



EMPLOYMENT OPPORTUNITY

The Southern First Nations Secretariat (SFNS) is seeking qualified applicants for the position of:

Asset Management Specialist

(Full-Time, Permanent Position)

POSITION REPORTS TO: Technical Services Manager

POSITIONS SUPERVISED: N/A

POSITION SUMMARY: The Asset Management Specialist provides Geographic Information System (GIS) and Computer Aided Design (CAD) services to SFNS' member First Nations and assists in the delivery of other Technical Services programs as appropriate.

TECHNICAL SERVICES UNIT MISSION STATEMENT: The Technical Service Unit provides technical support to SFNS member First Nations' Administrations and community members.

DUTIES

Key Result Areas:

- Utilize Computer-Aided Design (CAD) to prepare architectural concept drawings for new house construction, house and building renovations, handicap ramps and utility lay-outs;
- Develop standard architectural drawings for several house models that can be easily modified according to demand;
- Conduct spatial analysis of member First Nation's Territories including geographical features, resources and infrastructure to support community planning;
- Utilize GIS data for capital planning studies and for description of project area and project component definitions;
- Completes Canada IAA Project Description Forms for ISC-funded projects;
- Provide site visits and inspections as required;
- Develop reports, plans and other documents as required; and
- Aid SFNS Technical Services Department on other matters as required.

STATEMENT OF QUALIFICATIONS (Mandatory & Minimum):

- High school diploma or equivalent;
- Three years recent and progressive experience utilizing GIS and CAD;
- Strong GIS skills with two or more GIS packages;
- Understanding of and/or willing to learn math and statistical analysis;
- Good analytical / problem solving skills;



- A basic understanding of the concepts behind data management in a relational database;
- Good IT technical skills;
- Fundamental knowledge of building construction, and knowledge of applicable building codes (Ontario Building Code and National Building Code);
- A valid Driver's License and access to a vehicle; and
- Strong written and oral communication skills.

Rated Requirements:

- Familiarity with issues specific to First Nations and self-governance a definite asset; and
- Post-Secondary diploma/certificate in geography, environment, computer science or related area.

PHYSICAL DEMANDS:

- Sitting for long periods of time in an office environment;
- Climbing stairs, ladders, ramps; and
- Required to drive a vehicle to perform duties.

SALARY RANGE: \$50,000 - \$65,000, as well as a benefits package, commensurate with experience.

Closing Date: Applications will be reviewed until the position is filled.

Please submit a resume with three current employment references to:

Tim Maness, Technical Services Manager
Southern First Nations Secretariat
22361 Austin Line
Bothwell, ON N0P 1C0
Fax: (519) 692-5976
Email: tmaness@sfns.on.ca

Please clearly mark your envelope or subject line: "Confidential - Asset Management Specialist."

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

* A full job description is available upon request.

PREFERENTIAL HIRING:

SFNS encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with SFNS' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration must self-identify.