



Okanagan Nation Alliance

#101 – 3535 Old Okanagan Hwy, Westbank, BC V4T 3L7
Phone (250) 707-0095 Fax (250) 707-0166 www.syilx.org

EMPLOYMENT OPPORTUNITY

tmix^w Technician 5 (Certified) – Castlegar

Job Purpose

Based out of Columbia satellite office in Castlegar and reporting to the Natural Resource Program Lead and Natural Resource Manager, the tmix^w Technician 5 (Certified) assists in the development, implementation and management of NR projects in order to uphold the Chief Executive Council mandate, as it relates to natural resources. The tmix^w Technician 5 is responsible for other duties relating the financial, human resources, administrative functions, and management of department resources for the day-to-day operations of the Natural Resources department.

Scope

This position will assist in the development and implementation Natural Resource Projects and work with various technical staff, departments, communities, and project partners

Key Responsibilities:

Administrative Responsibilities

1. Participate in administrative and department strategic planning requirements.
2. Assist in the conducting and monitoring of projects.
3. Supervise technical field staff.
4. Manages departmental resources and guides technicians in acquiring equipment.
5. Manage and report on project budgets.
6. Provide guidance and mentorship to technical field staff.
7. Assist with creation of work plans.

Technical and Project Responsibilities

1. Assist with developing, managing, implementing, and monitoring natural resource projects.
2. Participate, coordinate, and communicate on a variety of natural resource projects within the Okanagan Nation territory.
3. Draft and assist with project reports, proposals.
4. Apply policies and legislation.
5. Complete data input and analysis for technical reports.
6. Conduct quality control and quality assurance for projects.
7. Collaborate with external contractors and consultants.
8. Operating and maintaining field equipment and instrumentation.
9. Identify and assist with recommendations for technical issues in policies, strategies, standards, and methodologies.
10. Maintain communication and correspondence files for all work activities.
11. Supervise and mentor staff as required.
12. Other duties as discussed and agreed upon.

Qualifications and Competencies

The position will require the following qualifications, values and competencies.

Qualifications

Diploma in Biology, Environmental Studies, Forestry, Natural Resource or relevant field and some related work experience with natural resource projects or an equivalent combination of education and experience. Experience working in First Nation natural resource management programs or projects is preferred.

Knowledge, Skills and Abilities

1. Proven experience in working with First Nation organizations' issues and concern is preferred.
2. Knowledge of natural resources management.
3. Knowledge of various government Natural Resource policies.
4. Experience with scientific sampling theory and techniques.
5. Ability to create reports and complete planning.
6. Ability to work independently as well as in a team.
7. Ability to provide expertise and mentorship.
8. Ability to work with a variety of field equipment.
9. Must have excellent interpersonal, communication, and technical writing skills in order to contribute to contracts, proposals, and reports.
10. Demonstrated organizational and time management skills.
11. Availability of a reliable vehicle and a valid BC Driver's License.
12. Ability to work flexible work hours/willingness to work on evenings and weekend.

Competencies

1. Teamwork
2. Reliability and Dependability
3. Flexibility and Adaptability
4. Organization and Planning
5. Initiative

Values – Respect, Honesty, Sharing, Trust and Unity

Wage Range: \$25.95 to \$35.11 per hour, 40 hours per week.

Participation in the group medical and pension programs after satisfying certain conditions.

Posted until filled.

Application Procedure: Interested candidates are invited to send a current resume and covering letter to:

David Leroux, Human Resources Manager
Okanagan Nation Alliance
#101-3535 Old Okanagan Hwy, Westbank BC V4T 3L7
Email: dleroux@syilx.org or Fax: (250) 707-0166

Thank you for your interest. **No phone calls please.** Only those shortlisted will be contacted.