



EMPLOYMENT OPPORTUNITY

OPEN TO THE PUBLIC WITH PREFERENCE TO TH CITIZENS

Competition #: 2024-04-003

Infrastructure Project Officer - Term

Department: Housing & Infrastructure

Location: Tr'ondëk Hwëch'in Offices – Dawson, YT

Posting Date: April 5, 2024

Standard Hours Bi-Weekly: 75

Start Date: Immediately

End Date: Two (2) years from start date)

Salary: Level 8 Step 1 (\$3,666.76 bi-weekly)

Closing Date: Until Filled

Reporting to the Manager, Infrastructure Development, the Infrastructure Project Officer assists in administering and monitoring work and terms of contract documents related to major renovations, energy upgrades and infrastructure construction projects during all phases of planning, construction and reporting. The incumbent reviews and assesses reports of inspections and assessments of TH buildings and infrastructures for major renovations and/or energy upgrades, and participates in developing Departmental capital plans and priorities for the upcoming year. The incumbent assists in developing proposals and expressions of interest, tenders, scopes of work and contracts, and participates in construction project planning, implementation and evaluation by reviewing schematic designs, plans, and specifications for good construction practices. The incumbent oversees major projects in a project management capacity (engineering, architecture, site preparation, etc.), and works to ensure that contractors and subcontractors comply with contractual obligations and OH&S legislation, and that work is completed within scope, on time, of appropriate quality and within allocated budgets.

An Eligibility List may be established from this competition – the duration of the eligibility list may be up to 12 months. The eligibility list may be used to fill future permanent full-time, permanent part-time, temporary full-time, temporary part-time, term, or auxiliary on-call vacancies within the same department and classification based on the organizational needs by going the next highest ranked candidate until the eligibility list expires.

If this opportunity interests you, please submit a cover letter & resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide. Applications will not be accepted without a cover letter and resume.

Essential Qualifications:

- Post-Secondary Degree in Business Administration or a related field, and a minimum three years of recent and relevant project officer experience in managing capital projects (or an equivalent combination of education, training and experience).
- Demonstrated experience in providing analyses and recommendations to senior management.
- Demonstrated experience with budgeting processes, costing, variance reporting and forecasting.
- Experience in preparing expressions of interest, proposals, tenders and contracts.
- Proficient knowledge of maintenance planning and administration.
- Demonstrated ability to identify, manage and mitigate risk to major capital projects.
- Computer proficiency MS Outlook, Excel, Word and databases.
- Knowledge of tangible assets management, including acquisition, depreciation and disposal of buildings, vehicles, equipment and other inventory.

Assets:

- Experience in preparing and reading basic technical plan drawings.
- Valid Canadian Safety Certification / Designation (an asset).
- Knowledge of Canadian and Yukon Building Codes.
- Knowledge of Yukon *Occupational Health and Safety Act* and Regulations.

Conditions of Employment:

- Criminal Records Check with Vulnerable Sector Screening.
- Class 5 driver's license with a clear driver's abstract.
- Standard First Aid or willingness to obtain.
- TH101 cultural awareness training.

A detailed job description is available upon request.

For more information, contact Human Resources or visit our website at: Trondek.ca

Phone: (867) 993-7100 Send inquiries to: hrjobs@trondek.ca

Mail: Tr'ondëk Hwëch'in Government, P.O. Box 599, Dawson City, Yukon, Y0B 1G0

Physical Location: 1242 Front Street, Dawson City, Yukon

We thank all applicants, but only those selected for further consideration will be contacted.

*"To work together, to speak with one voice and to serve Tr'ondëk Hwëch'in Citizens
in the pursuit of a strong, healthy, and united future."*