



EMPLOYMENT OPPORTUNITY

Municipal Maintenance & Infrastructure Planner – Full Time

About Tsawwassen First Nation

Tsawwassen First Nation (TFN) is a proud Coast Salish Nation with our land base situated in Tsawwassen, B.C. In 2009, the Tsawwassen First Nation Final Agreement came into effect – this treaty was the first modern urban treaty in BC and the first treaty to be successfully negotiated through the BC Treaty Commission process. The Treaty provides us municipal, provincial and federal types of jurisdictions over a land base of 724 hectares.

Tsawwassen First Nation is a full member of Metro Vancouver, the first First Nation to do so. We are now going through a period of revival and renewal as we plan our future and seek opportunities to sustain our growth physically, economically and culturally, for present and future generations.

About the Opportunity

Tsawwassen First Nation has an exciting opportunity for a permanent full-time Municipal Infrastructure Planner, based in Tsawwassen, BC.

We are seeking a highly motivated, collaborative, and experienced Individual. The successful candidate will be responsible for our CMMS system.

Specific Responsibilities

- Configure and implement the Computerized Maintenance Management Software (CMMS) for a diverse range of assets and the Fleet vehicles ensuring optimal functionality and user accessibility.
- Oversee the procurement and establishment of service agreements for critical systems within the Utilities division including generators, HVAC systems, SCADA consultants, and BSI backflow management computer system.
- Provide guidance to department managers on fleet management processes, including procurement, accident handling, and maintenance services. Ensure invoices are forwarded to the appropriate manager for coding and signature to facilitate timely payments.
- Collaborate closely with the GIS coordinator to understand and configure new and updated assets within as-built drawings, GIS, and CMMS (Lucity). Extract relevant information and assist GIS in capturing comprehensive and useful data.
- Analyze and understand departmental and divisional workflows to optimize them within Lucity.
- Create and monitor work orders for various divisions, ensuring continuous improvement and efficiency.
- Configure and set up individual modules within the CMMS for various assets.
- Work with operations teams to understand inspection form requirements, including the placement of fields in inventory and inspection forms.
- Utilize the testing environment in the CMMS to evaluate and refine processes.

- Collaborate with operations teams and the software provider to ensure processes are efficient and effective.
- Perform detailed planning, scheduling, cost estimation, resources estimation and allocation, progress and performance reporting for various Departments.
- Handles, troubleshoots and resolves work orders.
- Maintains work orders/notifications to provide integrity of history tracking and maintenance repair costs data.
- Stays knowledgeable and current on regulations and procedures relating to associated equipment and regulations.
- Completes paperwork in a neat and timely manner.
- Other duties assigned as required.

Requirements:

- Ability to read and follow engineering drawings and specifications.
- Experience in the development of Preventative Maintenance plans.
- Knowledge of preventive, predictive maintenance and condition monitoring techniques.
- Experience in using a CMMS program.
- Able to communicate professionally with customers, engineers, owners and contractors.
- A team player that takes pride in their work.
- Valid class 5 driver's license with drivers abstract.
- Criminal background check required.

Working Conditions: Monday to Friday 7.5 hrs per day. Work is performed in a combination of indoors and outdoors and will be required to visit sites and development areas.

Wages: Pay scale for this position is \$40.02 to \$44.73 per hour commensurate with excellent benefits, including enrolment in the BC Municipal Pension Plan. Placement within the pay scale is based on a review of skills, experience and internal equity.

We invite interested applicants to apply with a cover letter and resume to:

<https://scouterecruit.net/jobs/TSAW89>

We wish to thank all interested applicants; however, only short-listed candidates will be contacted for interview.

Pursuant to the Tsawwassen First Nation Government Employees Act, first priority in hiring among qualified applicants will be given to Tsawwassen Members, second priority to spouses (as defined in s. 3 (1) of the BC Family Law Act) of Tsawwassen Members, and third priority to members of other First Nations. If you fall within one of these categories and you wish to have this voluntary information considered as part of your application, please indicate the applicable category in your cover letter.