



INDEPENDENT FIRST NATIONS ALLIANCE

SIOUX LOOKOUT OFFICE

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Position: Technical Services Advisor

Location: Thunder Bay, Ontario

Position Type: Full-time

Reporting to: IFNA Technical Services Manager

Join our dynamic team at IFNA Technical Services, dedicated to enhancing the quality of life for members of the IFNA community. As a Technical Services Advisor, you will play a crucial role in improving infrastructure for IFNA First Nations, contributing to Minor and Major Capital planning, operations, maintenance, and training activities.

The Technical Services Advisor reports to the Technical Services Manager, actively engaging with and supporting initiatives and projects. This role involves providing advice on the utilization of training resources and services, collaborating with First Nations personnel, and ensuring responsiveness to project management and funding source demands.

Responsibilities:

1. Minor Capital:

- Assist in planning, inspection, reporting, and costing for minor capital projects.
- Maintain an inventory of community assets and transfer technical knowledge to First Nations members.
- Develop procedures for minor capital planning and collaborate on five-year plans.

2. Major Capital:

- Review project data, ensure accuracy of cost estimates, and assist with project proposals.
- Monitor project progress, address delays, and update the capital plan.
- Conduct inspections, prepare condition reports, and manage operations and maintenance programs.

3. Operations and Maintenance:

- Develop procedures for assessing operation and maintenance practices and assist in asset management.
- Collaborate on maintenance programs, advise on technical terms, and identify improvement opportunities.



- Maintain the **Integrated Capital Management System (ICMS)** and complete relevant reporting systems.

4. Technical Training:

- Provide technical training resources, coordinate sessions, and stay updated on technological changes.
- Assist with inspections, reports, and update operation and maintenance programs.

Position Requirements:

- Diploma in Engineering Technician/Technology fields.
- 2 years of relevant experience in particular with First Nation capital programs, assets, and communities.
- Driver's license with a clear record and access to a vehicle.
- Certified building inspector with the Ontario Building Code (asset).
- Excellent communication skills (written and verbal).
- Proficient in Microsoft Word, Excel, and design programs (e.g., AutoCAD).
- Knowledge of First Nation Governments and engineering/architectural principles.
- Ability to plan and coordinate construction, operating, and maintenance programs.
- Familiarity with Indigenous communities and organizations; experience working for an Indigenous organization.
- Flexible work hours, including occasional day trips, overnight stays, and community visits based on work demands.

Note: Flexibility is key at IFNA. You may occasionally cover tasks outside your role, ensuring comprehensive support for our organization's mission.

Salary: \$47,000 to 65,000 per year. We provide a comprehensive benefit package to ensure your overall well-being, encompassing financial support, health coverage, and various additional perks to enhance your overall quality of life. We support employee development including certifications.

Closing Date: February 23, 2024

Start Date: March 11, 2024

How to apply: Email your resume and cover letter to recruitment@ifna.ca



Please note that only candidates under consideration will be contacted. We value diversity and encourage individuals from Indigenous backgrounds to self-declare, as preference may be given to candidates with such backgrounds in line with our commitment to inclusivity and community representation.