



**TSAWWASSEN FIRST NATION**  
s̓əwaθən məsteyəx<sup>w</sup>

**EMPLOYMENT OPPORTUNITY**  
**Senior Engineering Assistant**

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 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 is seeking a qualified Senior Engineering Assistant to join our team. Reporting to the Programs & Capital Projects Engineer, this position will assist capital works, operations, and planning staff.

**Specific Responsibilities**

- Assist with the technical review of detailed design plans, contract documents and technical specifications.
- Prepare proposals and reports.
- Review and recommend approval of consultant and contractor payments.
- Prepare specifications, tender documents, and coordinate capital work tenders and other projects.
- Coordinate the implementation of services, in cooperation with other staff, including but not limited to:
  - Water meter reading contracts
  - Solid waste and recycling contracts
  - Traffic and streetlight contracts
  - Boulevard maintenance contracts
  - Street cleaning contracts
  - Fleet lease and maintenance contracts
  - Purchasing for the department.
- Provide municipal infrastructure information from utility maps to crews and the community upon request.
- Provide ongoing support to the Planning staff by:
  - Assisting in coordinating responses to development related inquiries.
  - Responding to inquiries on engineering matters related to development applications.
- Assist with developing appropriate policies and procedures to implement the new services efficiently and effectively.
- Receive customer calls and determine the appropriate internal or external team members to attend to and resolve matters.
- Work collaboratively with internal staff and external parties to develop appropriate solutions to complaints.

- Assist in operation and maintenance schedules for sewer, water, drainage and boulevard works including irrigation systems.
- Assist with infrastructure inspections and monitoring (e.g. landscape conditions, potholes, damaged or fallen street signs, etc.)
- Other duties as required.
- May be required to assume other responsibilities during emergencies in the municipal environment.

## **Qualifications**

- 5 to 7 years of related work experience in a civil engineering environment.
- Completed diploma in Civil Engineering Technology or a related field.
- Registration as an AScT with ASTTBC (or eligible for immediate registration).
- Strong experience with Microsoft Office Suite (Outlook, Word, and Excel).
- Have a broad range of civil engineering experience and are comfortable in developing solutions to existing problems.
- Valid Class 5 BC Driver's License and the use of a reliable personal vehicle.

## **Preferences**

- Ability to communicate effectively, exercising considerable courtesy, tact and diplomacy verbally and in writing to the community, other stakeholders and municipal employees.
- Knowledge of relevant laws and procedures related to the design of streets and utilities, capital work projects, including MMCD.
- Previous hands-on experience working with AutoCAD.
- Ability to work independently with minimal supervision.
- Experience in working with the community and dealing with complaints and requests for services from the community.
- Consistently adopting a customer service oriented approach is essential.

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

Manager of Human Resources  
Tsawwassen First Nation  
1926 Tsawwassen Drive  
Tsawwassen, BC V4M 4G2  
Fax: (604) 948-5249  
E-mail: [hr@tsawwassenfirstnation.com](mailto:hr@tsawwassenfirstnation.com)

Deadline: will remain open until position is filled

Salary: Competitive compensation commensurate with qualifications and experience and a superior benefit package which includes the BC Municipal Pension Plan.

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.

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