects and deliver services to the PIB community. The Fortis BC Project Manager will have a specific focus on the Okanagan Capacity Upgrade Project (OCU). Position will focus on 80% office and 20% field related objectives.

### Core Competencies:

- Indigenous Knowledge, principles, and practice
- Biological/ecological knowledge of plants, animals, water, and ecosystems
- Staff supervision
- Project Management
- Ability to engage with external stakeholders
- Ability to engage with the PIB community
- RISC archaeology understanding, principle and practice
- Budgeting
- Understanding of provincial and federal legislation
- Paperwork and Report Writing
- Proposal Writing

### Duties/Responsibilities:

#### Meets department, Band, and project goals by accomplishing the following responsibilities:

- **Managing:** establishes and coordinates activities using PIBNR established processes and procedures. Coordinates the completion and closeout of identified deliverables. Interfaces and coordinates with project team members and stakeholders.
- **Project Scope:** Initiates and manages scope and project start up. Assists or undertakes proposal development. Identifies any trends in project support which are out of scope. Manages Change Control process and addresses as applicable.
- **Planning:** Identifies and manages project tasks, dependencies and critical path and documents this on a project plan/schedule. Develops and drives project schedule to ensure timelines are met with input from the project team.
- **Project control:** conduct routine project reviews which compares actual project status to plan. When deviation occurs, the Project Manager establishes and implements corrective action. Ensures that projects are completed on time and in good order in accordance with specified deliverables.
- **Risk:** Responsible for identifying, mitigating and managing risk via documented plan.
- **Problem Resolution:** Ensures project support team resolves issues arising during the maintenance phase of a PIBNR project in a timely manner. Collaborates with PIBNR manager to understand and resolve any issues causing unexpected issues or concerns.

- Project Deliverable Management: Ensure timely delivery and completion of project deliverables over the life of a PIBNR project.
- Communication: Interact effectively with different functional areas within PIBNR as well as with Fortis BC with a focus on syilx TEKK and the PIB community engagement.

### **Technical**

- Participating in the preparation and conduct of field projects in Natural Resources with a focus on Syilx Cultural Heritage, vegetation, and wildlife.
- Community engagement and community communications.
- Working with external contractors and consultants.
- Inputting, maintaining, and summarizing data and information in databases and providing data and data products to biologists/managers as required.
- Conducting in-field CHR PFR activities in a variety of terrains and weather conditions.
- Directly supervising Tech 1, 2 and 3 CHR crews in the field and in the office. Inclusive of staff evaluations.
- Project Report writing
- Proposal writing
- External report review and comment.
- Schedule all FortisBC related CHR activities within defined administrative areas.
- Complete all safety and in-field reporting requirements for PIBNR in-field activities.
- Data management: ensure that all in-field collected data are in good order and uploaded and stored to the appropriate location etc.
- Direct responsibility and accountability for assigned vehicles and equipment.
- Working with a trained biologist or technician to collect data on:
  - Wildlife/vegetation enumerations/monitoring
  - Archaeology and Cultural Heritage
  - Sampling
  - Wildlife and plant species identification
  - Wildlife and vegetation collection, using a variety of techniques
  - Vegetation and Wildlife Controls
  - Water quality sampling
- Other duties as required of this position.

### **Administrative**

- Operating and maintaining field/laboratory equipment and instrumentation during projects and assisting in their modification, adaptation, testing and calibration to meet specific mission requirements.
- Maintaining and organizing an accurate and detailed field logbook, avendza maps, .kml/.shp file development, manipulation, presentation, and management.
- Ensuring equipment storage maintenance and reporting issues as required.
- Following PIBNR's Safe Certified Safety Protocols including all reporting and documentation requirements.
- Supervision of field crew including Level 1, 2 and 3 Technicians with support from PIBNR senior staff.

### **Accountability**

- Responsible for Technician Level 1, 2, 3 and 4.
- Accountable to the PIBNR Manager.
- Application of established procedures.

- PIBNR Safe Certified safety procedures.
- Care and maintenance of equipment and project resources

## Relationships

### **Internally**

- Reports to PIBNR Manager
- PIB Community

### **Externally**

- Government
- Project Stakeholders

## Decision Making

- Direction to proponents during in-field monitoring
- Data management and reporting decisions
- Planning, coordination, and implementation of designated projects.
- Decisions effecting the health and safety of PIBNR staff

## Qualifications/Requirements:

### Minimum Academic/Educational Requirements

- Bachelor of Science plus 3 years of experience OR Syilx Indigenous Knowledge equivalent.

### Other Required Certification, Licenses, Designations and/or Training

- RISC Archaeology Certification
- Environmental Monitoring Certificate
- First Aid Level 1
- Class 5 Driver's license

### Minimum Level of Experience

- Bachelor of Science or Syilx Indigenous Knowledge equivalent.
- Minimum three years of Level III Technician level activities
- Experience in the control and custody of equipment, records, data, and biological, chemical, or physical samples, and in practices of animal husbandry respecting the care and nurturing of live species and the operation and maintenance of related equipment

### Specific Job Skills and Levels

- Must be comfortable and feel safe working in all weather conditions.
- Indigenous Knowledge and Experience
- Plant and animal identification and Knowledge.
- Willingness to work evenings and weekends
- Willingness to travel to work sites.
- Punctuality and reliability
- Adherence to all PIBNR safety regulations
- Demonstrate a good work ethic.
- Supervisory and management skills.
- Knowledge of fundamental technical principles respecting the conduct of field/laboratory projects within a specialized area of, wildlife and botany science and the relevant protocols, practices and methodologies regarding equipment, instrumentation, standards, and procedures for the collection, processing, preservation and analysis of samples and data.
- Knowledge of fundamental Indigenous Knowledge, process, protocols, and practices.
- Knowledge of Syilx Land-based systems and stewardship practices.
- Knowledge of community engagement techniques and practices.
- Knowledge of Syilx plants, animals, waters, and lands.

- Knowledge of PIB CHR standards.
- Skills and experience pertaining to the identification, cataloguing and preservation of artifacts and archaeological materials.
- Skill and experience in the operation, maintenance, and manipulation of databases for the input, extraction, conversion, receipt/transfer, and analysis of scientific data to provide summaries and data products for inclusion in reports and manuscripts.
- Expert knowledge in Avendza maps, in-field GPS application and data collection.
- Ability to write multiple, concise, and clear reports.
- Ability to write fundable funding proposals.

**Supports PIBNR goals by:**

- Delivering a high level of service and quality
- Ensuring effective time management
- Follow compliance to administrative and regulatory requirements
- Maintaining thorough and appropriate documentation
- Engaging with Syilx TEKK
- Attending community and National meetings as directed.

**Promotes teamwork by:**

- Acting as a member of a cooperative team towards a shared PIB community derived objectives
- Adhering to PIB and department policies
- Partnering with staff where additional clinical/project management/functional expertise is needed to complete the task at hand

**Personality Traits (Required to be successful in position)**

- Personable, good communications skills, and respectful.

**Assets:**

- Knowledge of enumeration techniques as well as wildlife and plant identification.
- Experience in wildlife capture techniques
- Experience handling small boats
- Transportation endorsement certificate.
- Degree or TEK certification.
- Computer skills (e.g., Microsoft suite).

**Working Conditions:**

The work is performed in an office or field environment and may require travel to remote sites using various modes of transportation. There may be a requirement to work in environments such as small boats and remote land-based sites. The work continually requires attention and concentration and will include a wide variety of natural resource related topics. The work involves long hours and can be stressful when managing numerous projects under tight deadlines.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

**Deadline:**

Posted until closed

**Send your Resume to Senior Manager, Human Resources**

**Rory Gabriel at [jobs@pib.ca](mailto:jobs@pib.ca)**