

Employment Opportunity - Selkirk First Nation

"Fort Selkirk Restoration Project"

Position: Project Manager - Trainee Position
Wage: \$28.95 - \$34.76 (depending on experience)
Status: Full-Time Casual till September 3, 2020
Closing Date: July 7, 2020

Job Summary

The Project Manager's main responsibilities are to make sure that the provisions of the Fort Selkirk transfer payment agreement are carried out. This includes the Work Plan and the Structural Maintenance Requirements of that agreement and to ensure the smooth day-to-day operation of the project and the management of the site. The Project Manager must be fully familiar with the Fort Selkirk Management Plan the Preservation Plan and the Interpretation Plan. Contact with Government of Yukon Historic Sites Unit staff on an ongoing basis is a critical role of the Project Manager.

Duties:

- **Training/Mentoring of the following duties will take place in Fort Selkirk by the current Project Manager.**
- Meet with SFN Heritage Manager and YG representatives prior to work season to review and confirm annual project Work Plan
- Liaise with the SFN Heritage Manager weekly regarding work progress, operational concerns, interpretation of the work plan using an INREACH
- Work with SFN Heritage Manager to develop a budget for materials, operating costs
- Participate in the selection and hiring of staff for Fort Selkirk
- Supervise a staff of 9 employees at the Fort Selkirk site
- Coordinate with the Heritage manager to bring food, materials, equipment and other supplies to the site
- Manage site security including supervision of site watchman.
- Conduct daily tailgate meetings each morning to discuss site safety, daily work plan and staff concerns
- Assume responsibility for maintaining and troubleshooting the power and water systems when the Operations Technician is off site.

Conditions of Employment

- Driver's license, Boat Operator License & experience boating on the rivers
- Small engine repair course
- Standard First Aid or Wilderness First Aid
- Willing to work a 10 day on, 4 day off shift
- Must be will to become familiar with SFN's HR Policies, Fort Selkirk Management Plan

****Preference will be given to persons of Northern Tutchone ancestry***

***** Candidates who do not possess the full required qualifications may be considered for appointment to the position in an underfill capacity at an adjusted salary.***

For additional information, please see
Teri-Lee Isaac, Selkirk First Nation Heritage Manager, 867-537-3331 ext. 606.

Submit applications/resumes to hrdirector@selkirkfn.com