



MOHAWKS OF THE BAY OF QUINTE

KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION BLDG.
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0
Phone 613-396-3424 Fax 613-396-3627

EMPLOYMENT OPPORTUNITY – INTERNAL / EXTERNAL POSTING

Project Manager – Community Infrastructure – Permanent Full Time

Pay Rate – \$20.48 - \$21.99 per hour

Job Summary:

Reporting to the Director of Community Infrastructure, this position will plan, and coordinate the construction of capital projects. Develop and recommend required budgets for project implementation. Maintains and monitor contracts and contract compliance requirements. Prepares requisitions and processes invoices and receipts.

- Develop capital project and operations budgets by assisting with the preparation and coordination of budgets, gathering data, cost estimates, funding information, attending meetings, preparing reports, and communicating with other Community Infrastructure staff and the Finance department.
- Collaborates with Engineers and Contractors to achieve successful conclusion of Projects. Coordinates and monitors construction activities as required via site meetings or alternatives with stakeholders, consultants and contractors retained by MBQ. Evaluates and provides recommendations as required to mitigate project risks and ensure projects are completed in accordance to the tender and specifications.
- Monitors project budgets and Verifies budget line items for expenditure usage, maintaining budget contracts and compliance requirements, determining transferrable funds in accounts and preparing reports for government funding status.
- Prepares capital project reports as required by Indigenous Services Canada to ensure availability of funds and to calculate any deferred funds required for the next fiscal year monitoring budgets contracts and compliance requirements, determining transferable funds in accounts and preparing reports for government funding status.
- Prepares tender packages for capital projects as required. Reviews and assesses consultant tender packages prepared on behalf of MBQ.
- Prepares requisitions by identifying contract costs, determining the availability of line item funds, submitting a copy of the contract to the finance department for justification and tracking the progress of the request until the purchase order is issued.
- Processes invoices and distributes them to the Director / Capital Projects Coordinator for approval, compare and monitor costs, identify purchase orders, submit the invoice to the finance department for payment and monitor the payment as per contract.
- Ensures all operations are conducted in a safe manner and in accordance with MBQ Policies, Canada Labour Code and the Occupational Health and Safety Regulations.

Essential Requirements, Skills, and Other Requirements:

- Undergraduate Technical Degree, or Technical Diploma. Certified Engineering Technician / Technologist (CET) Or Project Management Professional Certification (PMP) is an asset.
- 2 years' experience in project management, contract administration, procurement, and budget development and monitoring, as well as experience working on in ground infrastructure projects and building projects.
- Knowledge of the construction process and project cycle
- Fully conversant with the latest AutoCAD, Arcview. GIS experience would be an asset
- Understanding of the Project financial aspects, such as purchase order requisition / cheque requisition / payment certificates, change orders, etc.
- Must be highly organized, and be able to apply analysis, good judgement, and independent thinking within MBQ policies and procedures
- Valid "G" License, and Clear Driver's Abstract
- Must be able to provide a clear Vulnerable Sector check

COVID-19 considerations:

Interviews will be conducted remotely. We are fully compliant with guidelines set by the ministry of health to provide a safe workplace.

All qualified candidates are encouraged to apply, however, current staff or members of Mohawks of the Bay of Quinte and Indigenous applicants will be given priority and are asked to self-identify.

DEADLINE FOR APPLICATIONS: October 29, 2021 at 4:30 p.m.

IN PERSON OR BY MAIL: R.R. #1, 24 Meadow Drive Tyendinaga Mohawk Territory K0K 1X0	BY PHONE OR FAX: Phone: 613-396-3424 Fax: 613-396-3627	BY EMAIL: careers@mbq-tmt.org Or Visit our Website: www.mbq-tmt.org
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