



JOB POSTING: FULLTIME PERMANENT POSITION Capital Assets Officer

Interested Candidates: Applications **must** include a cover letter, resume and three work-related references and/or letters of reference.

Job Scope: The Capital Assets Officer is responsible for the development, implementation and coordination of the Alderville First Nation (AFN) Capital Assets and Infrastructure including policies, procedures and standards and reports directly to the First Nation Administrator.

Duration: This is a Permanent Full-Time position starting immediately. Standard office hours to apply at 35 hrs per week; **must** be willing and available to work evenings and/or weekends as required.

Duties & Responsibilities:

Key activities:

- Manages all projects derived from approved funding on any AFN Infrastructure;
- Develops and maintains budgets for all AFN Owned buildings and infrastructure;
- Ensures all Operations & Maintenance (O&M) measures are completed on all infrastructure including developing & implementing a maintenance plan for all buildings and ensuring the plan is adhered to as preventative maintenance;
- Ensures Assets Conditioning Report Summary (ACRS) deficiencies are rectified every fiscal year pending available funding;
- Represents and promotes the interests of the Alderville First Nation; exchanges information and keeps informed of the changes and trends that can be beneficial to the First Nation;
- Responsible for quarterly and annual financial & statistical reports to INAC, CMHC and AFN;
- Effectively manages and supervises employees including but not limited to providing guidance & direction, timesheet approval, performance evaluation, etc.;
- Coordinates work plans for the Public Works Department and the Property Asset Maintenance Worker; monitors Property Maintenance Worker list and update as needed to prioritize work orders;

Related and other duties:

- Participates in monthly management meetings and committee meetings as required;
- Assists Program Managers with preparing Capital Asset Proposals to initiate negotiations with appropriate government officials and maintains communication links between various levels of government and AFN;
- Aware of new programs from government and provide information to senior management and Chief & Council for possible further follow-up;
- Monitors and maintains codes for Security System to all AFN buildings.

Other Accountabilities:

- Attends Council on a regular basis to review various aspects of the Assets and Infrastructure and to identify issues/concerns that may require more effective programming and service delivery.
- Effectively manages financial matters; follows collection standards; prepares budgets and other assigned financial related duties assigned.
- Prepares reports for submission to the appropriate government department regarding funding and expenditures of all respective Infrastructure dollars.
- Responsible for keeping accurate track of all Infrastructure expenditures and requesting payments through internal cheque processes for payment of contractors, suppliers as applicable.

- Responsible for monitoring rental payments on AFN owned buildings and follows collection standards identified in Collection Policy(s) to ensure arrears are kept to a minimum.
- When necessary, meet with relevant financial and administrative staff to review Capital Assets account and reconcile statements.
- Oversees Emergency Preparedness Committee and assists in the development of the current Emergency Plan; provides direction to staff on policies and procedures in the event of an emergency;
- Oversees the IESO Community Energy Plan.

Minimum Qualifications:

- Completion of Grade 12 or equivalent experience
- Post-secondary diploma/degree in an area related to Business Administration, Construction and/or design technology or related field an asset
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Publisher, Outlook & Access); must have knowledge and practical experience with database management.
- Must have valid Class 'G' driver's license with reliable method of transportation
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered)

Preferred Experience:

- Working knowledge of the Ontario Building Code an asset;
- Proven and demonstrated experience with developing and maintaining approved budgets
- Demonstrated related work experience and project management skills
- Initiative and ability to work independently to meet deadlines
- Ability to analyze problems, recommend and implement solutions
- Sound knowledge of the Occupational Health & Safety Act, WHMIS regulations and applicable government legislation
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics
- Knowledge of legislation governing First Nations

Salary: Alderville First Nation Salary Grid will apply – targeted start rate is \$24.35 – 25.63 per hour

Deadline to Apply: Tuesday, September 11th, 2018 @ 4:30p.m.

How to apply: *Applications must include a cover letter, resume and three work-related references and/or letters of reference.*

Persons of Aboriginal ancestry are encouraged to apply and should identify themselves in their cover letter.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mailed to: mlevesque@alderville.ca

Fax to: (905) 352-3242

Mailed or Hand Deliver to: Alderville First Nation
11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque

RE: *Capital Assets Officer*

For full job description, contact Melissa Levesque at (289) 435-2008. We thank all who apply however only those selected for an interview will be contacted.

Chief and Council retain the right to make the final decision on the selection of the successful candidate.