



Technical Services Manager- Full time Position

Category: Management

Job Summary:

Reporting to ATC CEO, the Technical Services Manager (TSM): will be advising and assisting First Nations with facility maintenance, capital projects, and housing, will also oversee ATC building and grounds maintenance for our organization, will be responsible for ensuring the Technical Services are safe, up to code, and fully operational. The technical services manager will also be responsible for managing contractors, training new employees, and working with third party vendors.

Typical Duties and Responsibilities:

Responsibilities can include:

- Supporting the development/updating of ATC First Nation's maintenance management plans.
- Prepare and submit various reports, budgets and cost estimates required by AANDC.
- Support the submission of facility inspection reports, plans and organize preventative maintenance works.
- Assist with quality and progress of Technical Services operation and maintenance work carried out in-house and through contracts.
- Communicate with relevant governmental and private agencies concerning guidelines, operation and maintenance requirements.
- Assist First Nations in retaining qualified maintenance staff and assist with First Nation's maintenance and clerical staff that pertinent records and contractual documents are properly maintained, compiled and that established procedures are followed.
- Assist in the operation of electronic data processing systems associated with maintenance management programs and confirm that pertinent hardware and software are properly kept and operated.
- Assist with the organization, planning, implementation, administration and evaluation of their housing programs.

Athabasca Tribal Council, in collaboration with your Nations, honours our Treaty and supports a thriving, healthy, and self-reliant future for Cree and Dene people.



- Facilitate access by First Nations to available funding resources for construction, renovation and maintenance of housing.
- Support the establishment and/or maintenance of a record keeping system on First Nation's housing programs.
- Assist and advise First Nations in capital planning and capital project implementation.
- Establish and maintain a system of keeping records on First Nation capital projects, including design drawings, built drawings, inspection reports, feasibility studies, site plans, project evaluations, etc.
- Negotiating and administering contracts and providers for services including security, parking, cleaning, catering, technology, fleet, etc.
- Ensuring that Technical Services meet government regulations and environmental, health and security standards
- Overseeing building projects, renovations or refurbishments
- Monitor and manage Technical Services' security systems
- Ensure compliance with health and safety standards
- Keep track of inventory items
- Document and advise on needs for equipment repairs
- Supervise contractors and vendors when the facility is in use
- Evaluate proposals from vendors
- Respond to emergency needs in a timely manner
- Keep track of inventory items
- Evaluate proposals from vendors
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- To be responsible for all aspects of the organization's risk management, including ensuring all necessary risk assessments are completed and the necessary checks are in place to meet all audit requirements.



Requirements and Qualifications

- Bachelor's degree in engineering, Technical Services management, business management or related field preferred plus 3-5 years of relative experience.
- Able to multitask, prioritize, and manage time efficiently
- Goal-oriented, organized team player
- Experienced at compiling and following strict budgets
- Accurate and precise attention to detail
- Strong written and verbal communication skills
- Ability to physically stand, bend, squat, and lift to 25 to 30 pounds
- Computer skills; may include scheduling with Microsoft Office Suite or similar software
- Valid Class 5 driving license
- Strict adherence to ATC philosophy/mission statement.
- Must provide a clear criminal background check and driver's abstract record

Job Type: Full Time Position

Job Location: Fort McMurray, Alberta

Language: English (Required)

Attractive salary and benefits package will be offered to the selected candidate.

How to Apply

Please apply using the following E mail hr@atcfn.ca, quoting position title.

We thank all candidates for their interest, however, only those selected for an interview will be contacted via email or by telephone.