



SWAN RIVER FIRST NATION
P.O. Box 270
Kinuso, Alberta
T0G 1K0



FOR IMMEDIATE RELEASE

Swan River First Nation – Wapsewipi Enterprises Ltd. is currently accepting applications for a contract “**Reclamation and Remediation Project Manager**” to be an integral part of our management team.

Working in this highly demanding and critical role, the *Reclamation and Remediation Project Manager* will have oversight and the responsibility to manage and execute environmental remediation and reclamation projects for Swan River First Nation. As a key member you will work with the Nations leadership and your team members to further solidify our project delivery and technical excellence, as well as work to help determine the future direction of the group. This will include technical guidance, as well as identifying business development opportunities in a fast paced multi-tasking environment.

BASED AT: Swan River First Nation, Kinuso, AB

POSITION TERM: Initial 3-month contract to be reviewed thereafter.

POSITION SUMMARY: The Reclamation and Remediation Project Manager is responsible for executing projects that meet or exceed the Nation’s financial target on time and within budget. You will also be responsible for:

- Managing client relationships including those with all forms of government, contractors, sub-contractors and maintaining those partnerships in a positive environment and ensuring projects meet or exceed key performance indicator, and business development in both identifying potential works and estimating and working through the bid process.
- Overseeing on-site project resources, both human and capital.

KEY RESPONSIBILITIES

- Have a strong understanding of The Community Opportunities Readiness Program (CORP) which provides project-based funding for First Nation and Inuit Communities for a range of activities to support communities' pursuit of economic opportunities;
- Have a strong understanding of the ASRP (AB. Site Rehabilitation Program) grant and its processes;
- Promote a strong health and safety culture in the team
- Give technical insight, guidance and review on project deliverables including management of scope, staffing, budgeting, scheduling, and health and safety;
- Mentor staff on completing reports, supervision of ESAs, remediation and reclamation projects and management of sub-contractors;
- Pursue and lead proposal and project efforts with the Nation including participation in the elaboration and estimation of the development of work plans, associated scopes and budgets, and the procurement and retainment of necessary subcontractors for such;
- Work with leadership to continually assess the direction of the projects;
- Participate in marketing and business development meetings along with Nation leadership and management when required;
- Ensure pre-construction submittals/permits and site documentation as well as all safety requirements are met at all times;
- Ensure thorough reviews of all contractual clauses and resolve litigious points as needed;
- Lead and approve invoices from the Nation and prepare cost estimates for future works and change orders;
- Change order and risk management;
- Execute all aspects of the project following the contract and ensuring the quality of processes and deliverables and
- Provide regular and accurate tracking of incurred costs and forecasts of costs and completion milestones in cooperation with the accounting team.

QUALIFICATIONS & CREDENTIALS

- **Bachelor’s Degree in Project Management with a minimum of 7 years project Management experience is a definite asset;**
- **Minimum 7-10 years of reclamation/remediation project management experience is a definite asset;**

- Superior, and demonstrated, verbal and written communication skills, specifically technical report writing and budget management;
- Strong computer skills in Microsoft office, word, excel,
- Must provide and possess a clear criminal record check;
- Must possession a valid class 5 AB driver's license and own or have access to a vehicle;
- Willingness and ability to travel within Treaty 8 (Alberta) Territory and other destinations when required;
- Willingness to work after hours and/or on weekends if necessary;
- Willingness to submit an Oath of Confidentiality;
- Must maintain good strong relations and systems of communication with leadership;
- Experience working with First Nations would be beneficial;
- Experience with First Nations culture, traditions and protocols;

This description is not a comprehensive listing of activities, duties or responsibilities that may be required of the contractor/employee, and other duties, responsibilities and activities may be assigned or may be changed at any time with or without notice.

APPLICATION PROCESS

Please send your resume, cover letter and salary expectations to:

Rafi Khan, Chief Executive Officer, Swan River First Nation

EMAIL: rafi.khan@srfn.ca

VIA FAX: (780) 775-3796

****We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted****