



# Penticton Indian Band

841 Westhills Drive  
Penticton, British Columbia V2A 0E8

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

|                        |  |                        |                   |   |
|------------------------|--|------------------------|-------------------|---|
| <b>Position Title:</b> | Utilities Coordinator  | <b>Classification:</b> | Level 6           | \$27 – 33 per hour<br>(Based on education & experience) |
| <b>Department:</b>     | Infrastructure   | <b>Type:</b>           | Non-Managerial    |   |
| <b>Status:</b>         | Full-time, Permanent   | <b>Hours of work:</b>  | 35 hours per week |   |
| <b>Responsible To:</b> | Director of Infrastructure/Manager of Utilities                        |                        |                   |   |
| <b>Location:</b>       | PIB Administration Offices, 841 Westhills Drive, Penticton, BC V2A 0E8 |                        |                   |   |
| <b>Deadline:</b>       | <b>February 8, 2023</b>  |                        |                   |   |

## Job Summary:

Reporting to the Director of Infrastructure, the Utilities Coordinator must be an individual that is organized and motivated to improve processes and procedures within the department. Responsible for the administration, budgeting, and day to day service delivery of PIB utilities including water, sewer, business agreements, licensing, billing, etc. This also includes assisting with the operations and maintenance management.

## Core Competencies:

- Accountability
- Communication
- Resources Management
- Critical thinking
- Service orientation
- Results oriented
- Decision Making
- Strategic thinking
- Teamwork
- Problem solving
- Relationship building
- Risk Management

## Duties/Responsibilities:

### Job Responsibilities and Work Performed

- Administer PIB utilities and the programs and services ensuring they are delivered and maintained in an effective and efficient manner.
- Participate in all budget and financial responsibilities and obligations ensuring the utilities are operating within established legislation, terms, and conditions and in accordance with the Finance Administration Law (FAL).
- Coordinate cost estimates for operations and maintenance projects.
- Tracking, scheduling, and ensuring completion of all daily, weekly, monthly, and yearly tasks.
- Regular review and scheduling of preventative maintenance program with utility staff.
- Meet all First Nation Health Authority regulatory requirements for utility service delivery.
- Effectively communicate with residents, consultants, department contacts and the public regarding PIB utility inquiries.
- Prepare and process accounts receivable and payables through Xyntax.
- Coordinate with Taxation on annual rate calculation and arrears collection where required.
- Coordination of existing servicing agreements with businesses, assisting with drafting new agreements for businesses requesting access to water/sewer.
- Researching fees from other municipalities/bands ensuring PIB is comparable.
- Assisting and coordinating procurement processes, including generating utility project related tenders and request for proposals.
- Schedule and organize contract administration for utility projects. Ensure monthly completion of contracted job duties and budget tracking.
- Researching fees from other local governments to ensure PIB is comparable.
- Generate calculations for connection fees, annual fees, and meter costs for sewer and water.
- Working with involved parties, researching, and creating new policies and procedures that assist with operations for utilities.
- Assisting with the Operations and Maintenance management program.
- Administer and oversee water restrictions program.
- Maintaining and updating department filling structure.

- Keeping water/sewer page on PIB's website current and relevant. Releasing news articles and notices with communications coordinator.
- Participate in utility water agreements yearly review and administer updates.
- Ensure Compliance with all internal policies and procedures as well as external governing rules & regulations.
- Other duties and responsibilities as determined by Supervisor.

## Relationships

### Internally

- Reports directly to the Director of Infrastructure.
- Collaborates with PIB Administration, Program Directors, and staff.
- Community and members.

### Externally

- First Nation Health Authority
- Indigenous Services Canada
- RDOS
- City of Penticton
- PIB Affiliated Companies

## Decision Making

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

## Qualifications/Requirements:

### Minimum Academic/Educational Requirements

- Business Administration/Accounting degree or diploma with 3 years' experience in financial administration.
- An equivalent combination of education and experience may be considered.

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

- Water and wastewater training or certification would be an asset.
- Level 1 First Aid is a requirement.
- Valid Class 5 BC Driver's License with clean abstract is a requirement (own transportation)
- The ability to pass a Criminal Record Check is a requirement.

### 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 public.
- Conflict resolution and moderation skills.
- Financial and program management.
- An understanding of relevant legislation, policies, and procedures.
- Cross cultural sensitivity and awareness.
- Awareness of the community and local, regional and territory.
- Financial management skills.
- Contract management skills.
- Strategic planning skills.
- Proficiency with computer applications including MS Office and similar software.
- Aptitude to learn new and unique software products.
- Tender and contract documents, utilities construction administration, inspection, quality control, site safety, cost estimating, grant writing.

### Minimum Level of Experience

- 3 -5 years of directly related experience.
- Appreciation for municipal infrastructure design and service.

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

- |  |   |
|--|---|
| • Approachable & Friendly                | • Culturally sensitive to indigenous issues |
| • Considerate & Service Oriented         | • Respectful and patient                    |
| • Honest                                 | • Compassionate & Empathetic                |
| • Fair & Consistent                      | • Diplomatic                                |
| • Sound work ethics                      | • Assertive                                 |
| • High standards of professional conduct | • Integrity                                 |

**Working Conditions:**

- Public administration – fast-paced, multidisciplinary environment.
- Busy office setting, interacting with the public at large.
- Time pressures to organize and meet deadlines.
- Exposure to stress resulting from time pressure, multiple demands, client expectations and interactions.
- Occasional travel as required.
- Overtime as required.

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

**Deadline:**

February 8, 2023

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

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