



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Project Engineer
DEPARTMENT: Planning and Engineering
SUPERVISOR: Planning and Engineering Manager
TERMS: Full-Time, Permanent
REFERENCE #: 2025-003

Purpose of Position:

Reporting to the Planning & Engineering Manager, the Project Engineer is responsible for managing the development and implementation of capital projects. The Project Engineer ensures that community projects are completed successfully on time, on budget, and in accordance with TteS objectives.

The Project Engineer is responsible for the planning, construction and management of water, sanitary and storm sewer and road systems for the planning, development, and implementation of capital projects from conception to construction completion. The Project Engineer provides leadership to TteS staff working in utility operations, water treatment plant, Public Works, building operations and maintenance, and development permitting and approval areas.

Duties and Responsibilities:

Infrastructure planning, construction, and maintenance (25%)

- Undertake the planning, construction management, installation, testing, operation, maintenance, and repair of TteS infrastructure.
- Undertake engineering studies with the support of the P&E Manager and ensure that studies are conducted by a qualified consultant.
- Support water distribution, sanitary sewer, stormwater network system planning using modelling software (Water/Sewer CAD, EPA Net, PCSWMM).
- Support project concept development by preparing feasibility studies, construction plans and cost estimates.
- Coordinate community consultation events and engagement.

Project Management - Coordinate the completion of projects on time within budget and within scope (50%)

- Oversee all aspects of projects including setting deadlines, assigning responsibilities, monitoring and summarizing progress of project. Prepare reports for leadership regarding status of projects.
- Ensure deliverables meet the project scope and budget.
- Analyze technology, resource needs, and market demands, to plan and assess the feasibility of projects.

Prepare project grant funding submissions and monitor the progress of submissions through to approval

- Ensure that projects are undertaken in a professional and planned manner, and follow TteS established guidelines, policies and by-laws.
- Lead project initiation with a critical eye to feasibility. Develop a detailed plan to monitor and track the progress.
- Assist TteS client departments to clarify their objectives and resources.
- Assist TteS client departments to develop their business case.
- Coordinate and document project grant requirements and liaise with Indigenous Services Canada and other funding agencies.

Construction support services - Contract administration, project coordination, permitting, and budget management

- Manage project workflow. Monitor progress and make adjustments. Utilize industry best practices, techniques, and standards throughout entire project execution.
- Ensure that the contractual structure among the project partners reflects the business case.
- Familiar with MMCD and CCDC-2 forms of construction contract for tendering and contract administration tools for municipal infrastructure projects.
- Assemble and co-ordinate the project team including tendering and contract preparation.
- Accountable for procurement and contract management, budget control, and quality assurance. Negotiate contracts and revisions, changes, and additions to contractual agreements.
- Manage relationships and coordinate with stakeholders, and project team for the flawless execution of projects.
- Coordinate and/or obtain permits and licenses from appropriate authorities.

Ensure that project milestones are achieved and documented

- Create and maintain comprehensive project documentation and prepare detailed reports. Prepare reports for leadership regarding status of projects - scope, budget and schedule.
- Complete monthly project reporting including change order management and quality assurance.
- Perform risk management analysis to reduce project risks. Report and escalate issues as and when needed.
- Facilitate regular project meetings.
- Assist the development team to resolve conflicting objectives.

P&E information management (10%)

- Assist in the implementation and continuing development of TteS Asset Management Program.
- Maintain TteS infrastructure records.
- Develop operation and maintenance manuals.
- Provide information, explain policy and interpret related by-laws for builders, developers, government agencies, consultants and the public and liaisons with various external agencies and groups concerning TteS development policy and land use controls.

Contribute to the ongoing improvement of TteS administrative systems and procedures (10%)

- Draft reports, by-laws, and regulations as directed by P&E Manager, to implement policy objectives.
- Provide leadership for project team by building and motivating team members to meet project goals founded on Secwépemc protocols, practices, and worldviews.
- Perform all duties and responsibilities in accordance with TteS policies, standards, and procedures.
- Awareness of reconciliation and application of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) in Canada - in all aspects of work with TteS.
- Maintain confidentiality on all matters relating to the affairs of TteS.

All other duties as required for the role (5%)

Professional Certification, Education and Experience:

- A Degree in Civil Engineering.
- Ability to Register with Engineers & Geoscientists British Columbia.
- Minimum of 5 years of related experience in Civil Engineering setting in either consulting, construction or government
- Project Management Professional (PMP) designation or equivalent certification is an asset.
- Minimum of 5 years of related experience in project development and management
- Knowledge of the construction, appraisal, feasibility analysis, community consultation and municipal development approval processes

- Must possess a Valid Class 5 Driver's Licence with reliable transportation.
- Ability to manage multiple projects and competing demands simultaneously.
- Client focused and able to negotiate and resolve conflict.
- Knowledge of government funding mechanisms and approval processes.

Financial Responsibility:

This position has a \$15,000 signing authority.

Supervision or Training Duties:

Provides team leadership: Fosters a positive work environment, promotes teamwork, and maintains high standards of workmanship. Provides on-the-job mentorship to project team members where necessary. Will coordinate the work of external parties, such as contractors, consultants and other stakeholders, to ensure projects are completed successfully and align with TteS objectives.

Skills and Abilities:

- Effective communications, leadership, time-management, and organizational skills with the ability to negotiate and influence others and successfully provide solutions to a variety of client, project, and technical requests.
- Proficiency in budgeting, cost control, and resource management.
- Ability to plan, organize and coordinate work, and develop systems.
- Ability to take initiative and work with minimal supervision.
- Ability to be flexible and adaptable to the environment.
- Self-motivated, and reliable.
- Strong attention to detail, organized, with excellent written and verbal communication.
- Strong sense of accountability to results, with the willingness to seek assistance when required in a timely manner.
- Proactive, positive, and creative problem solver and solution seeker.
- Friendly, collaborative team-player with a focus on productive outcomes.
- Possesses excellent people skills.
- Strong ethics and knowledge of confidentiality.
- Experience working with First Nations communities, organizations and programs.
- It is expected that all TteS employees be willing to continuously upgrade their skills and knowledge, and to further their formal training.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: \$43.04-\$63.30/hour depending on education & experience

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is Open Until Filled

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment/>
or at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 am to 4:00 pm &
closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>**

Any late submissions or submissions without the job application form will not be considered.