

# Current Employment & Training Opportunities for TFN Members

*Updated June 13, 2024*

If you have any questions, please contact **Terry Baird**, Employment Coordinator, at 604-948-5310 or 604-999-7740 or email [tbaird@tsawwassenfirstnation.com](mailto:tbaird@tsawwassenfirstnation.com)

***CLICK ON A JOB BELOW TO JUMP DIRECTLY TO THE POSTING***

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## Tsawwassen First Nation

### Natural Resources Enforcement Officer – Full-Time

- Posted June 14, Open until June 27

### Elder Administration and Program Facilitator – Full-Time

- Posted June 7, Open until June 20

### Office Administration Supervisor – Full-Time

- Posted June 7, Open until June 20

### Planner I – Community Planning – Full-Time 14 month contract

- Posted June 7, Open until June 20

### Planner II – Full-Time

- Posted June 7, Open until June 20

### Event and Venue Coordinator – Full-Time

- Posted May 17, Open until June 13

### Manager of Communication & Engagement – Full-Time

- Posted May 17, Open until filled

### Economic Development Analyst - Full-Time

- Posted April 18, Open until filled

### Asset Management Specialist - Full-Time

- Posted March 28, Open until filled

### Administrative Assistant – Government Services

- Posted March 28, Open until filled

### Capital Project Engineer - Full-Time

- Posted March 1, Open until filled

## Native Education College

### Dean of Continuing Education

- Posted May 31, Open until filled

### Vice President (to the Office of the President)

- Posted May 24, Open until filled

### Manager (Facilities)

- Posted May 24, Open until filled

### Dean of Education Outreach

- Posted May 24, Open until filled

## Port of Vancouver – Vancouver Fraser Port Authority – June 7

Please see Community Notice for current job postings. Contact [Terry Baird](#) for any inquiries

## Trails Society of BC

### Youth Coordinator

- Posted May 10, Open until filled

### Indigenous Program Manager

- Posted May 10, Open until filled

## BC Wildlife Federation – TFN Members

### Fraser River Tidal Marsh Clean up Field Crew Technician

- Posted March 22, Open until filled

## King's Detailing – car detailing

Contact [Clint Gurniak](#) for further information

## UA Piping Industry College of BC

### Piping Foundation Program

### Welding Program

### Trades Awareness Program

**Infant and Toddler Worker ECE – Full-Time**

- Posted August 18, Open until filled

**TFN / Kwantlen Polytechnic University**

**DROP IN English Upgrading Course starting Sept 2024**

Please contact **Terry Baird** for any inquiries

**Lu'Ma Native Housing Society**

**Executive Assistant – Full-Time - Temporary**

- Posted May 31, Open until filled

**Amazon – Lower Mainland**

**Warehouse Associates**

Contact **Terry Baird** at 604-999-7740 or email  
[tbaird@tsawwassenfirstnation.com](mailto:tbaird@tsawwassenfirstnation.com)

**Pacific Global Container**

**Traffic Technician**

**Civil Construction Worker**

**BCIB – Patullo Bridge Replacement Project**

Various labor job opportunities - **see postings**

Contact **Terry Baird** for any additional inquiries

**TFN Construction/ Matcon**

**Accounting/Administrative Assistant**

**Traffic Controller**

**Civil Estimator/Project Manager**



## **EMPLOYMENT OPPORTUNITY**

### **Natural Resources Enforcement Officer**

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.

Tsawwassen First Nation also became 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.

TFN has an exciting and immediate opportunity for a Natural Resources Enforcement Officer who is a self-motivated individual with knowledge and experience working with First Nations and Fisheries and Oceans Canada. This is a regular full-time position that will require weekend work.

#### **Specific Responsibilities:**

- Working closely with the Natural Resource Manager, you will provide support of Tsawwassen Laws and Regulations by performing fisheries and wildlife enforcement functions.
- You have the proven capacity to foster good relationships with community, staff, and other First Nations or government agencies.

#### **Working Conditions:**

- The majority of the work will be outdoors during the fishing, hunting and gathering season. Offseason work is approximately 60% indoors performing administrative duties such as reports and record keeping.
- Some pulling and lifting up to 50 pounds will be required. Shoreline foot patrols will be required. Exposure to all weather conditions including on boat and on foot performing shoreline foot patrols while in uniform.

#### **Qualifications:**

- Excellent interpersonal and communication skills.
- The successful candidate will have experience in Enforcement, Boat/Land Patrol.

- Working knowledge of the *Fisheries, Wildlife, Migratory Birds and Renewable Resources Act*.
- An aboriginal Fisheries Guardian Training Certificate is an asset or equivalent education and experience.
- Valid BC Class 5 or Class 7(N) Drivers License.

**Wages:** Pay scale for this position is \$31.30 per hour with excellent benefits including enrolment in the BC Municipal Pension Plan. Placement within the pay scale is based on a review of skills, experience & internal equity.

**Deadline:** June 27, 2024

Qualified applicants are invited to submit their resume and cover letter to

<https://scouterecruit.net/jobs/TSAW75>

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



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TSAWWASSEN FIRST NATION

## EMPLOYMENT OPPORTUNITY

### **Elder Administration and Program Facilitator (Full Time Regular)**

*The Tsawwassen First Nation (TFN) is seeking a compassionate, organized, and culturally aware Elder Administration and Program Facilitator. This role is pivotal in supporting the well-being of our Elders through effective program administration and facilitation. The successful candidate will work closely with Elders, community members, and TFN staff to create, manage, and deliver programs that enrich the lives of our Elders.*

#### **Specific Responsibilities**

##### **Program Development and Facilitation:**

- Design, implement, and facilitate programs and activities that promote the health, wellness, and cultural engagement of TFN Elders
- Collaborate with Elders to identify their needs and preferences, ensuring programs are culturally relevant and beneficial
- Organize and lead workshops, social events, and cultural activities

##### **Administration:**

- Manage administrative tasks related to Elder programs, including scheduling, budgeting, and reporting
- Maintain accurate records of program activities, participation, and outcomes
- Prepare and submit regular reports to TFN leadership on program progress and impact

##### **Elder Support:**

- Provide direct support to Elders, addressing their concerns and facilitating access to community resources and services
- Coordinate transportation, health appointments, and other logistical needs for Elders as required
- Advocate for the needs and rights of Elders within the community and to external agencies

##### **Community Engagement:**

- Foster strong relationships with Elders, their families, and the wider TFN community
- Engage with community members to promote Elder programs and encourage participation
- Collaborate with other TFN departments and external organizations to enhance program offerings and resources

## Qualifications

- A diploma or degree in social work, community development, recreation, Health/wellness or a related field is preferred
- Minimum of 2 years of experience working with Elders or in a community facilitation role.
- Experience in, administration, accounting and record keeping

## Knowledge, Skills & Experience

- Strong understanding and appreciation of TFN culture, traditions, and the unique needs of Elders
- Excellent organizational, administrative, and project management skills
- Compassionate and empathetic approach to working with Elders
- Effective communication and interpersonal skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office and other relevant software

## Other Requirements:

- Must have a valid driver's license, Class 4 an asset
- Ability to work flexible hours, including evenings and weekends, as needed

## Working Conditions

Work is performed primarily indoors in an office environment. Off-site travel is occasionally required to conduct site visits for construction projects, attend meetings, committees, conferences and training events.

**Wages:** Competitive pay and a generous benefit package commensurate with qualifications including enrollment in the Municipal Pension Plan.

**Application Deadline:** June 20, 2024

If you are interested in a challenging opportunity with a leading edge progressive municipal type government, please forward your resume along with a cover letter by email to

<https://scouterecruit.net/jobs/TSAW74>

*We wish to thank all applicants for their interest; 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.



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TSAWWASSEN FIRST NATION

## **EMPLOYMENT OPPORTUNITY**

### **Office Administration Supervisor – Full Time Regular**

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.

Tsawwassen First Nation also became 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.

### **Working Relationships**

Reporting to the Director of Corporate Services and based out of the administration building, the Office Administration Supervisor works cooperatively with staff and Management, and interacts primarily with all staff and also with TFN Community Members, Chief and Executive Council, representatives of other governments, leaseholders, contractors, and other business partners. Lead administration support area. This role will have four roles reporting to it including the Executive Assistant to the Chief, Executive Assistant to the CAO, the Corporate Governance Clerk, and the Office Assistant. There may be changes to the reporting structure as operational needs progress.

### **Specific Responsibilities**

- Share responsibilities for frontline support with the Receptionist and other admin staff including relief coverage, special projects, and event assistance
- Provide executive assistance to the Chief as required
- Provide general support to visitors in a professional and friendly manner
- Manage inventory of office, kitchen and snack supplies
- Manage relationships with Members, staff, service providers and vendors
- Track expenses on the corporate credit card and provide receipts and any supporting documentation to Finance team
- Receive and sort incoming and outgoing mail and courier deliveries
- Coordinate admin building meetings and conference room bookings
- Liaise with leadership to handle requests and queries
- Carry out any other tasks deemed necessary by the Management Team
- Daily walk-through of the office to ensure everything is in order
- Providing clerical support to departmental staff across the organization
- Creating Word and Excel documents (e.g. letters, templates, spreadsheets) per departmental requests and needs
- Monitor office inventory and order office supplies

- Operate (or learn how to operate) photocopiers, telephone systems, postage meters, scanners
- Use MS Outlook to send out all staff emails using appropriate protocols
- Use writing skills and attention to detail to assist in the creation of newsletters and other internal and external communications

### **Education/Experience:**

- Ability to multitask is a key priority of this position
- Multi-line telephone system experience strongly desired
- Intermediate to advanced keyboarding skills (e.g. 50 wpm with accuracy)
- Strong verbal and written communication skills essential
- Degree, Diploma or Certificate in Office Administration or experience in a related field
- Minimum of 3-5 years of experience in the clerical field or in a related area
- Knowledge of commonly-used office administration tools, concepts, practices, and procedures
- Should have a working knowledge or experience with filing systems
- Be punctual and reliable
- Professional appearance and demeanor
- Experience working in a First Nation environment preferred or possess cultural awareness and sensitivity
- Excellent interpersonal skills
- Proficient in with MS Office Suite including Excel, Word, and Outlook
- Well-developed organizational skills, including exceptional attention to detail
- Demonstrated work ethic
- Valid BC Driver's License (Class 5) and reliable personal vehicle
- Satisfactory Criminal Record Check

### **Working Conditions**

Work requires moderate physical exertion such as bending, lifting, carrying, and pushing. Work is mainly indoors but will occasionally be outdoors when moving between buildings or running off-site errands.

**Deadline:** June 20, 2024

**Wages:** Pay scale for this position is \$31.31 to \$35.22 per hour with excellent benefits including enrolment in the BC Municipal Pension Plan. Placement within the pay scale is based on a review of skills, experience & internal equity.

**Hours of work:** Monday to Friday 8:30 to 4:30

Qualified applicants are invited to submit their resume and cover letter to:

<https://scouterecruit.net/jobs/TSAW73>

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TSAWWASSEN FIRST NATION

## EMPLOYMENT OPPORTUNITY

### **Elder Administration and Program Assistant (Full Time Regular)**

*The Tsawwassen First Nation (TFN) is seeking a compassionate, organized, and culturally aware Elder Administration and Program Facilitator. This role is pivotal in supporting the well-being of our Elders through effective program administration and facilitation. The successful candidate will work closely with Elders, community members, and TFN staff to create, manage, and deliver programs that enrich the lives of our Elders.*

#### **Specific Responsibilities**

##### **Program Development and Facilitation:**

- Design, implement, and facilitate programs and activities that promote the health, wellness, and cultural engagement of TFN Elders
- Collaborate with Elders to identify their needs and preferences, ensuring programs are culturally relevant and beneficial
- Organize and lead workshops, social events, and cultural activities

##### **Administration:**

- Manage administrative tasks related to Elder programs, including scheduling, budgeting, and reporting
- Maintain accurate records of program activities, participation, and outcomes
- Prepare and submit regular reports to TFN leadership on program progress and impact

##### **Elder Support:**

- Provide direct support to Elders, addressing their concerns and facilitating access to community resources and services
- Coordinate transportation, health appointments, and other logistical needs for Elders as required
- Advocate for the needs and rights of Elders within the community and to external agencies

##### **Community Engagement:**

- Foster strong relationships with Elders, their families, and the wider TFN community
- Engage with community members to promote Elder programs and encourage participation
- Collaborate with other TFN departments and external organizations to enhance program offerings and resources

## Qualifications

- A diploma or degree in social work, community development, recreation, Health/wellness or a related field is preferred
- Minimum of 2 years of experience working with Elders or in a community facilitation role.
- Experience in, administration, accounting and record keeping

## Knowledge, Skills & Experience

- Strong understanding and appreciation of TFN culture, traditions, and the unique needs of Elders
- Excellent organizational, administrative, and project management skills
- Compassionate and empathetic approach to working with Elders
- Effective communication and interpersonal skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office and other relevant software

## Other Requirements:

- Must have a valid driver's license, Class 4 an asset
- Ability to work flexible hours, including evenings and weekends, as needed

## Working Conditions

Work is performed primarily indoors in an office environment. Off-site travel is occasionally required to conduct site visits for construction projects, attend meetings, committees, conferences and training events.

**Wages:** Competitive pay and a generous benefit package commensurate with qualifications including enrollment in the Municipal Pension Plan.

**Application Deadline:** June 20, 2024

If you are interested in a challenging opportunity with a leading edge progressive municipal type government, please forward your resume along with a cover letter by email to

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TSAWWASSEN FIRST NATION

## EMPLOYMENT OPPORTUNITY

### **PLANNER I – Community Planning (Full-Time 14-Month Contract)**

*Tsawwassen First Nation (TFN) is a self-governing First Nation that delivers a wide range of community services, including all of those typically delivered by municipalities. The Lands Department is responsible for the delivery of all planning, development, and engineering related services.*

*TFN is seeking a qualified individual to join our Lands Department in the full-time 14-month contract position of Planner 1 - Community Planning, with the possibility of being converted to a permanent position. Reporting to the Manager of Community Planning Services, The Planner I – Community Planning will be responsible for a wide range of long-term planning and member engagement initiatives under guidance of senior planning staff, including researching, analyzing, preparing, and updating TFN's land use plans, policies, and regulations.*

*The Planner I – Community Planning will work closely with staff in the Lands Department, Municipal Infrastructure Department, Language & Culture Department, Policy & Intergovernmental Affairs and Government Services Departments. The successful incumbent will be expected to maintain effective working relationships with staff members, Chief and Council, community members and the public.*

#### **Specific Responsibilities**

- Undertake long-range planning processes and engage in future-oriented planning. Coordinate with consultants/contractors as needed, draft consultant service contracts, manage third party contracts, and facilitate Member engagement sessions to align with community/leadership objectives
- Prepare concise reports for Executive Council (EC) consideration, draft memos, and policy documents as needed. Conduct research, analysis, and inter-departmental liaison to achieve organizational goals
- Review, interpret, and analyze land use acts, policies, and regulations
- Coordinate meetings, conduct independent document reviews, identify issues, propose solutions for review by senior staff, and assist in project management, including budget preparation, scheduling, and payment processing
- Collect, analyze, and present statistical information related to planning and zoning research to committees, senior staff, and TFN membership. Prepare and deliver presentations as required.
- Assist in planning presentations to official bodies (e.g., Agricultural Advisory Committee), including scheduling committee meetings, ensuring quorum, creating meeting presentations and graphics, recording minutes, and following up on meeting outcomes
- Respond to planning information requests from TFN Members, leaseholders, and outside groups or agencies addressing concerns, locating information, and providing responses verbally or via email

- Manage internal communications with TFN staff, including providing project updates, preparing meeting minutes and reports, clarifying technical project requirements, and processing invoices and expenses
- Develop Request for Proposals (RFPs) for artwork to be developed by TFN Resident Artists, youth, and other members, and confirm cost and timelines prior to drafting and managing Artist Agreements
- Identify and pursue grant opportunities as necessary, prepare grant reports (interim and final), manage grant budgets, and provide overall financial management for all community planning initiatives, and coordinate related events and meetings
- Other duties/responsibilities as assigned

## **Qualifications**

- University degree in Planning (e.g., Urban and Regional) from an accredited planning program. A relevant program with pertinent working experience may be considered.
- A registered Professional Planner or eligibility for membership with the Planning Institute of British Columbia (PIBC)
- Two to three years' experience in a similarly complex and diverse municipal environment

## **Knowledge, Skills & Experience**

- Excellent technical writing and interpersonal communication skills. Ability to write clear, concise, logically connected reports and briefing notes
- Ability to research and develop policy documents and implementation strategies collaboratively with various stakeholder/community groups
- Working knowledge of the functions and interactions of the various levels of government including federal, provincial, Treaty First Nation and municipal
- Knowledge and experience working with First Nations communities and governments – familiarity with the activities and culture of TFN is considered an asset
- Working knowledge of municipal regulations and laws relating to planning applications and engineering specifications, including a clear understanding of their interrelationships
- Experience in the review and recommendations for approval of development applications
- Proficient in Microsoft Office applications, such as word processing, spreadsheet, database, and presentation software applications, as well as Internet research abilities
- Experience using ArcGIS or similar GIS system
- Experience using graphic design software
- Ability to respect confidentiality, and to communicate effectively and courteously with all levels of staff, external government agencies/authorities, the development community, TFN members and leaseholders
- Ability to work independently as well as in a team environment
- Capacity to respond quickly to changing demands and priorities under tight deadlines
- Strong problem-solving skills, adept at brainstorming and creatively overcoming project barriers, such as devising strategies to revitalize stalled engagement programs in response to unforeseen challenges
- Demonstrated ability to lead collaborative decision-making processes with project team members, including selecting the most effective approaches for community engagement and resolving site or project-related issues
- Must complete a satisfactory Criminal Records Check
- Valid Class 5 BC Driver's License and access to a reliable personal vehicle
- Experience with Tempest software is an asset

## **Working Conditions**

Work is performed primarily indoors in an office environment with the option to work remotely a few days a week. Off-site travel is occasionally required to conduct site visits for construction projects, attend meetings, committees, conferences, and training events

**Wages:** Pay scale for this position is \$45.30 to 47.83 per hour (\$88,335 to \$93,268 per annum) with excellent benefits including enrolment in the BC Municipal Pension Plan. Placement within the pay scale is based on a review of skills, experience & internal equity.

**Application Deadline:** June 20, 2024

If you are interested in a challenging opportunity with a leading edge progressive municipal type government, please forward your resume along with a cover letter by email to:

<https://scouterecruit.net/jobs/TSAW71>

*We wish to thank all applicants for their interest; 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.



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TSAWWASSEN FIRST NATION

## EMPLOYMENT OPPORTUNITY

### **PLANNER II** **(Regular Full Time)**

*Tsawwassen First Nation (TFN) is a self-governing First Nation that delivers a wide range of community services, including all of those typically delivered by municipalities. The Lands Department is responsible for the delivery of all planning and development related services.*

*TFN is seeking a qualified individual to join our Lands Department in the permanent full-time position of Planner II. Reporting to the Manager of Development Planning Services, the Planner II will be responsible for providing development review services and a wide range of land use planning and policy initiatives including researching, analyzing, preparing, and updating TFN's land use and development regulations and policies.*

*The Planner II will work closely with staff in the Lands Department, Municipal Infrastructure Department, Policy & Intergovernmental Affairs Department, and Legal Services. The successful incumbent will be expected to maintain effective working relationships with staff members, Chief and Council, community members and the public.*

#### **Specific Responsibilities**

- Processes development applications (zoning amendment, subdivision, development permit temporary use permit applications) and provides planning comments to support related permitting reviews (building permit, sign permit, event permit and business license applications), including review and analysis of land development proposals, research and preparation of reports for Executive Council consideration, interpretation and analysis of regional and local planning regulations and policies.
- Undertakes policy planning research, prepares and updates planning documents such as the Land Use Plan, Secondary Area Development Plans, and Supplementary Design Guidelines and Construction Specifications.
- Reviews and prepares amendments to TFN development regulations (such as zoning, subdivision and development, building, development permit, good neighbour, traffic and parking, tree, and animal control regulations) and works with Legal to prepare new regulations as needed.
- Provides professional planning advice and interpretation on planning documents.

- Acts as resources in the interpretation of TFN Laws and regulations for developers, consultants, TFN members and leaseholders
- Prepares reports and implementation documents for consideration by Executive Council on planning projects.
- Responds to requests for planning information from TFN members and leaseholders.
- Works with the TFN Compliance and Enforcement Team in the review of complaints and provides planning comments and enforcement considerations.
- Liaises with third party approval agencies and regional agencies where needed.
- Other duties as required

### **Qualifications**

- University degree in Planning (e.g., Urban and Regional) from an accredited planning program. A relevant program with pertinent working experience may be considered.
- A Registered Professional Planner/membership with the Canadian Institute of Planners, or eligibility for membership.
- Three to five years' experience in a similarly complex and diverse, rapidly growing municipal environment.

### **Knowledge, Skills & Experience**

- Excellent technical writing and interpersonal communication skills.
- Experience in the review and recommendations for approval of development applications.
- Knowledge of municipal regulations and laws relating to planning applications and engineering specifications, including a clear understanding of their interrelationships.
- Knowledge of the functions and interactions of the various levels of government including federal, provincial, and municipal, and Treaty First Nations.
- Ability to respect confidentiality, and to communicate effectively and courteously with all levels of staff, external government agencies/authorities, the development community, TFN members and leaseholders.
- Proficient in Microsoft Office applications, such as word processing, spreadsheet, database and presentation software applications, as well as Internet research abilities.
- Experience of using graphic design software.
- Ability to work independently as well as in a team environment.
- Capacity to respond quickly to changing demands and priorities under tight deadlines.
- Knowledge of configuration in the Tempest Prospero module is an asset.

### **Working Conditions**

Work is performed primarily indoors in an office environment. Off-site travel is occasionally required to conduct site visits for construction projects, attend meetings, committees, conferences and training events.

**Wages:** Pay scale for this position is \$51.88 to \$66.81 per hour (\$101,166 to \$130,279 per annum) with excellent benefits including enrolment in the BC Municipal Pension Plan. Placement within the pay scale is based on a review of skills, experience & internal equity.

**Application Deadline:** June 20, 2024

If you are interested in a challenging opportunity with a leading edge progressive municipal type government, please forward your resume along with a cover letter by email to

<https://scouterecruit.net/jobs/TSAW72>

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## **EMPLOYMENT OPPORTUNITIES**

### **Event and Venue Coordinator - Full Time Regular**

Tsawwassen First Nation (TFN) is seeking a motivated *Event and Venue Coordinator* to join our dynamic Recreation & Events Department. The *Event and Venue Coordinator* is responsible for managing on and off-Lands venue bookings and rentals, ensuring event setups are completed according to requests, and performing minor janitorial tasks. This role is essential in supporting the smooth operation of events and maintaining the cleanliness and functionality of the event locations at Tsawwassen First Nation.

#### Key Responsibilities:

##### **Venue Bookings and Rentals:**

- Manage and coordinate the booking and rental of facilities
- Maintain accurate records of all venue bookings and rental agreements
- Communicate with clients to confirm bookings, provide information about facilities, and answer any questions
- Prepare and distribute schedules for venue usage
- Recreation related software setup, implementation and management

##### **Event Setup and Coordination:**

- Ensure event setups are completed according to client specifications and requests
- Arrange and set up furniture, equipment, and other materials needed for events
- Coordinate with other staff and vendors to ensure timely and efficient event setups
- Provide on-site support during events to address any setup or logistical issues
- Audio visual setup and troubleshooting

##### **Minor Janitorial Duties:**

- Perform routine cleaning and maintenance tasks to keep facilities in good condition
- Ensure that restrooms, common areas, and event spaces are clean and well-maintained
- Report any maintenance or repair needs to the appropriate personnel
- Restock supplies as needed and ensure cleanliness standards are met

##### **Customer Service:**

- Provide excellent customer service to clients and guests
- Address any issues or concerns promptly and professionally
- Assist clients with any additional requests or needs during their use of the facilities

##### **Safety and Compliance:**

- Ensure all events and activities comply with safety regulations and guidelines

- Monitor facilities for any potential safety hazards and take appropriate action
- Follow all policies and procedures related to venue use and event management

Qualifications:

- High school diploma or equivalent
- Previous experience in venue management, event coordination, or a related field is preferred
- Strong organizational and time-management skills
- Excellent communication and customer service skills
- Audio visual setup and troubleshooting experience a definite asset
- Demonstrated proficiency in database software applications and maintenance
- Ability to perform minor janitorial tasks and handle physical demands of setting up events
- Knowledge of safety and compliance regulations related to venue and event management

Working Conditions:

- Primarily indoors in an office environment, at venues on TFN Lands and off Lands within the Vancouver Lower Mainland
- Requires some off-site travel for meetings, and events
- May require working some evenings and weekends based on operational needs

Wages/Benefits: Competitive wages commensurate with qualifications and a comprehensive benefits package including enrollment in the Municipal Pension Plan.

Deadline: Noon June 13, 2024

Application Process:

Please submit a resume, cover letter, and relevant certifications showcasing your experience, skills, and training to

[careers@tsawwassenfirstnation.com](mailto:careers@tsawwassenfirstnation.com)

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TSAWWASSEN FIRST NATION

**EMPLOYMENT OPPORTUNITY**  
**Manager of Communication and Engagement**  
**Full Time Regular**

Reporting to the Director of Strategic Initiatives, the *Manager of Communications and Engagement* is responsible for facilitating the creation and/or distribution of communication content to TFN staff, elected officials, Community Members, the general public and specific external parties. The Director will work collaboratively and effectively with community members, TFN government staff, other First Nations, media groups and related personnel from provincial/federal government agencies.

**Key Responsibilities:**

- Developing and implementing internal and external communications strategies for TFN
- Designing, proposing and implementing content strategies for communication channels
- Facilitating strategic management of TFN government wide communications channels including, but not limited to, the intranet, social media and newsletters
- Conducting ongoing research in the form of scans, audits or surveys of TFN. communications touch-points with Members, staff and the community to evaluate and improve effectiveness
- Collaborating with the CAO, Directors and Executive Council to develop communications content
- Developing TFN wide communication standards, guidelines and frameworks and supporting their implementation throughout the organization
- Overseeing, monitoring and evaluating daily TFN wide communications activities
- Managing, mentoring, evaluating and overseeing employees within the Communications team
- Collaborating with staff and elected officials on the development of key messages and talking points
- Acting as a resource for crisis communications and issues management development and response
- Providing communications-related workshops, including media training, in collaboration with TFN Directors
- Supporting senior leadership writing: speeches, briefing notes, plans, web pages, social media posts and other forms of communication
- Attending networking or other business-development functions on behalf of TFN
- Participating in relevant professional organizations and keeping current on relevant emerging opportunities
- Under the direction of the Director of Strategic Initiatives, representing TFN before various organizations and groups

- At the request of the Director of Strategic Initiatives, informing the Senior Management Team on matters relating to communications
- Budget development and management. Exercising signing authority for expenditures as assigned
- Sitting on assigned committees as directed
- Performing other related duties as required

Requirements:

- A degree in Communications or related field or an equivalent combination of education and experience.
- Public relations accreditation (CPRS) or business communications (IABC) accreditation is an asset.
- Extensive knowledge of, and experience with, communications theory, strategies, practices, and techniques.
- Knowledge and experience developing communication content specific to audiences and/or channels.
- A proven track record of leading in a complex, multi-stakeholder, fast-paced environment.
- Proven record of mentoring the development of professional communicators.
- Demonstrated experience and understanding of cloud-based technology including SharePoint.
- Excellent organizational, analytical and leadership skills.
- Excellent written and oral communication skills with attention to accuracy and detail.
- Proven track record in handling sensitive and confidential issues with tact and diplomacy.
- Demonstrated ability to model appropriate professional, ethical and collaborative behaviours consistent with the responsibilities of this position.

Additional requirements:

- Ability to develop strategic direction and program implementation collaboratively with various stakeholder/community groups.
- Strong organizational skills and ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Strong team player
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Working knowledge of Indigenous issues and challenges associated with internal and external communications.
- Knowledge of First Nation history, culture, and communities.
- Demonstrated competence in budget management.
- High ethical standards and ability to maintain confidentiality.

Working Relationships:

The Manager of Communications and Engagement reports directly to the Director of Strategic Initiatives. The number of reports and distribution of tasks may vary to reflect business needs within a rapidly growing government and community.

Wages: \$105,000 to \$115,000 per annum commensurate with qualifications with excellent benefits including enrolment in the BC Municipal Pension Plan.

Application Deadline: Open until filled

If you are interested in a challenging opportunity with a leading-edge progressive community oriented, municipal type government, please click on the link below to apply

<https://scouterecruit.net/jobs/TSAW70>

*We wish to thank all applicants for their interest; 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.



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TSAWWASSEN FIRST NATION

## EMPLOYMENT OPPORTUNITY

# Economic Development Analyst

(Regular Full Time)

### **About Us:**

Tsawwassen First Nation's Economic Development Department plays a pivotal role in nurturing and harnessing opportunities that align with our community's values, encompassing a diverse range of sectors from industrial land development to green technology. We're committed to fostering growth, sustainability, and opportunities for our community.

### **Key Sectors and Industries:**

- Industrial Land Development: With land adjacent to Roberts Bank terminals, we engage in significant industrial land projects, providing dynamic opportunities for partnerships, leasing, and development
- Agricultural Development and Farming: Our agricultural lands offer both leasing and development opportunities
- Construction Joint Ventures: We maintain partnerships with multiple construction companies, engaging in joint ventures that promote the growth and development of our region
- Member-Owned Business Support: As part of our community-driven ethos, we extend support and resources to member-owned businesses, aiding in their establishment and expansion
- Green Technology and Renewable Energy: With an eye towards the future, we're actively exploring opportunities in the green technology and renewable energy sectors

### **Key Responsibilities:**

#### Real Estate Support:

- Provides assistance in developing and maintaining comprehensive records for TFN industrial land projects.
- Conducts research and analysis regarding uses of land and rights related to various projects, in particular industrial land ground leasing and related financial modelling
- Assist in administration of incoming real estate enquiries and reporting

#### Business Analysis:

- Evaluating business proposals
- Analyzing market opportunities
- Collaborate with stakeholders to gather requirements, define project scope, and set clear objectives
- Translate complex data into clear insights and actionable recommendations
- Maintain an updated knowledge of industry trends, opportunities, and threats

#### Project Management Support:

- Support in the initiation, planning, execution, and closure of projects
- Coordinate with internal and external stakeholders to ensure projects remain on track
- Document project progress, risks, and milestones
- Assist in allocating resources efficiently and monitor project budgets

#### Adaptability and Initiative:

- Work in a fluid environment with rapidly changing priorities
- Take proactive steps to ensure projects and tasks stay on track
- Provide innovative solutions and ideas for operational efficiency and growth

#### Stakeholder Engagement:

- Liaise with both internal teams and external partners to foster effective communication
- Present findings, insights, and recommendations to senior leadership and other stakeholders
- Support the preparation of Economic Development reports to Advisory Team and Executive Council

#### Continuous Improvement:

- Identify areas of improvement in processes, systems, and operations.
- Collaborate with the team to implement changes that will increase efficiency and effectiveness
- Support scaling of operations to realize opportunities

#### **Qualifications:**

- Bachelor's degree in business administration, Urban Land Economics, or Commercial Real Estate, or a related field
- Master's degree or CPA an advantage or shows significant extended learning in a core competency field (for example, Commercial Real Estate)
- Minimum 5 years of relevant experience that ideally demonstrates a combination commercial real estate, business analysis and project management competencies
- Strong analytical, problem-solving, and decision-making skills
- Proficient in project management tools and software
- Excellent verbal and written communication skills
- Ability to work independently and as part of a team
- Understanding and respect for Tsawwassen First Nation's culture and values is paramount
- Possess an entrepreneurial spirit and continuously innovate to achieve great results
- Foster connection by putting people first and building trusting relationships

#### **Working Conditions:**

Work is performed primarily indoors in an office environment. This position is a candidate for a hybrid work arrangement with a minimum number of days being worked in our office setting on TFN Lands.

#### **Wages and Benefits:**

\$47.08 per hour (\$91, 806 per annum) to \$49.13 per hour (\$95,803.5 per annum) commensurate with experience and qualification. Excellent benefits package including enrollment in the Municipal Pension Plan.

**Deadline: Open until filled**

Qualified applicants are invited to submit their resume and cover letter to:

<https://scouterecruit.net/jobs/TSAW22>

*We wish to thank all interested applicants; however, only short-listed candidates will be contacted for interview. Posting is open until filled.*

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.





**EMPLOYMENT OPPORTUNITY**  
**ASSET MANAGEMENT SPECIALIST**  
**Regular 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 jurisdiction 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 full-time Asset Management Specialist, based in Tsawwassen, BC.

This is a new position and we are seeking a highly motivated, collaborative, and experienced Asset Management Specialist to establish and oversee the TFN's inaugural Infrastructure Asset Management program. The successful candidate will be responsible for developing and implementing comprehensive asset management strategies, policies, and processes to ensure the efficient and effective management of the TFN's infrastructure assets. Also, responsible for and lifecycle analysis and program development to support rehabilitation and replacement planning for municipal facilities and infrastructure assets.

**Specific Duties and Responsibilities**

- Collaborate with internal departments, external stakeholders, and community partners to gather data, assess asset and information needs, and develop long-term asset management strategies.
- Develop and implement an infrastructure asset management framework, including asset inventories, condition assessments, performance metrics, and risk management protocols.
- Lead the development of strategies for various infrastructure assets, including roads, bridges, utilities, facilities, and public spaces.
- Supervise asset condition assessments, lifecycle analyses, and risk assessments to inform long-term financial planning, decision-making processes and prioritize asset management activities.
- Assist with asset management policies, procedures, and best practices in alignment with industry standards, regulatory requirements, and organizational objectives.
- Implement and utilize asset management software and tools to maintain accurate asset inventories, track asset performance, and facilitate data-driven decision making.
- Inform other TFN departments (Operations & Public Works) on maintenance programs, and develop budget forecasts to support asset renewal, rehabilitation, and replacement strategies.
- Provide leadership, guidance, and training to staff members involved in asset management activities to ensure consistent and effective implementation of asset management practices.
- In addition to asset management duties, provide support in project managing capital works.
- Perform other related duties as required.

### **Knowledge, Skills and Abilities**

- Strong knowledge of asset management principles, methodologies, and best practices.
- Experience in conducting lifecycle analyses, and risk assessments for infrastructure assets. Ability to establish Levels of Service (LOS), KPI indicators, and baseline data requirements.
- Proficiency in asset management software and systems, GIS technologies, and database management tools.
- Excellent project management skills with the ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- Effective communication and interpersonal skills with the ability to collaborate with diverse stakeholders and communicate complex technical concepts to non-technical audiences.

### **Qualifications**

- Bachelor's degree in Engineering or Asset Management, or Engineering Technologist with GIS background with 10 years of work experience.
- Minimum of 5 years of experience related to civil infrastructure design, infrastructure asset management and project management experience.

### **Certifications**

- Professional certifications such as Certified Asset Management Professional (CAMP) or Certified Infrastructure Asset Manager (CIAM) are an asset but not required.
- Valid BC Driver's License and ability to travel to project sites as required.

### **Working Conditions**

- Work is performed primarily indoors in an office environment. Off-site travel and extended hours are occasionally required for meetings, field inspections, and attending conference and training events.

**Location:** Lands Office at 2460 Falcon Way, Tsawwassen, BC.

**Deadline:** Open until filled

**Salary:** TFN government provides a competitive salary (commensurate with experience); and excellent benefits package including Municipal Pension Plan.

**Wages:** Competitive pay commensurate with qualifications with excellent benefits including enrolment in the BC Municipal Pension Plan

**Application:** Qualified applicants are invited to submit their resume and cover letter to

[careers@tsawwassenfirstnation.com](mailto:careers@tsawwassenfirstnation.com)

We wish to thank all applicants for their interest; 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.



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TSAWWASSEN FIRST NATION

## EMPLOYMENT OPPORTUNITY

### **Administrative Assistant – Government Services** (FT Regular)

*Tsawwassen First Nation (TFN) is a proud Coast Salish nation with our land base situated in Tsawwassen, B.C. on the Salish Sea, near the mouth of the Fraser River. In 2009, the Tsawwassen First Nation Final Agreement came into effect –the first modern urban treaty in BC. TFN is a self-governing First Nation with a busy Government Services department. The department plays a key role in supporting the elected leadership of Tsawwassen Government, including managing meetings for the Tsawwassen Legislature and the Advisory Council. Additionally, the department manages communications and information management functions for Tsawwassen Government.*

*TFN is seeking a qualified individual to join our Government Services Department in the permanent position of Administrative Assistant. This position is full time 5 days (37.5 hours) per week, however we will consider candidates who are interested in a more flexible schedule working 4 days (30 hours) per week. In this role you will be primarily responsible for providing administrative support to the department, including assisting with scheduling, meeting logistics and preparing relevant materials, and taking minutes. You will also assist the Manager of Government Services with providing records management support to other departments, such as file inventories and assistance with transfers to offsite storage. Other job duties include managing invoices and other clerical support tasks for the Government Services and Policy and Intergovernmental Affairs departments. The positions offers the opportunity to learn about Tsawwassen legislative processes and expand your knowledge and skills in the areas of government administration, communications, and information management. The successful candidate is a self-starter, highly organized, eager to grow their technical proficiency with office software, and possesses outstanding communication skills and interpersonal skills. **TFN Members who are interested in developing their office administration skills while learning about Tsawwassen Government are encouraged to apply.***

#### **Requirements**

- Completion of Grade 12 supplemented by training in office administration, plus sound related experience performing clerical functions; or an equivalent combination of training and experience.
- Proficiency with Microsoft Office software including Word and Excel; experience working with SharePoint and/or information management systems would be an asset.
- Previous experience with invoice processing, minute taking, and data entry would be an asset.
- Knowledge and experience working with First Nations communities and governments.
- Understanding of the history and culture of Tsawwassen First Nation and Coast Salish Peoples
- Sound knowledge of business English and proficiency in writing reports and correspondence

- Ability to work collaboratively with others.
- Ability to perform clerical duties with accuracy and detail and in accordance with established regulations, policies, and procedures.
- Ability to prepare and maintain files, records, reports, and related material.
- Ability to prioritize workloads, to work independently with minimal guidelines and supervision, and to perform tasks under periodic work pressure.
- Valid Class 5 BC Driver's License and access to a reliable personal vehicle.
- Positive attitude and willingness to adapt to an ever-changing workplace.

**Wages:** \$26.80 per hour; excellent benefits including enrolment in the BC Municipal Pension Plan.

**Hours of work:** Position will be full time (37.5 hours per week) during regular business hours (Mon-Fri 8:30 to 4:30). TFN will consider applicants who are looking for a more flexible schedule working 4 days (30 hours) per week. Some work outside of regular office hours may be required.

Work is performed primarily indoors in an office environment. Remote working may be possible for part of the time.

**Application Deadline:** Open until filled

If you are interested in a challenging opportunity with a leading edge progressive Indigenous government, please click on the link below

[Apply Now: Administrative Assistant - Government Services](#)

*We wish to thank all applicants for their interest; 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.



**EMPLOYMENT OPPORTUNITY**  
**CAPITAL PROJECT ENGINEER**  
**Regular 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 jurisdiction 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 full-time Capital Project Engineer, based in Tsawwassen, BC.

This position is responsible for planning, design review, and construction of capital works projects. This position also oversees contract management of capital projects pertaining to municipal infrastructure, government facilities, parks infrastructure, and commercial and multi-family residential construction.

**Specific Duties and Responsibilities**

- Develops, implements and oversees project related scopes of work, schedules and budgets.
- Provides professional and technical expertise, guidance and direction to staff.
- Prioritize the assigned projects through continuous review and updates.
- Coordinate and manage a range of funding and grant agreements, ensuring the fulfillment of all obligations and commitments for timely access to funding streams.
- Assist with value engineering on projects with the design team for cost-efficient solutions.
- Review the work of engineering and architectural consultants and contractors for capital projects.
- Oversee procurement, manage contractor relationships, and enforce compliance.
- Maintain project documentation and provide regular updates to stakeholders.
- Able to simultaneously manage multiple tasks and projects effectively.

- Prepares reports and recommendations for presentation for internal and external stakeholders.
- Perform other duties as required.
- May be required to assume other responsibilities during emergencies in the municipal environment.

#### **Knowledge, Skills and Abilities**

- Knowledge of building design and construction techniques.
- Broad engineering and construction knowledge in multiple disciplines is an asset.
- Ability to manage time-sensitive and high priority projects.
- Conduct post project evaluation and identifying successful and unsuccessful project elements.
- Able to work independently and develop initiatives and programs in response to the needs of the department as well as corporate policies and goals.
- Willingness to be flexible in a changing work environment.
- Organized, self-motivated, and able to manage competing priorities.
- Experience working in a local government is an asset.
- Possess strong problem-solving and troubleshooting skills.
- Ability to manage stakeholder expectations and communications.

#### **Qualifications**

- Bachelor's degree in civil engineering or construction management with 10+ years of project management experience or equivalent.
- Project management experience in commercial, multi-unit residential construction, and municipal infrastructure.

#### **Certifications**

- Professional engineering (P.Eng.) designation with Engineers and Geoscientists British Columbia (EGBC) or eligibility for designation.
- Project Management Professional (PMP) or Certified Construction Manager (CCM) are desirable.
- Valid BC Driver's License and ability to travel to project sites as required.

#### **Working Conditions**

- Work is performed primarily indoors in an office environment.
- Off-site travel and extended hours are occasionally required for meetings, field inspections, and attending conference and training events.

**Wages** Competitive pay commensurate with qualifications with excellent benefits including enrolment in the BC Municipal Pension Plan

**Deadline** Open until filled

**Application** Qualified applicants are invited to submit their resume and cover letter to

[careers@tsawwassenfirstnation.com](mailto:careers@tsawwassenfirstnation.com)

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

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TSAWWASSEN FIRST NATION

## EMPLOYMENT OPPORTUNITY Infant and Toddler Worker ECE

**Full Time, Regular**

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Tsawwassen First Nation has a wonderful and challenging opportunity, in our Early Childhood Education (ECE) Centre, for a full-time regular Infant and Toddler ECE worker.

Under the direct supervision of the ECE Coordinator, the Infant and Toddler ECE worker will: provide quality, nurturing care to infants and toddlers enrolled in the program; communicate effectively with infants, toddlers, their parents, and other staff; demonstrate skills to properly address developmental needs of infants and toddlers; and maintain effective, working relationships with children, parents, and staff.

### **Duties and Responsibilities:**

- Plan, carry out, and assess developmentally appropriate activities and experiences that promote the well-being of each child and that respect and reflect the diverse needs of children
- Individualize the curriculum and ensure that all activities are accessible
- Assist children in expressing themselves by listening and responding with questions or comments that extend conversations
- Facilitate and nurture the development of each child's self-esteem, trust, and growing autonomy.
- Respond quickly to children's different and personal needs (verbal and non-verbal cues), temperament styles, skills, and abilities.
- Provide a daily balance of active/quiet, indoor/outdoor and individual/group activities
- Prepare the infant/toddler learning environment for children to learn through active exploration and interaction with adult caregivers.
- Use a variety of teaching techniques including modeling, observing, questioning, demonstrating and reinforcing
- Set reasonable behaviour expectations consistent with the centre's philosophy and policies
- Determine specific times during the day when some children may require extra staffing support
- Ensure guidance of children's behaviour that encourages positive self-concept



- Maintain a safe, clean, care-giving environment, practice good personal hygiene and hand washing, and assure the well-being and safety of all the children in the environment
- Ensure positive communication with enrolling parents/legal guardians
- Contribute to the ongoing operation of the centre
- Attend all training opportunities and staff meetings as provided and scheduled
- Observes children to detect signs of illness, injury, abuse, neglect, emotional disturbance, or other special needs, and reports these signs immediately to the ECE Coordinator or person in charge
- Provide for the physical safety of each child from arrival time until departure time
- Assist in the transition into the program and exiting out of the program
- Perform any other related tasks deemed necessary by the ECE Coordinator or Manager

**Qualifications:**

- Valid Infant and Toddler Early Childhood Education Certificate and license to practice (in accordance with the *Child Care Regulation*) is an essential requirement
- Valid safety oriented first aid certificate
- Criminal record check
- Ability to multitask & work independently as well as in a team environment
- Strong interpersonal communication skills
- Professional conduct and strict maintenance of confidentiality

**Hours of work:**

Hours of work are variable; all staff are on a weekly rotating shift. 7:00am to 3:30pm, 8:30am to 5:00pm and 9:30am to 6:00pm.

Salary will be commensurate with qualifications, and includes an excellent benefits package with enrollment in the Municipal Pension Plan.

Job Type: Full-time

Required experience:

- Infant ECE: 1 year
- Toddler ECE: 1 year

Required license or certification: Early Childhood Education

**Deadline** Open until filled

## Educational Opportunity Available at TFN

TFN and Kwantlen Polytechnic University (KPU) are offering **tuition-free** English upgrading classes for a wide range of adult learners.

Do you want to:

- Develop essential skills for **employment**?
- Further your **education**?
- Pursue **post-secondary studies**?

We offer:

- **Customized** and **flexible** learning plans
- A **friendly** and **supportive** learning environment
- Assistance with **resumes, cover letters, job or grant applications, and computer skills** (Microsoft Word, PowerPoint, etc.)

Members who enroll in the program will be provided with a **laptop computer**. **Lunch** is also provided.

Classes are at TFN on **Tuesdays and Thursdays, 11am-2pm**. Enrollment is ongoing, so new students can start anytime.

For more information, contact Terry Baird at [tbaird@tsawwassenfirstnation.com](mailto:tbaird@tsawwassenfirstnation.com) or 604-999-7740.



LU'MA NATIVE HOUSING SOCIETY

**JOB POSTING**  
For the position of  
**EXECUTIVE ASSISTANT**

Lu'ma Native Housing Society is seeking to fill the position of an **Executive Assistant** on a **Temporary Full-Time** basis, **Monday to Friday; 8:30 am until 4:30 pm. This position is an urgent hiring for a leave coverage.**

Under the direct supervision of the Manager of the Metro Vancouver Homelessness Community Entity (MV-CE), the Executive Assistant provides administrative support, including scheduling, coordinating and liaising with the team. The successful candidate is someone who possesses a Bachelor's degree with 3 years of experience in a similar role supporting a busy executive. Preference will be given to someone working toward a graduate degree. If you have exceptional communication skills and thrive in a collaborative, fast-paced environment, we would love to hear from you!

**Key Responsibilities:**

- Scheduling and maintaining the Manager's busy calendar;
- Assisting with the organization of events for the office;
- Coordinating meetings by arranging dates and times, taking meeting minutes, liaising with team members to identify materials needed, and reviewing and preparing materials;
- Answering and screening phone calls;
- Coordinating office and personal travel arrangements;
- Performing a variety of personal assistant tasks which may involve the use of a motor vehicle including: coordinating with MV and Lu'ma staff, coordinating and booking personal appointments, etc.;
- Responsible for handling sensitive and confidential business and personal information;
- Liaising and coordinating with the Project Staff with respect to understanding and prioritizing projects and project meetings in the Manager's calendar, including schedules and priorities with MV and Lu'ma team;
- Writing and editing correspondence including letters, transmittals and emails;
- Maintaining a well-organized filing system that permits easy reference and rapid retrieval of information;

**Qualifications/Skills & Abilities:**

- Minimum Bachelor's degree with preference for someone with graduate school experience;
- 3 years' experience in a similar role preferred;
- Proactive problem-solving abilities with the capacity to execute with a sense of urgency;
- High attention to detail – thoughtful and meticulous, with consideration to the bigger picture;
- Highly self-aware with strong emotional intelligence and the ability to stay calm under pressure;
- Exceptional oral and written communication skills;
- Openness with a willingness to learn and grow;
- Exceptional Interpersonal skills;
- Valid Class 5 (or higher) Driver's License is required;
- Satisfying a Vulnerable Sector CRC Clearance is conditional of employment;

**Hours and Remuneration:**

- Temporary Full-Time position, 8 hours per day with a 1 hour unpaid meal break; 8:30 am until 4:30 pm; Mondays through Fridays. Hours may be above and beyond regular working hours to match Manager's schedule.
- Wage \$32.90 per hour plus 18% in lieu of Vacation, Statutory and Paid holidays, Benefits, and RRSP match to 3.5%. **Wage inclusive of the in lieu amount is \$38.82 per hour.**

Please email your resume and a letter of interest to: [jobs@LNHS.ca](mailto:jobs@LNHS.ca)

Subject line: **TEMP FT EXC ASSISTANT**

Application Deadline: Competition will remain open until filled.



## EMPLOYMENT OPPORTUNITY

### EXTERNAL/INTERNAL POSTING

### DEAN (CONTINUING EDUCATION)

Native Education College (NEC) opened its doors in 1967 and became British Columbia's largest private Indigenous College. NEC's purpose is to contribute to an Indigenous, holistic experience that positions the Indigenous learner to uphold their responsibility and obligations to their family, and nation of origin as autonomous Peoples. NEC provides culturally relevant education and training for Indigenous Peoples to pursue career aspirations and enhance academic goals in alignment with their diverse cultural identities and traditional knowledge. The NEC longhouse offers access to many resources and in-house support that includes cultural and spiritual support, funding, counselling, and career advising from a culturally authentic lens.

#### **Position Summary**

The Dean of Continuing Education at Native Education College (NEC) is responsible for leading the development, implementation, and evaluation of continuing education programs tailored to the needs of Indigenous and non-Indigenous learners. This role focuses on providing accessible and relevant educational opportunities supporting lifelong learning, professional development, and career advancement.

#### **Main Responsibilities:**

- Lead strategic planning and vision for continuing education programs aligned with NEC's mission and educational priorities.
- Collaborate with faculty and experts to develop and update curriculum for certificate programs, workshops, and seminars.
- Identify emerging trends and educational needs within Indigenous communities and broader society, developing responsive programming.
- Oversee program delivery through various modalities, including in-person, online, and hybrid formats.
- Supervise the Indigenous Basic Adult Education (IABE) Program.
- Monitor program enrollment, student satisfaction, and completion rates, implementing strategies for enhancement.
- Cultivate relationships with external partners to support program development, marketing, and funding opportunities.
- Provide leadership and support to continuing education staff, instructors, and administrators.
- Ensure compliance with regulations, accreditation standards, and best practices in program administration.

#### **Preferred Qualifications:**

- A minimum of a Master's degree in Education, Adult Education, Indigenous Studies, or related field; Ph.D. preferred.
- Minimum 5 years of experience in adult education or related fields, preferably in Indigenous education context.
- Demonstrated leadership experience in program development and implementation.
- Experience working with Indigenous communities and understanding of Indigenous culture, traditions, and protocols.
- Proficiency in educational technology tools and software relevant to program development and delivery.

#### **Terms:**

Appointment to this full-time position will require a formal criminal record check should a recent one not be on file, the details of which may preclude finalizing an offer of employment. NEC encourages members of equity-seeking groups to apply. Preference will be given to qualified Indigenous applicants.

**Closing Date:** Until Filled

**Start Date:** As soon as possible



**End Date:** Open-ended  
**Hours:** Monday to Friday: 35 hours/week, possibility to work in the evenings and/or weekends  
**Salary:** \$100K-\$120K

**Application Details:**

Please submit your resume, a cover letter addressing your interest in the position and detailing how you meet the qualifications, and contact information for three references. Native Education College encourages members of equity-seeking groups to apply. Preference will be given to qualified Indigenous applicants. Address your application to:

Hiring Manager  
Vancouver, BC

285 East 5<sup>th</sup> Avenue  
V5T 1H2

NEC Native Education College  
E-mail: [hire@necvancouver.org](mailto:hire@necvancouver.org)



**EMPLOYMENT OPPORTUNITY**  
**EXTERNAL/INTERNAL POSTING**  
**VICE PRESIDENT (TO THE OFFICE OF THE PRESIDENT)**

Native Education College (NEC) opened its doors in 1967 and became British Columbia's largest private Indigenous College. NEC's purpose is to contribute to an Indigenous, holistic experience that positions the Indigenous learner to uphold their responsibility and obligations to their family, and nation of origin as autonomous Peoples. NEC provides culturally relevant education and training for Indigenous Peoples to pursue career aspirations and enhance academic goals in alignment with their diverse cultural identities and traditional knowledge. The NEC longhouse offers access to many resources and in-house support that includes cultural and spiritual support, funding, counselling, and career advising from a culturally authentic lens.

**Position Summary**

The Vice President (to the office of the President) at NEC serves as a crucial member of the college's leadership team, collaborating closely with the President to advance the institution's mission and objectives. This position provides strategic direction, fosters innovation, and ensures the delivery of culturally appropriate educational programs for Indigenous and non-Indigenous learners.

**Main Responsibilities:**

- Lead the development and implementation of strategic plans, policies, and programs aligned with NEC's mission and values.
- Oversee academic and administrative functions, ensuring compliance with regulatory requirements and accreditation standards.
- Cultivate a culture of continuous improvement and innovation in teaching, learning, and student support services.
- Forge relationships with Indigenous communities, government agencies, funding partners, and stakeholders to advance NEC's mission and secure resources for program development and sustainability.

**Preferred Qualifications:**

- Master's degree in Education, Indigenous Studies, Public Administration, or a related field.
- Minimum of five years of senior leadership experience in post-secondary education or Indigenous community organizations.
- Demonstrated knowledge and understanding of Indigenous cultures, traditions, and protocols.
- Experience in strategic planning, organizational development, and stakeholder engagement.

**Terms:**

Appointment to this full-time position will require a formal criminal record check should a recent one not be on file, the details of which may preclude finalizing an offer of employment. NEC encourages members of equity-seeking groups to apply. Preference will be given to qualified Indigenous applicants.

**Closing Date:** Until Filled  
**Start Date:** As soon as possible  
**End Date:** Open-ended  
**Hours:** Flexible, occasional evening or weekend events, travel may be required.  
**Salary:** \$130K-\$160K

**Application Details:**

Please submit your resume, a cover letter addressing your interest in the position and detailing how you meet the qualifications, and contact information for three references. Native Education College encourages members of equity-seeking groups to apply. Preference will be given to qualified Indigenous applicants. Address your application to:

Hiring Manager	285 East 5 <sup>th</sup> Avenue	NEC Native Education College
Vancouver, BC	V5T 1H2	E-mail: <a href="mailto:hiring@necvancouver.org">hiring@necvancouver.org</a>



## EMPLOYMENT OPPORTUNITY

### EXTERNAL/INTERNAL POSTING

#### Manager (Facilities)

Native Education College (NEC) opened its doors in 1967 and became British Columbia's largest private Indigenous College. NEC's purpose is to contribute to an Indigenous, holistic experience that positions the Indigenous learner to uphold their responsibility and obligations to their family, and nation of origin as autonomous Peoples. NEC provides culturally relevant education and training for Indigenous Peoples to pursue career aspirations and enhance academic goals in alignment with their diverse cultural identities and traditional knowledge. The NEC longhouse offers access to many resources and in-house support that includes cultural and spiritual support, funding, counselling, and career advising from a culturally authentic lens.

#### **Position Summary**

The Facilities Manager at NEC plays a pivotal role in maintaining a safe, culturally appropriate, and operationally sound environment for both Indigenous and non-Indigenous learners and staff. They oversee all aspects of facilities operations, including maintenance, security, janitorial services, and construction projects. This position requires strong leadership, attention to detail, project management skills, and a deep understanding of Indigenous cultural values and protocols.

#### **Main Responsibilities:**

- Develop and implement comprehensive facilities maintenance plans to ensure business continuity for all campus buildings and grounds.
- Coordinate with external contractors and vendors for maintenance, repairs, and renovations, ensuring timely completion at expected quality standards and budget allocation.
- Oversee safety protocols and emergency preparedness measures to safeguard the well-being of students, staff, and visitors.
- Collaborate with academic and administrative departments to assess and address facility-related needs, including classroom setup, technology infrastructure, and accessibility accommodations.
- Manage inventory and procurement processes for facility-related supplies and equipment.
- Conduct regular equipment and infrastructure inspections to proactively identify potential issues and implement corrective actions.
- Maintain accurate records and documentation related to facilities management activities, including maintenance schedules, project management, and budget expenditures.
- Manage the parking reservation system and oversee compliance.
- Manage the external business revenue stream through NEC space rental system.
- Implement the Freshdesk ticketing system for internal Facilities assistance requests.
- Develop short and long-term plans to increase efficiency in processes for all Facilities subdepartments.
- Manage the performance and development of direct and indirect reports.
- Maintenance of campus grounds.

#### **Preferred Qualifications:**

- Bachelor's degree in Facilities Management, Business Administration, Engineering, or a related field.
- Minimum 5 years of experience in facilities management, preferably in an educational or cultural institution.
- Demonstrated knowledge of building systems, codes, and regulations, with experience overseeing maintenance and repairs for historic or culturally significant structures.
- Strong project management skills with the ability to plan, prioritize, and execute multiple initiatives simultaneously.
- Excellent communication and interpersonal skills with a collaborative and inclusive approach to leadership.



- Familiarity with Indigenous cultures, protocols, and perspectives, with a commitment to promoting cultural sensitivity and respect within the college community.

**Terms:**

Appointment to this full-time position will require a formal criminal record check should a recent one not be on file, the details of which may preclude finalizing an offer of employment. NEC encourages members of equity-seeking groups to apply. Preference will be given to qualified Indigenous applicants.

**Closing Date:** Until Filled  
**Start Date:** As soon as possible  
**End Date:** Open-ended  
**Hours:** Monday to Friday: 35 hours/week  
**Salary:** \$60K-\$80K

**Application Details:**

Please submit your resume, a cover letter addressing your interest in the position and detailing how you meet the qualifications, and contact information for three references. Native Education College encourages members of equity-seeking groups to apply. Preference will be given to qualified Indigenous applicants. Address your application to:

Hiring Manager  
Vancouver, BC

285 East 5<sup>th</sup> Avenue  
V5T 1H2

NEC Native Education College  
E-mail: [hiring@necvancouver.org](mailto: hiring@necvancouver.org)



**EMPLOYMENT OPPORTUNITY**  
**EXTERNAL/INTERNAL POSTING**  
**DEAN OF EDUCATIONAL OUTREACH**

Native Education College (NEC) opened its doors in 1967 and became British Columbia's largest private Indigenous College. NEC's purpose is to contribute to an Indigenous, holistic experience that positions the Indigenous learner to uphold their responsibility and obligations to their family, and nation of origin as autonomous Peoples. NEC provides culturally relevant education and training for Indigenous Peoples to pursue career aspirations and enhance academic goals in alignment with their diverse cultural identities and traditional knowledge. The NEC longhouse offers access to many resources and in-house support that includes cultural and spiritual support, funding, counselling, and career advising from a culturally authentic lens.

**Position Summary**

Reporting to the Vice President (Academics), the Dean of Educational Outreach will oversee the academic and administrative integrity of the educational programs offered in distributed learning off the main campus of the NEC. This position will build relationships, develop proposals, manage efficient and effective post-secondary programming, and coordinate academic quality with internal academic staff using the best practices of Aboriginal adult education. The Dean of Educational Outreach will supervise Program Coordinators or Instructors of outreach projects, foster an environment contributing to student success, and contribute to the management of NEC.

**Main Responsibilities:**

- Seek out partnerships with First Nations communities to offer programming opportunities. Develop relationships with communities founded on integrity, respect, cultural authenticity, and mutual interest.
- Develop and manage agreements and terms of service in accordance with NEC strategic and outreach goals.
- Develop and manage program services, program delivery, and program evaluation in accordance with NEC policies and procedures.
- Write proposals or grant applications for funding in partnership with stakeholder groups to provide NEC credentials to communities across BC, ensuring annual funding targets are met.
- Supervise academic staff including coordinator/instructors and manage the budget for outreach projects.
- Ensure that programs meet internal and external quality standards, including those of PTIB, accrediting organizations, and other post-secondary institutions.
- Ensure that programs are delivered using the best practices of Indigenous adult education.

**Preferred Qualifications:**

- Master's Degree in a related field (e.g., adult education, higher education, administration) from an accredited institution and at least three years of management experience, preferably in a post-secondary setting, or equivalent combination of education and experience.
- Excellent analytical, organizational, problem-solving, conflict management, change management, interpersonal, communication, program development, project management, and planning skills.
- Demonstrated leadership capacity and skills to set clear goals and the ability to empower and engage staff and stakeholders.
- Excellent supervisory/coaching/team skills.
- Commitment to quality in education and the ability to manage continuous improvement from concept to reality.
- Skills in developing and managing partnerships at multiple levels.
- Ability to use budget/financial administration skills.
- Knowledge or experience working with Aboriginal organizations.
- Understanding of Aboriginal adult education practices.



**Terms:**

Appointment to this full-time position will require a formal criminal record check should a recent one not be on file, the details of which may preclude finalizing an offer of employment. NEC encourages members of equity-seeking groups to apply. Preference will be given to qualified Indigenous applicants.

**Closing Date:** Until Filled  
**Start Date:** As soon as possible  
**End Date:** Open-ended  
**Hours:** Monday to Friday: 35 hours/week  
**Salary:** \$100K-\$120K

**Application Details:**

Please submit your resume, a cover letter addressing your interest in the position and detailing how you meet the qualifications, and contact information for three references. Native Education College encourages members of equity-seeking groups to apply. Preference will be given to qualified Indigenous applicants. Address your application to:

Hiring Manager  
Vancouver, BC

285 East 5<sup>th</sup> Avenue  
V5T 1H2

NEC Native Education College  
E-mail: [hire@necvancouver.org](mailto:hire@necvancouver.org)



# Current Job Opportunities

## Vancouver Fraser Port Authority

June 3, 2024

The Vancouver Fraser Port Authority is dedicated to employment equity and creating a workplace reflecting the diversity of our port community. We are committed to collaborating with the Tsawwassen First Nation to identify opportunities for members to explore available roles within our organization.

To view our current opportunities, visit our [career page](https://www.portvancouver.com/careers/) at: <https://www.portvancouver.com/careers/>

### Current Job Opportunities

<p><b>Application Administrator - Financial Systems</b></p> <p>This position assists the manager, enterprise applications in technical day-to-day support of the financial and business systems and in the preparation, testing and deployment of systems enhancements, including integrations with other port authority systems.</p>	<p><b>Director, Real Estate - Leasing and Property Management</b></p> <p>The Director, Real Estate – Leasing and Property Management is responsible for providing direction, leadership, and management, based on corporate vision, mission, values and objectives, and in line with the Canada Marine Act and VFPA’s Letters Patent, for all aspects of the real estate leasing.</p>
<p><b>Business Intelligence Analyst – Business Transformation Office</b></p> <p>The business intelligence analyst – BTO develops and implements visualizations and dashboards that provide actionable insights to the business. This role uses a blend of creative and technical skills to develop intuitive BI solutions that meet the needs of our users.</p>	<p><b>Environmental Coordinator - Infrastructure Projects (Term)</b></p> <p>The Environmental Coordinator – Infrastructure Projects provides support for the planning and implementing of environmental programs relating to port authority led infrastructure projects. This includes environmental impact assessment, mitigation program planning and implementation, and monitoring.</p>
<p><b>Senior Occupational Health &amp; Safety (OHS) Coordinator</b></p> <p>The Senior Occupational Health &amp; Safety (OHS) Coordinator is a member of and works closely with the Health &amp; Safety team to meet the VFPA’s occupational health and safety commitment, objectives and responsibilities.</p>	<p><b>Employee and Labour Relations</b></p> <p>The employee and labour relations advisor is responsible for providing technical, effective and proactive advice including labour/employee relations, disability management, employee programs and HR processes.</p>
<p><b>Senior Construction Project Specialist (1-year term)</b></p>	

The senior construction project specialist is responsible for providing senior coordination and administration expertise to the design and construction of complex capital works and maintenance projects.	
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## Interested in Applying?

Please feel free to apply directly through our [career page](#). When submitting your application, under “Where did you hear about this position?” please choose the option “First Nations Job Board – Tsawwassen”.

If you would like to apply through a representative or learn more about our opportunities through an exploratory call, please reach out to a contact listed below:

### Tsawwassen First Nation Representatives

**Terry Baird**, *Tsawwassen First Nation Employment Coordinator*  
Email: [tbaird@tsawwassenfirstnation.com](mailto:tbaird@tsawwassenfirstnation.com)

### Vancouver Fraser Port Authority Representatives

**Jessica Cross-McCauley**, *Tsawwassen First Nation Relationship Coordinator*  
Email: [jessica.mccauley@portvancouver.com](mailto:jessica.mccauley@portvancouver.com)

**Brynn Danvers**, *Talent Acquisition and Marketing Specialist*  
Email: [brynn.danvers@portvancouver.com](mailto:brynn.danvers@portvancouver.com)

**Maria deBrigard**, *Manager, Talent Acquisition*  
Email: [maria.debrigard@portvancouver.com](mailto:maria.debrigard@portvancouver.com)

## About Us

As a Canada Port Authority governed by the Canada Marine Act, our mandate is to responsibly facilitate Canada’s trade through the Port of Vancouver, the country’s largest port. We are accountable to the federal minister of transport, and we work for the benefit of all Canadians.

### Our Mission

Our mission is to enable Canada’s trade objectives, ensuring safety, environmental protection, and consideration for local communities.

### Our Vision

Our vision is for the Port of Vancouver to be the world’s most sustainable port.

### Our Definition of a Sustainable Port

A sustainable port delivers economic prosperity through trade, maintains a healthy environment, and enables thriving communities through collective accountability, meaningful dialogue, and shared aspirations.

To learn more about our organization, visit our website at: [www.portvancouver.com](http://www.portvancouver.com)



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## sməq̣ʷaʔ xel Youth Coordinator

The Trails Society of British Columbia (Trails BC) is seeking a sməq̣ʷaʔ xel Youth Coordinator. The Coordinator will lead the delivery of the Sməq̣ʷaʔ xel component of the Tsawwassen First Nation Summer Youth Program during July and August.

This will involve leading cycling and walking land-based educational tours with Elders and Knowledge; arranging speakers to engage the youth on Indigenous and trails topics; and leading the youth on a project that includes signage and or art along Sməq̣ʷaʔ xel. Coordinator will also engage the youth career development planning opportunities related to trails.

Sməq̣ʷaʔ xel is a proposed network of trails connecting First Nations and other communities in Metro Vancouver that are accessible via transit. Development of the vision for sməq̣ʷaʔ xel is led by Tsawwassen First Nation Elder xʷasteniya working with the Great Blue Heron Way Committee and Trails BC personnel. Sməq̣ʷaʔ xel will help provide healthy and green basic mobility, recreational and tourism opportunities for people and communities.

Trails BC is also seeking an Indigenous Program Manager for sməq̣ʷaʔ xel which could potentially include the sməq̣ʷaʔ xel Youth Coordinator role. More information on this position at:  
<https://trailsbc.ca/indigenous-program-manager/>

### Activities

- ❖ Coordinating a project such as art or signage to be installed on or near Sməq̣ʷaʔ xel
- ❖ Coordinating land based educational cycling and walking tours along Sməq̣ʷaʔ xel with the youth and Indigenous Elders and Knowledge Keepers
- ❖ Coordinating speakers presenting to the youth on Indigenous and trails related topics
- ❖ Informing youth on related career and educational opportunities
- ❖ Engaging youth ideas they have for Sməq̣ʷaʔ xel and barriers they face accessing trails and their land

### Terms

- ❖ Salary: \$27 to \$30 per hour
- ❖ 30 to 35 hours per week
- ❖ Applicants should be 30 years old or younger as a portion of this position is funded through a youth employment grant per week
- ❖ Position starts June 3 and ends on August 30
- ❖ Interviewing starts May 7. Position will remain open until filled.
- ❖ The position is currently funded for 1 year from the starting date

### Requirements

- ❖ Live within or near Metro Vancouver preferably in or close to Tsawwassen
- ❖ Must have a computer/laptop and a cellphone

## **Skills and Experience**

If you have passion for Indigenous culture, the land and trails, please consider applying for this position even if you don't have all of the experience below. We are committed to working with the Coordinator to provide training and mentorship in areas that will assist in ensuring success in this position and will support personal and professional development goals.

1. Knowledge of First Nations' culture, art and traditions
2. Experience instructing or supervising youth 13 through 19 years old
3. Experience in leading walking and cycling tours
4. A strong commitment to reconciliation, equity and inclusion
5. A strong commitment to gender equality
6. Project leadership and management experience
7. Self-motivated with proven listening, writing and communications skills
8. Experience with Google Drive and Google Docs
9. Some knowledge of local Indigenous languages an asset
10. Knowledge of the land, trails, greenways and other active transportation and recreation routes in Metro Vancouver an asset
11. Knowledge of active transportation, recreation, trails, urban planning, transit & road safety an asset

## **How to Apply**

Email your resume and cover letter to Sage Kruger, Indigenous Engagement Manager at [sagekruger@trailsbc.ca](mailto:sagekruger@trailsbc.ca) with the subject "sməq̓'aʔ xeʔ Youth Coordinator".



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## Indigenous Program Manager - sməq̓ʷaʔ xeł

The Trails Society of British Columbia (Trails BC) is seeking an Indigenous Program Manager for sməq̓ʷaʔ xeł. The Indigenous Engagement Manager will engage and build relationships with First Nations in Metro Vancouver. Activities include developing a shared vision and planning the route for sməq̓ʷaʔ xeł, the Great Blue Heron Way.

They will also help build partnerships with First Nations and Indigenous organizations in Metro Vancouver on future projects to help address barriers that Indigenous people face when accessing their land via active transportation and using trails. This includes the impact climate change is expected to have on trails and those using trails and active transportation and possible policies and programs to help address those impacts.

As well, the Manager will led or assist in the planning and delivery of the Sməq̓ʷaʔ xeł component of the Tsawwassen First Nation Summer Youth Program during July and August depending on their experience in leading youth programs. This will involve leading cycling and walking tours and leading the youth on a project that includes signage and or art. The participants in the Summer Youth Program will assist with engaging the community including other youth and Elders on the GBHW nearby including art, signage, native plants, wildlife, maps and other amenities as well as organizing land-based educational tours and career development planning opportunities related to trails.

The Manager will also assist in engaging Tsawwassen First Nation (TFN) members and staff as well as government agencies regarding an overpass crossing Highway 17 that will help reconnect the land and provide people walking, cycling and rolling with a safe route.

Sməq̓ʷaʔ xeł is a proposed network of trails connecting First Nations and other communities in Metro Vancouver that are accessible via transit. Development of the vision for sməq̓ʷaʔ xeł is led by Tsawwassen First Nation Elder xʷasteniya working with the Great Blue Heron Way Committee and Trails BC personnel. Sməq̓ʷaʔ xeł will help provide healthy and green basic mobility, recreational and tourism opportunities for people and communities.

### Activities

- ❖ Connect, engage and build relationships with First Nations in Metro Vancouver.
- ❖ Engaging First Nations in Metro Vancouver on native plants for food, medicine and ceremony; access to the land for fishing and hunting; and areas in need of restoration and stewardship
- ❖ Engaging First Nations and Indigenous organizations on how their members use or would like to use on trails, active transportation and transit to access their land
- ❖ Engage First Nations and Indigenous organizations on barriers, including those caused by climate change, their members face in accessing their land via trails, active transportation and transit then work with them to develop policy solutions
- ❖ Learn more on the cultural significance and traditional use of land, waterways and trails from First Nations Elders

- ❖ Scout relevant trails
- ❖ Engage TFN members and staff as well as government agencies regarding an overpass crossing Highway 17
- ❖ Engage First Nations and Indigenous organizations in potential partnerships and future projects including events and activities including land based education, walking and cycling tours, webinars and community meetings

### **Terms**

- ❖ Salary: \$33 per hour
- ❖ 25 to 30 hours per week. 30 hours for applicants 30 years or younger as we have youth employment funding available for the position. 30 hours or more if currently unemployed and thus eligible for a Work BC Wage Subsidy.
- ❖ For applicants who 30 years old or younger, as there is likely youth employment funding available, we will likely be able commit to the higher number hours per week and or a longer initial period of employment
- ❖ Position starts July 1. An earlier start may be possible.
- ❖ Interviewing starts May 7. Position will remain open until filled.
- ❖ The position is currently funded for 1 year from the starting date
- ❖ Additional funding is being pursued and will likely available to extend the position longer

### **Requirements**

- ❖ Live within or near Metro Vancouver preferably in or close to Tsawwassen
- ❖ Must have a computer/laptop and a cellphone

### **Skills and Experience**

If you have passion for Indigenous culture, the land and trails, please consider applying for this position even if you don't have all of the experience below. We are committed to working with the Coordinator to provide training and mentorship in areas that will assist in ensuring success in this position and will support personal and professional development goals.

1. Knowledge of First Nations' culture, art and traditions
2. A strong commitment to reconciliation, equity and inclusion
3. A strong commitment to gender equality
4. Project leadership and management experience
5. Self-motivated with proven listening, writing and communications skills
6. Experience with Google Drive and Google Docs
7. Experience in building relationships First Nations communities
8. Some knowledge of local Indigenous languages an asset
9. Experience instructing or supervising youth 13 to 19 years old an asset
10. Experience in leading walking and cycling tours an asset
11. Experience working remotely with a team an asset
12. Knowledge of the land, trails, greenways and other active transportation and recreation routes in Metro Vancouver an asset
13. Knowledge of active transportation, trails, urban planning, transit & road safety an asset
14. Fundraising experience an asset

### **How to Apply**

Email your resume and cover letter to Sage Kruger, Indigenous Engagement Manager at [sagekruger@trailsbc.ca](mailto:sagekruger@trailsbc.ca) with the subject "Indigenous Program Manager - sməq̓'wəʔ xe!ʔ".





# Fraser River Tidal Marsh Clean-up Field Crew Technician

Posting open for Tsawwassen First Nation only

## Role Details

<b>Earliest Start Date:</b>	March 25, 2023	<b>Latest End Date:</b>	June 28, 2023
<b>Please note that interested members can choose to join for part of the project or the full duration</b>			

The BCWF is pleased to announce this exciting opportunity for Tsawwassen Members to join our project and make a BIG impact on watershed and wetland health in coastal B.C. The Fraser River Tidal Marsh Clean-up (FRTMC) project deploys a work pod in the field to support the maintenance of the Fraser River estuaries and initiate a large-scale shoreline clean-up.

We are looking for Tsawwassen Members to join our FRTMC project as Field Crew Technicians to support fellow crew members in removing debris and garbage that has been deposited along the Fraser River tidal salt-marsh ecosystem. **NO PRIOR EXPERIENCE NECESSARY TO JOIN!**

Work conditions will primarily be outdoors, in various weather conditions throughout the season, with wildlife encounters and insect activity likely. Work can be physically demanding, and applicants should be capable of and prepared to work on their feet for extended periods, in adverse conditions, and to regularly carry loads up to ~22 kg (50lb).

Work will take place in Tsawwassen, Boundary Bay, and Richmond West Dyke Trail. Field technicians are expected to be able to meet the work-pod at field sites. Please let us know if commuting to any of the above work sites is a concern for interested Tsawwassen members.

**Please review all sections of this job posting. If interested in joining the FRTMC project, please send an email with the subject line “Fraser Cleanup Tsawwassen Member” and your full name to:**

**[Haiden.MacDonald@bcwf.bc.ca](mailto:Haiden.MacDonald@bcwf.bc.ca). Please state your earliest start date in your email.**

No resume or cover letter is necessary!

## Core Responsibilities

- Removing Debris and garbage from target areas in the Fraser River Estuaries
- Following data collection procedures to document the waste composition of the identified garbage and debris
- Maintaining equipment
- Adhering to safety requirements and protocols in the field
- Engaging in respectful interaction with members of the public, private landowners, representatives of partnering organizations and members of participating First Nations
- Other duties as directed by the Field Crew Supervisor and Fish Habitat Restoration and Education Coordinator



## Competencies & Skills:

### Requirements:

- Must be a Canadian citizen, permanent resident or person whom refugee protection has been conferred under the Immigration and Refugee Protection Act; have a valid Social Insurance Number at the start of employment, and be eligible to work in B.C.
- No work or education requirements.

### Abilities:

- Ability to meet physical demands of the job and traverse outdoor spaces
- Ability to meet the work pod at project sites, such as Delta and/or Richmond

## Position Terms & Compensation:

This position is open to both part-time and full-time employees. Tsawwassen members may join the project for either the full duration (March 25 – June 28, 2024) or partial duration.

Early morning, evenings, weekends and/or extended hours may be required to accommodate schedules, field placements, training and other events.

### Compensation:

Wage: \$22/hr

## How to Apply:

**If interested in joining the FRTMC project, please send an email with the subject line “Fraser Cleanup Tsawwassen Member” and your full name to: [Haiden.Macdonald@bcwf.bc.ca](mailto:Haiden.Macdonald@bcwf.bc.ca). Please state your earliest start date in your email.**

No resume or cover letter is necessary!



## **KING'S DETAILING**

**Hi, I'm Clint Gurniak. The name of my business is King's Detailing.**

**I detail the inside and outside of vehicles. My business has been operating for 10 years, and I'm a hard worker. To make an appointment, you can text or call me at 604-802-9672. Or you can email me at [clintgurniak@outlook.com](mailto:clintgurniak@outlook.com).**

**Thank you very much for the support.**

# The UAPICBC

Is governed by a joint and equal board of representatives from MIRA (Mechanical Industry Relations Association) and UA Local 170. The Board supports opportunities in employment for successful students completing our programs.

Our pre-apprenticeship training programs include:

- Trades Awareness Program (TAP)
- Piping Foundation
- Welding Foundation

The Industry Training Authority (ITA) offers piping trades apprenticeship training in the following disciplines:

- Plumbing Levels 1, 2, 3 and 4
- Sprinklerfitting Levels 1, 2, and 3
- Steamfitting Levels 1, 2, 3 and 4
- Welding Foundation, Level B and A
- Welding Levels 1,2 and 3 *with a sponsor*



THE PURPOSE OF THE UA PIPING INDUSTRY COLLEGE OF BC IS TO PROVIDE THE TRAINING AND ESSENTIAL SKILLS NECESSARY TO MEET INDUSTRY'S PRESENT AND FUTURE NEEDS AND TO OPTIMIZE THE EMPLOYABILITY OF OUR STUDENTS.



## MAIN CAMPUS: DELTA

Suite 101 - 1658 Fosters Way  
Annacis Island, Delta, BC, V3M 6S6  
604.540.1945 | 1.877.540.1945

## Branch Campus: Fort St. John

7825 100<sup>th</sup> Avenue  
Fort St. John, BC, V1J 1W1  
250.263.9595

## Terrace Satellite Campus

3120 Highway 16 East  
Thornhill, BC, V8G 4N8  
778.634.2347

**uapicbc.ca**

email: registrar@uapicbc.ca  
phone: 604.540.1945

   @uapicbc



**UA**  
**Piping Industry**  
College of BC

**PIPING**  
**FOUNDATION**

# PIPING FOUNDATION

TRAINING CONSISTS OF THE FOUNDATION MATERIAL OF ALL THREE OF THE PIPING TRADES: PLUMBING, STEAMFITTING AND SPRINKLERFITTING.

THERE IS A STRONG FOCUS ON THE PRACTICAL SIDE OF THE TRADE AND THE COURSE WILL ALLOW STUDENTS TO CHOOSE A PATH IN ONE OF THESE TRADES.



## APPRENTICESHIP LEVEL 1

Piping Foundation is a 21 week, level one, common-core technical training course comprised of the essential skills for plumbing, steamfitting and sprinklerfitting. Students are required to choose which trade to specialize in at roughly the mid-way point of the program.

Upon successful completion of this training, apprentices are awarded with a certificate of completion in level one Piping Foundation in the trade of their choosing by the Industry Training Authority. These are some of the topics that will be covered in this program.

- SAFETY
- COMMON TOOLS AND EQUIPMENT
- MATH AND SCIENCE
- BASIC ELECTRICITY
- COMMUNICATION AND LISTENING SKILLS
- DRAFTING AND BLUEPRINT READING
- TEAMWORK
- RIGGING
- PIPES, VALVES AND FITTING
- SOLDERING AND BRAZING
- OXY-FUEL CUTTING AND WELDING
- THREADING

**IN-SCHOOL TECHNICAL TRAINING:** 21 weeks  
**PRE-REQUISITES:** Grade 10 Math and English



CERTIFICATION OF COMPLETION FOR LEVEL ONE TECHNICAL TRAINING IN THE RESPECTIVE **TRADE OF CHOICE**

## FACILITIES & SERVICES

Our campuses use state-of-the-art equipment that meet or exceed industry standards.

All instructors are highly experienced and have completed their Red Seal designation and Instructor Certification.

Our colleges are student-focused and maintain low student-to-instructor ratios.

Parking is available and all of our campuses are conveniently located along transit routes.

### STUDENT FINANCIAL AID SERVICES

There are a number of financial aid opportunities that may be available to you.

EI through WorkBC  
[www.workbc.ca](http://www.workbc.ca)

Student Aid BC  
[www.studentaidbc.ca](http://www.studentaidbc.ca)

Government of Canada's Support for Apprentices  
[www.canada.ca/apprentice](http://www.canada.ca/apprentice)

*Please contact each financial aid provider to see if you qualify for any of these funding opportunities.*

**Canada**  
This project is funded in part by the Government of Canada's Union Training and Innovation Program.





# The UA Piping Industry College of BC (UAPICBC)

**IS BRITISH COLUMBIA'S LEADING  
PIPING TRADES COLLEGE.**

We offer apprenticeship training in Plumbing, Sprinklerfitting, Steamfitting and full certification training in Welding. Our programs are designated by the Industry Training Authority and we are fully accredited by PCTIA (Private Career Training Institutions Agency).

UAPICBC has training facilities ideally situated throughout the province. Our flagship campus, a 70,000 square foot facility with the latest in training technology, was constructed in 2008 and is located in Delta, BC. We also have a branch campus located in Fort St John, BC and two satellite campuses: one in Kitimat, BC and one in Terrace, BC.

## FACILITIES AND SERVICES

- All our campuses use state of the art equipment that meet or exceed industry standards
- All our instructors are highly experienced and have their Red Seal designation in addition to having completed Instructor certification training
- Our campuses are student focussed and maintain low student-to-instructor ratios
- Student financial aid opportunities are available

## FINANCIAL AID OPPORTUNITIES

UAPICBC offers a number of financial aid options for students.

1. Service Canada (EI training subsidies)
2. Student Aid BC
3. Labour Market Agreement (LMA) funding – eligible participants may qualify for supports such as:
  - subsidized tuition
  - daycare subsidies
  - protective clothing
  - subsidized meals

MAIN CAMPUS: DELTA  
Suite 101 - 1658 Foster's Way  
Annacis Island, Delta, BC, V3M 6S6  
604.540.1945 | 1.877.540.1945

Branch Campus: Fort St. John  
7825 100th Avenue  
Fort St. John, BC, V1J 1W1  
250.263.9595

Satellite Campus: Kitimat  
651 Columbia Ave  
Kitimat, BC, V8C 1V4  
778.631.2979 | 1.855.231.2979

Satellite Campus: Terrace  
3120 Highway 16 East  
Thornhill, BC, V8G 4N8  
778-634-2347

[uapicbc.ca](http://uapicbc.ca)



Funding provided through the Canada-British Columbia Labour Market Agreement.



## About UAPICBC

The UA Piping Industry College of BC (UAPICBC) is British Columbia's leading Piping Trades college. We offer apprenticeship training in Plumbing, Sprinklerfitting, Steamfitting and full certification training in Welding. Our programs are designated by the Industry Training Authority and we are fully accredited by PCTIA (Private Career Training Institutions Agency).

UAPICBC has training facilities ideally situated throughout the province. Our flagship campus, a 70,000 square foot facility with the latest in training technology, was constructed in 2008 and is located in Delta, BC. We also have a branch campus located in Fort St John, BC and two satellite campuses: one in Kitimat, BC and one in Terrace, BC.



### WELDER FOUNDATION

The Welder Foundation program is the entry level program for this trade. Completing this program permits you to weld in the construction and metal working industries. Training consists of learning to weld various steel and aluminum parts using shielded metal arc (SMAW), gas metal arc (GMAW), and flux core arc welding (FCAW) processes, in the fabrication, construction, erection, and repair components of structures, in plate and structural applications. A portion of this program is offered on-line through our E-pprentice flexible learning module. The recommended pre-requisite for this training is completion of Grade 12 or GED. Minimum requirement is Grade 10 completion, including English, Math and Science 10.

Upon successful completion of this training, which includes a minimum mark of 70% in the technical training portion and Level 1 and Level 2 ITA standardized written exams, the Industry Training Authority will grant a Certificate of Completion for Welder Foundation. Individuals will receive credit for completion of Level 1 and 2 technical training and 300 hours towards the completion of the Welder apprenticeship program.

### WELDER LEVEL 3

A Welder completing this level will have the training and capability to weld ferrous and non-ferrous metals in all positions, on both plate and/or pressure piping using shielded metal arc (SMAW), gas tungsten arc (GTAW), and flux core arc welding (FCAW) processes. The pre-requisite for this training is: successful completion of Welder Foundation or of Welder Levels 1 and 2 as well as 3,000 hours of work based training. Students also require an employer/sponsor.

Upon successful completion of this training, completion of the required number of work based hours (4,500), a pass mark on the Interprovincial Red Seal Exam and logbook completion, the Industry Training Authority will grant a Welder - Certificate of Qualification with Interprovincial Red Seal Endorsement and a Welder – Certificate of Apprenticeship.

### SPECIALTY METALS ENDORSEMENT

Completing this program gives a welder the training and ability to weld all materials, including specialized alloys, by any manual process in any position. The Specialty Metals Endorsement is the highest level in the piping industry. The pre-requisite for this training is a Welder Certificate of Qualification with Interprovincial Red Seal endorsement.

Upon successful completion of the technical training which includes a minimum mark of 70% in the technical training portion and on the ITA standardized written exams, completion of the required number of work-based hours (900), and logbook completion, the ITA will grant a Specialty Metals Endorsement





# WHY CHOOSE A CAREER IN TRADES?

## OPPORTUNITY:

British Columbia is set to benefit from major economic growth over the coming years. The construction trades will play a huge role in this development.

## EARN WHILE YOU LEARN:

Apprenticeship training takes, on average, 3-4 years to complete. Construction trades offer satisfying and rewarding careers, with above-average starting wages. Completing your training and becoming a journeyman offers better employability and higher wages.



## WOMEN

Each year, we help women to achieve success in trades training by providing a supportive and inclusive learning environment.

## INDIGENOUS PEOPLE

UAPICBC is committed to providing meaningful and progressive trades training to Indigenous People through-out the province.

## NEW COMERS

Over the years we have helped many new Canadians find a rewarding career in the trades

## UNDER REPRESENTED GROUPS

UAPICBC strives to create an inclusive environment that encourages participation in the trades for everyone.



### MAIN CAMPUS: DELTA

Suite 101 - 1658 Fosters Way  
Annacis Island, Delta, BC, V3M 6S6  
604.540.1945 | 1.877.540.1945

### Branch Campus: Fort St. John

7825 100<sup>th</sup> Avenue  
Fort St. John, BC, V1J 1W1  
250.263.9595

### Terrace Satellite Campus

3120 Highway 16 East  
Thornhill, BC, V8G 4N8  
778.634.2347

[uapicbc.ca](http://uapicbc.ca)

email: [registrar@uapicbc.ca](mailto:registrar@uapicbc.ca)  
phone: 604.540.1945



**UAPICBC**  
**Piping Industry**  
College of BC

**TRADES  
AWARENESS  
PROGRAM**



# WE ARE UAPICBC

The UA Piping Industry College of BC is British Columbia's leading piping trades college. We offer apprenticeship training in plumbing, steamfitting, welding and sprinkler-fitting.

Our instructors are dedicated to working with our students to help them be successful as they work toward their certification in their trade. We have three campuses; our main campus located in Delta, our branch campus in Fort St. John and our satellite campus in Terrace.



UAPICBC IS AN INDUSTRY TRAINING AUTHORITY (ITA) DESIGNATED TRAINING PROVIDER.

# TRADES AWARENESS PROGRAM WHO IS IT FOR?

This course is designed to give you the hands-on experience that will help you decide which trade is right for you. You will train in a number of different construction trades that are relevant and in high demand.\*

*The course may include:*

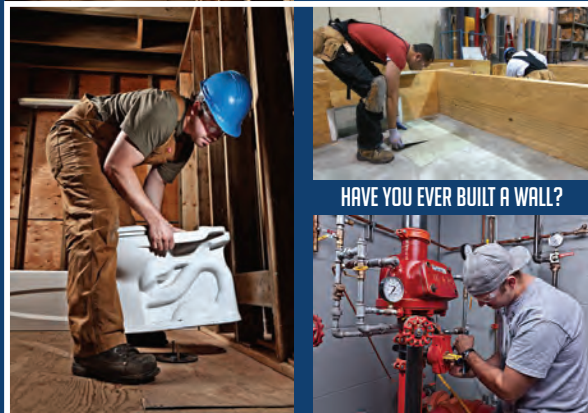
**ESSENTIAL SKILLS TRAINING:** Learn the skills that are key to being successful in work, learning and life.

**SAFETY TRAINING:** Learn trade and site specific safety as well as gain relevant certification.\*

**HANDS-ON EXPERIENCE:** Gain practical knowledge while learning what it takes to succeed in the trades.

**UPGRADING/CAREER ACTION PLAN/PLACEMENT ASSISTANCE.**

\*Selection of trades varies and depends on availability\*



HAVE YOU EVER BUILT A WALL?

HAVE YOU EVER TRIED WELDING?



HAVE YOU EVER LAID A FLOOR?

# FACILITIES & SERVICES

Our campuses use state-of-the-art equipment that meet or exceed industry standards.

All instructors are highly experienced and have completed their Red Seal designation and Instructor Certification.

Our colleges are student-focused and maintain low student-to-instructor ratios.

Parking is available and all of our campuses are conveniently located along transit routes.

## STUDENT FINANCIAL AID SERVICES

There are a number of financial aid opportunities that may be available to you.

EI through WorkBC  
[www.workbc.ca](http://www.workbc.ca)

Student Aid BC  
[www.studentaidbc.ca](http://www.studentaidbc.ca)

Government of Canada's Support for Apprentices  
[www.canada.ca/apprentice](http://www.canada.ca/apprentice)

*Please contact each financial aid provider to see if you qualify for any of these funding opportunities.*

Canada

This project is funded in part by the Government of Canada's Union Training and Innovation Program.





# TAKE HOME SOMETHING GREATER

**Solid pay. Real benefits.**

Earn \$17.40/hr or more.

Grow with the Amazon team in the Greater Vancouver area. Visit [amazon.com/vancouverhourlyjobs](https://amazon.com/vancouverhourlyjobs) now to learn more or sign up for job alerts at [amazon.ca/jobalerts](https://amazon.ca/jobalerts).





## Traffic Technician

Reports directly to the Traffic Foreman.

- Set up various lane closures.
- Perform various Traffic Labour jobs such as RPM install, sign installation, temporary line tape, attaching barrier reflectors per Engineered Drawings.
- Operate lane closure truck, highway truck and/ or crash attenuator.
- Control Traffic when required.
- Follow all WorkSafe Regulations.
- Follow TMM and various other Regulatory documents.
- Mostly Night shift, but will be occasional day shifts.
- Overtime available.

Duties will vary.

Requirements:

BC Traffic Control Certification

CSA Steel Toe Boots

Experience with Construction and Traffic Control Activities

Good professional work attitude

Familiar with BC Highways and Crash Attenuator Trucks



## **Civil Construction Workers - Labourers to Forepersons Needed**

### **Pacific Gateway Constructors (PGC) – Delta, BC**

**PGC** is looking for new team members to fill various **Civil Construction Workers** positions for exciting Infrastructure projects in and around the Lower Mainland of BC. There is no camp work / live out (LOA) available at this time.

The following positions (including qualifications) are available:

#### ***Civil Construction Labourers:***

- Be able to load & unload building materials and equipment as needed
- Assist in preparing work site to eliminate potential hazards
- Maintain the cleanliness of the site to ensure it is clear of waste and scrap material
- Provide daily labour support as directed by the Civil Division on-site team
- Willingness to work outdoors in all weather conditions
- Safety knowledge and some experience in the construction industry
- Ability to lift 50lbs unassisted, and be fit to work
- Experience with basic power and construction tool
- Ability to communicate in English, oral and written

#### ***Utility Crew Pipe Layers:***

- Reliable and has a valid driver's license and your own transportation
- Experience working in shored trenches installing various pipe types
- Good communicator and enjoys working on a team
- Certifications an asset: First aid, Confined Space, Utility Locating, Rigging, etc.
- Preference given to those who are able to work with qualified apprentices and teach the trade.

#### ***Grademan / Graderperson:***

- Reads drawings and prepares notes to lay various municipal pipe types & systems
- Understands offset layout & cut sheets provided by subcontracted survey companies
- Maintains, checks and transports survey instruments
- Communicates effectively with pipe crew to set pipe or elements correctly
- Keeps notes to record installation details and accurately transposes all of those to as built drawings neatly
- Stays 2 steps ahead with preparation for the upcoming operation
- Can work under pressure – understands that nothing happens until the pipe shooter is good to go

- Can switch to road building when required
- Experience with GPS systems an asset

***Experienced Equipment Operators:***

- Minimum 5 years working experience required on full size excavators
- Primary experience is on an Excavator, but ability to operate backhoe, dozer, &/or loader an asset
- Achieves maximum production with full attention to crew safety and the prevention of incidents
- Understands & completes daily equipment service requirements and inspection log
- Participates in safe work planning and communicates effectively
- Has experience with various shoring types and excavations to maximum reach of digging depth
- Has experience working with pipe crews and is comfortable working in tight spaces and in traffic
- Has experience digging around live systems
- Can pull trench, cut slope or grade to finish tolerance
- Experience with GPS systems an asset

*\*\* These positions are Union positions and earns Union wages, with extended Healthcare Benefits, access to additional training through the Training Plan, and a Union-sponsored Pension Plan.*

***PGC is committed to equity, diversity and inclusion in our recruitment and hiring practices***



we are  
**HIRING!**

## Carpenters

Carpenters needed for assembly of forms for concrete, wood and metal frame construction (wages range between \$22-38/hr). Join us on this exciting new Project!

**APPLY NOW!** Send resume to:  
[sclarke@fcgp.ca](mailto:sclarke@fcgp.ca)



**Pattullo Bridge**  
Replacement Project





**we are  
HIRING!**

## Cement Masons

Cement masons needed to roadworks and bridge construction (wages range between \$19-48/hr). Join us on this exciting new Project!

**APPLY NOW!** Send resume to:  
[sclarke@fcgp.ca](mailto:sclarke@fcgp.ca)



**Pattullo Bridge**  
Replacement Project





**we are  
HIRING!**

## Ironworkers

Ironworkers needed to support rigging, welding, riveting, bolting, drilling, fitting and fabricating works (wages range between \$30-53/hr). Join us on this exciting new Project!

**APPLY NOW!** Send resume to:  
[sclarke@fcgp.ca](mailto:sclarke@fcgp.ca)



**Pattullo Bridge**  
Replacement Project





**we are  
HIRING!**

## Labourers

Positions available for labourers (wages range between \$16-38/hr). Opportunity to gain valuable experience on this exciting Project! Requirements: CSTS-2020, RSTS, or Site Ready BC.

**APPLY NOW!** Send resume to:  
[sclarke@fcgp.ca](mailto:sclarke@fcgp.ca)



**Pattullo Bridge**  
Replacement Project





# we are HIRING!

## Pile Drivers

Pile drivers needed for the bridge construction (wage range \$50-/hr). Join us on this exciting new Project! Requirements: Pile Driver ticket or apprenticeship certification.

APPLY NOW! Send resume to:  
[sclarke@fcgp.ca](mailto:sclarke@fcgp.ca)



**Pattullo Bridge**  
Replacement Project

## BCIB Trade Profiles

BCIB is the provincial Crown corporation implementing the Community Benefits Agreement (CBA) in British Columbia. The CBA is a model for building public infrastructure projects in a way that British Columbians benefit first – through careers, training and by building a human legacy in communities closest to the project.

BCIB is the employer of the skilled trades workforce on some of BC's biggest construction projects and uses three key tools to grow and diversify BC's skilled trades workforce:

- 1) Priority hiring for Indigenous peoples, women and other groups underrepresented in the trades, including locals living within 100km of a jobsite;
- 2) Maximizing apprenticeship opportunities on projects so workers can grow their careers; and
- 3) Changing the culture on jobsites so Indigenous workers, women and others feel safe and respected in their career.

### ***BCIB is moving away from the traditional job application model:***

People that work in construction often have experience across multiple trades. If you have experience in multiple trades, you may be eligible for multiple job openings on multiple CBA projects local to your community.

BCIB hires based on forecasts from the Prime Contractor, meaning that different jobs in different trades may become available at different times. Creating and updating a BCIB profile allows candidates to be assessed for all incoming positions.

BCIB is partnered with the Allied Infrastructure Related Construction Council of BC, which represents 19 trades unions. We send completed BCIB applicant profiles to these unions for review. BCIB works with our union affiliates and multiple referral agencies to provide skills training opportunities.

### ***Recruiting through Trade Profiles:***

To recruit workers, BCIB has moved away from job postings and job descriptions and now uses Trade Profiles. These Trade Profiles were developed to communicate positions and trades that are being recruited for **in advance of the actual worker dispatch date**, this allows BCIB adequate time to assess, upskill, and recruit candidates. The Prime contractor determines the numbers of positions available and any specialized certification requirements which can vary and change over the life of the project.

To apply for work opportunities with BCIB, applicants can start by creating an online profile at [www.bcib.ca](http://www.bcib.ca). If you have already applied, please email [workforce@bcib.ca](mailto:workforce@bcib.ca) to activate your profile.

## **Trade Profile: Carpenter – V. 1**

BCIB is recruiting for Carpenters and Apprentices.

Carpenters and Apprentices may be required on the Pattullo Bridge Replacement Project in the next six months.

BCIB recruits' workers by using Trade Profiles. Trade Profiles differ from typical job descriptions as they do not include specific duties, and exact positions may include specialized certifications or experience.

Trade Profiles describe the types of trades BCIB expects to hire on a project. We know what jobs will be required on a project, but we don't always know in advance the number of positions that will be available or details like the specialized certifications required. The contractor and subcontractors let BCIB know these details closer to the start of work, but we want workers to get prepared and register with BCIB well ahead of being needed on site.

### **Job Description Overview:**

As described by the ITA, carpenters may be required to build and repair a vast array of structures made of wood, wood-substitutes, and other materials. Carpenters assemble and erect forms for concrete, wood and metal frame construction and use plans and instruments to prepare for excavating and shoring.

#### **Working Conditions:**

- Must be able work extended shift hours, in all weather conditions
- Noisy and dusty environments on all types of terrain
- Personal Protective Equipment will be required (e.g. steel-toed safety boots, safety glasses/goggles, etc.)
- Experience working in a busy job environment will be considered an asset

#### **Qualifications and Certifications that are considered an Asset:**

- CSTS-2020, RSTS, or Site Ready BC (Link for enrolment to be provided by BCIB)
- Experience in Bridge construction considered an asset.
- Valid Carpentry ticket or apprenticeship certification considered an asset
- General carpentry and/or concrete formwork experience, both engineered and freeform considered a key asset
- Have an understanding and the ability to follow safe work procedures

### **Skills Development:**

BCIB works with a network of support organizations for many skilled and unskilled tradespeople. If there are additional training or skilled trades development opportunities, BCIB will reach out to connect you.

\*This Trade Profile is subject to change due to project needs, contractor requirements and other general updates to work timelines and scope.



## **Trade Profile: Iron Worker – V. 1**

BCIB is recruiting for Iron workers and Apprentices.

Iron workers and Apprentices may be required on the Pattullo Bridge Replacement Project in the next six months.

BCIB recruits' workers by using Trade Profiles. Trade Profiles differ from typical job descriptions as they do not include specific duties, and exact positions may include specialized certifications or experience.

Trade Profiles describe the types of trades BCIB expects to hire on a project. We know what jobs will be required on a project, but we don't always know in advance the number of positions that will be available or details like the specialized certifications required. The contractor and subcontractors let BCIB know these details closer to the start of work, but we want workers to get prepared and register with BCIB well ahead of being needed on site.

### **Job Description Overview:**

As described by the ITA, Ironworker's may be required to perform any of the following tasks including rigging, welding, burning, riveting, bolting, drilling, fitting and fabricating or otherwise handles structural shapes and plates in the erection, demolition, repair and routine maintenance of steel structures, such as buildings, towers, cranes, and bridges, and are involved with placing or moving machinery, curtain wall, window wall, tilt-up, column cladding, architectural metal, the detailing, placing, post-tensioning, pre-stressing and tying of reinforcing steel or cable including the unloading and handling of all such material in the field for work as is usually performed by a journey person Ironworker.

#### **Working Conditions:**

- Must be able work extended shift hours, in all weather conditions
- Noisy and dusty environments on all types of terrain
- Personal Protective Equipment will be required (e.g. steel-toed safety boots, safety glasses/goggles, etc.)
- Experience working in a busy job environment will be considered an asset

#### **Qualifications and Certifications that are considered an Asset:**

- CSTS-2020 or RSTS (Link for enrolment to be provided by BCIB)
- Experience working in bridge construction will be considered an asset.
- Valid Ironworker ticket or apprenticeship certification considered an asset
- Valid Fall Protection certification considered an asset
- Valid Elevated Work Platform certification considered an asset
- Have an understanding and the ability to follow safe work procedures

#### **Skills Development:**

BCIB works with a network of support organizations for many skilled and unskilled tradespeople. If there are additional training or skilled trades development opportunities, BCIB will reach out to connect you.

\*This Trade Profile is subject to change due to project needs, contractor requirements and other general updates to work timelines and scope.

## **Trade Profile: Labourer – V. 1**

BCIB is recruiting for Labourers and Apprentices.

Labourers and Apprentices may be required on the Pattullo Bridge Replacement Project and the Broadway Subway Project in the next six months.

BCIB recruits' workers by using Trade Profiles. Trade Profiles differ from typical job descriptions as they do not include specific duties, and exact positions may include specialized certifications or experience.

Trade Profiles describe the types of trades BCIB expects to hire on a project. We know what jobs will be required on a project, but we don't always know in advance the number of positions that will be available or details like the specialized certifications required. The contractor and subcontractors let BCIB know these details closer to the start of work, but we want workers to get prepared and register with BCIB well ahead of being needed on site.

### **Job Description Overview:**

As described by the ITA, Labourers perform physical tasks such as cleaning, removing debris, loading and unloading materials, assembling and disassembling temporary structures, installing and removing concrete forms, mixing, pouring and spreading materials such as concrete and asphalt, digging trenches, compacting earth, reading and following construction plans and blueprints and assisting skilled craftspeople with their duties. The job of a laborer varies, changing from day to day. They perform a variety of duties involving tool use, lifting, carrying, and managing equipment and machinery to provide support and aid to the skilled craftspeople on-site. Positions which may be available include Driller/ Driller helper, First Aid Attendant, High scaler Flag person, Pipelayer, Raker person, Shotcrete nozzle person, Forepersons, Underground Labourers, and TBM Operators

### **Working Conditions:**

- Must be able work extended shift hours, in all weather conditions
- Noisy and dusty environments on all types of terrain
- Personal Protective Equipment will be required (e.g. steel-toed safety boots, safety glasses/goggles, etc.)
- Experience working in a busy job environment will be considered an asset

### **Qualifications and Certifications that are considered an Asset:**

- CSTS-2020, RSTS, or Site Ready BC (Link for enrolment to be provided by BCIB)
- Relevant certifications considered an asset (eg. TCP, Working from Heights, Fall protection, confined spaces, ect.)
- Have an understanding and the ability to follow safe work procedures

### **Skills Development:**

BCIB works with a network of support organizations for many skilled and unskilled tradespeople. If there are additional training or skilled trades development opportunities, BCIB will reach out to connect you.

\*This Trade Profile is subject to change due to project needs, contractor requirements and other general updates to work timelines and scope.

## **Trade Profile: Office and Technical Staff – V. 1**

BCIB is recruiting for Office and Technical staff and Apprentices.

Office and Technical staff may be required on the Broadway Subway Project in the next six months.

BCIB recruits' workers by using Trade Profiles. Trade Profiles differ from typical job descriptions as they do not include specific duties, and exact positions may include specialized certifications or experience.

Trade Profiles describe the types of trades BCIB expects to hire on a project. We know what jobs will be required on a project, but we don't always know in advance the number of positions that will be available or details like the specialized certifications required. The contractor and subcontractors let BCIB know these details closer to the start of work, but we want workers to get prepared and register with BCIB well ahead of being needed on site.

### **Job Description Overview:**

Office and Technical staff are comprised of several different work designations including Clerical staff, Surveyors, Laboratory Technicians, Quantities Technicians, Inspectors, as well as Biologists and Environmental technicians.

#### **Working Conditions:**

- Must be able work extended shift hours, in all weather conditions
- Noisy and dusty environments on all types of terrain
- Personal Protective Equipment will be required (e.g. steel-toed safety boots, safety glasses/goggles, etc.)
- Experience working in a busy job environment will be considered an asset

#### **Qualifications and Certifications that are considered an Asset:**

- CSTS-2020 or RSTS (Link for enrolment to be provided by BCIB)
- Valid certificates based on trades designation considered an asset
- Have an understanding and the ability to follow safe work procedures

#### **Skills Development:**

BCIB works with a network of support organizations for many skilled and unskilled tradespeople. If there are additional training or skilled trades development opportunities, BCIB will reach out to connect you.

\*This Trade Profile is subject to change due to project needs, contractor requirements and other general updates to work timelines and scope.

## **Trade Profile: Equipment Operator – V. 1**

BCIB is recruiting for Equipment Operators and Apprentices.

Equipment Operators and Apprentices may be required on the Pattullo Bridge Replacement Project and Broadway Subway Project in the next six months.

BCIB recruits' workers by using Trade Profiles. Trade Profiles differ from typical job descriptions as they do not include specific duties, and exact positions may include specialized certifications or experience.

Trade Profiles describe the types of trades BCIB expects to hire on a project. We know what jobs will be required on a project, but we don't always know in advance the number of positions that will be available or details like the specialized certifications required. The contractor and subcontractors let BCIB know these details closer to the start of work, but we want workers to get prepared and register with BCIB well ahead of being needed on site.

### **Job Description Overview:**

As an Equipment Operator you will be required to safely operate heavy equipment with precision. Task examples may include rough and finished grade, ripping, ditching and sloping, blending and spreading material, utility and grade maintenance work, building haul roads, loading haul trucks, stockpiling, material handling, possible, compacting for ground density and grade and excavating in close proximity to personnel and other equipment.

### **Working Conditions:**

- Must be able work extended shift hours, in all weather conditions
- Noisy and dusty environments on all types of terrain
- Personal Protective Equipment will be required (e.g. steel-toed safety boots, safety glasses/goggles, etc.)
- Experience working in a busy job environment will be considered an asset

### **Qualifications and Certifications that are considered an Asset:**

- CSTS-2020, RSTS, or Site Ready BC (Link for enrolment to be provided by BCIB)
- Valid HEO ticket considered an asset
- Valid Ground Disturbance certificate considered an asset
- Operator must possess mechanical skills to perform in a strenuous and dangerous work environment
- Have an understanding and the ability to follow safe work procedures

### **Skills Development:**

BCIB works with a network of support organizations for many skilled and unskilled tradespeople. If there are additional training or skilled trades development opportunities, BCIB will reach out to connect you.

\*This Trade Profile is subject to change due to project needs, contractor requirements and other general updates to work timelines and scope.



## **Trade Profile: Pile Driver – V. 1**

BCIB is recruiting for Pile Drivers and Apprentices.

Pile Driver and Apprentices may be required on the Pattullo Bridge Replacement Project and Broadway Subway Project in the next six months.

BCIB recruits' workers by using Trade Profiles. Trade Profiles differ from typical job descriptions as they do not include specific duties, and exact positions may include specialized certifications or experience.

Trade Profiles describe the types of trades BCIB expects to hire on a project. We know what jobs will be required on a project, but we don't always know in advance the number of positions that will be available or details like the specialized certifications required. The contractor and subcontractors let BCIB know these details closer to the start of work, but we want workers to get prepared and register with BCIB well ahead of being needed on site.

### **Job Description Overview:**

As described by the ITA a piledriver and bridge worker may be required to construct, install, repair or remove all types of deep piles and caisson foundations and other types of marine installations: such as bridges, docks, wharves, tunnels and bulkheads. Skills required are fitting, welding, rigging, form-work and timber/ concrete construction, seamanship, heavy-duty equipment operation, and environmentally safe practices.

#### **Working Conditions:**

- Must be able work extended shift hours, in all weather conditions
- Noisy and dusty environments on all types of terrain
- Personal Protective Equipment will be required (e.g. steel-toed safety boots, safety glasses/goggles, etc.)
- Experience working in a busy job environment will be considered an asset

#### **Qualifications and Certifications that are considered an Asset:**

- CSTS-2020, RSTS, or Site Ready BC (Link for enrolment to be provided by BCIB)
- Valid Pile Driver ticket or apprenticeship certification considered an asset
- Have an understanding and the ability to follow safe work procedures

#### **Skills Development:**

BCIB works with a network of support organizations for many skilled and unskilled tradespeople. If there are additional training or skilled trades development opportunities, BCIB will reach out to connect you.

\*This Trade Profile is subject to change due to project needs, contractor requirements and other general updates to work timelines and scope.

## **Trade Profile: Teamster – V. 1**

BCIB is recruiting for Teamster and Trainees.

Teamsters and Trainees may be required on the Pattullo Bridge Replacement Project and Broadway Subway Project in the next six months.

BCIB recruits' workers by using Trade Profiles. Trade Profiles differ from typical job descriptions as they do not include specific duties, and exact positions may include specialized certifications or experience.

Trade Profiles describe the types of trades BCIB expects to hire on a project. We know what jobs will be required on a project, but we don't always know in advance the number of positions that will be available or details like the specialized certifications required. The contractor and subcontractors let BCIB know these details closer to the start of work, but we want workers to get prepared and register with BCIB well ahead of being needed on site.

### **Job Description Overview:**

Teamsters also known as drivers many be tasked with jobs such as driving an end or bottom dump, turnarockers, lowbeds, mobile mix trucks, asphalt sprayer, pup, transfer or slider trailer and service trucks.

#### **Working Conditions:**

- Must be able work extended shift hours, in all weather conditions
- Noisy and dusty environments on all types of terrain
- Personal Protective Equipment will be required (e.g. steel-toed safety boots, safety glasses/goggles, etc.)
- Experience working in a busy job environment will be considered an asset

#### **Qualifications and Certifications that are considered an Asset:**

- CSTS-2020 or RSTS (Link for enrolment to be provided by BCIB)
- Valid Driver's License
- Valid Air Brake Endorsement considered an asset
- Have an understanding and the ability to follow safe work procedures

### **Skills Development:**

BCIB works with a network of support organizations for many skilled and unskilled tradespeople. If there are additional training or skilled trades development opportunities, BCIB will reach out to connect you.

\*This Trade Profile is subject to change due to project needs, contractor requirements and other general updates to work timelines and scope.



# WE ARE HIRING!

**NEW!**

- ◆ **Accounting/Administration Assistant:** Full-time, Permanent, Salary
- ◆ **Traffic Control Personnel:** \$22–\$30 an hour, Full-time, Permanent
- ◆ **Civil Estimator/Project Manager:** Min 5-years experience, Full-time, Permanent
- ◆ **Pipe Layer:** Pipe Laying Experience Required, Full-Time, Hourly
- ◆ **Labourer:** Experience is not mandatory however, starting wage dependent on skill level, Hourly.

All roles offer competitive wages, opportunities for advancement, comprehensive benefits including extended health, holiday pay, and classroom and on-the-job training. Field roles are CLAC Union.

To find out more, contact: **Nicci Bergunder** [nicci@matconcivil.com](mailto:nicci@matconcivil.com)

Since 2008, the TFN Construction / Matcon Civil Joint Venture partnership (TMJV) has been completing heavy civil construction and environmental contracting works including site filling and grading for Tsawwassen First Nation (TFN).