



Pwi-Di-Goo-Zing Ne-Yaa-Zhing Advisory Services

Job Posting – **Technical Services Advisor**

Fort Frances, ON

The Technical Services Advisor monitors the Technical Services Unit under Pwi-Di-Goo-Zing Ne-Yaa-Zhing Advisory Services to ensure the effective delivery of programs and services within the department. The Technical Services Advisor will provide advice and guidance in a variety of areas including infrastructure, technology, operations and maintenance, housing, and capital. The Technical Services Advisor will help lead member communities and clients in a range of projects that enhance capacity in those identified areas.

Primary Accountabilities Include:

- Assist First Nation communities with Operations, Maintenance, Capital & Infrastructure Projects, Technology, Housing and Public Works.
- Engage with clients and communities to understand their needs and challenges, crafting informed solutions through collaborative efforts to ensure effective implementation.
- Administer relevant codes, standards, and legislation.
- Conduct assessments, and inspections, and develop project scopes.
- Handle policy reviews, building inspections, proposals, and training development.
- Develop and manage capital projects, including task breakdown, scheduling, cost management,
- Support tendering, contractor selection, and contract preparation.
- Oversee project progression, ensuring budget and timeline adherence, delegate tasks, communicate expectations, and monitor deadlines.
- Supervise Technical Services Department staff, including performance management and motivation.
- Align department activities with strategic plans and policies.
- Develop reports, correspondence, proposals, and budgets, and communicate with the board and upper management.
- Maintain relationships and report to Indigenous Services Canada, OFNTSC, CMHC, Health Canada, etc.
- Regularly travel and work on-site in communities.
- Attend meetings, training, and workshops to stay current with industry standards.
- Implement traditional values and concepts in job areas.

Requirements:

- Grade 12 or equivalent; 5-7 years of Project Management experience in First Nation Housing, Operations and Maintenance, and Public Works.
- Preferred post-secondary education in Business or Project Management.
- Proficiency with AutoCAD, Databases, and MS Office.
- Knowledge of First Nation governance, culture, values, and traditions.
- Strong understanding of industry standards, regulations, and legislation.
- Supervisory/Managerial skills with team leadership ability.
- Strong decision-making, time-management, and organizational skills.
- Good written and verbal communication skills.

Salary Range:

- To commensurate with qualifications and experience.

Deadline: This position is open until filled.

Application process:

- Please submit a cover letter and resume that includes three (3) professional/work-related references, with written authorization to contact references to:

Hiring Committee

Pwi-di-goo-zing Ne-yaa-zhing Advisory Services

Box 522 Fort Frances, ON P9A 3M8

Tel: 807-274-8531

Fax: 807-274-4330

Email: tryll@advisoryservices.ca

*If submitting by email, please use **TECHNICAL SERVICES ADVISOR** in the subject line and include your cover letter, resume and written authorization to contact references in PDF format.*

While we appreciate all applications, only those selected for an interview will be contacted.