



JOB POSTING:
**CIRCUIT RIDER TRAINING PROGRAM
SPECIALIST**

Location: Thunder Bay

Closing Date: Friday, May 24th, 2019

The mandate of the Ontario First Nations Technical Services Corporation (OFNTSC) is to provide engineering and technical advisory services to all First Nations in Ontario. The primary role of the CRTP Specialist is to assist in coordinating and delivering the Circuit Rider Training Program. As a member of the OFNTSC team the Circuit Rider Training Program Specialist is responsible for raising the competency level of operators of First Nation water and wastewater systems. This position will be located in the Thunder Bay office.

Strict confidentiality must be recognized and maintained at all times.

DUTIES:

Administration & Finance

- Maintain filing system in accordance with office file and records management procedures.
- Prepare, review and manage CRTP finance and reports.
- Submit weekly/monthly schedules to the Director of Engineering & Infrastructure Services.

Client Services

- Oversee the day to day operations of the CRTP portfolio.
- Assist the CRTP Trainers with planning, organizing and delivering the Circuit Rider Training Program for Water and Wastewater Treatment Plant operators to First Nations throughout the Province of Ontario.
- Support and assist the CRTP Trainers in developing functional operational and maintenance work plans for Water & Wastewater Treatment Systems.
- Assist CRTP Trainers in teaching First Nation Water Treatment Plant operators the required reporting procedures.
- Provide back-up training for contract CRTP Trainers when on vacation or on sick leave.



ofntsc

HEAD OFFICE

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THUNDER BAY SERVICE CENTRE

Suite 206A
200 South Syndicate Avenue
Thunder Bay, Ontario
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807-623-9595
TOLL FREE 1-888-892-8281

Communications

- Maintain relationships and partnerships with the various First Nation communities, stakeholders and federal and provincial agencies.
- Understand the procedures and protocols in dealing with First Nation communities, government bureaucracies and agencies.
- Prepare monthly reports as directed by the Director of Engineering & Infrastructure Services.

Training

- Provide First Nation communities with the skills and expertise necessary to manage technical training.

STATEMENT OF QUALIFICATIONS:

- Relevant post-secondary education or 3-5 years of related experience.
- A minimum of grade 12 education
- Province of Ontario Class II Water & Wastewater accreditations/license's.
- Valid Ontario Driver's License.
- Extensive travel throughout Ontario.
- Effective communication skills (meetings, oral and written) with various professionals.
- Strong Organizational Skills to multi-task and prioritize projects and various tasks

Please mark clearly on subject line of the email "**CIRCUIT RIDER TRAINING PROGRAM SPECIALIST**" and send your cover letter and resume in one pdf file, with the attachment labelled as [**LASTNAME_FIRSTNAME_CIRCUIT RIDER TRAINING PRG2019**] to:

Linda Sandy, Sr. Human Resource Generalist
Ontario First Nations Technical Services Corporation
111 Peter Street, Suite 606
Toronto, Ontario, M5V 2H1
[**humanresources@ofntsc.org**](mailto:humanresources@ofntsc.org)

For a detailed job description, contact Human Resources at (416) 651-1443 ext. 238 or email [**humanresources@ofntsc.org**](mailto:humanresources@ofntsc.org).

We thank all applications, however only those receiving an interview will be contacted.