



ONTARIO FIRST NATIONS
TECHNICAL SERVICES
CORPORATION



Head Office
78 First Line Road - Unit 202, Box 8
New Credit Commercial Plaza
Hagersville, ON N0A 1H0
(905) 768-3399

Brantford Service Centre
195 Henry Street - Building #4, Unit #3
Brantford, ON N3S 5C9
(226) 493-0225

Thunder Bay Service Centre
1159 Alloy Drive - Suite 202
Thunder Bay, ON P7B 6M8
(807) 623-9595

Atikameksheng Anishnawbek
609 Gabode Drive
Naughton, ON P0M 2M0



info@ofntsc.org



ofntsc.org

HUB Coordinator

The Ontario First Nations Technical Services Corporation (OFNTSC) is a nonprofit organization that provides technical advisory services, training, and capacity development to First Nations communities in Ontario. By offering a wide range of specialized services and expertise, OFNTSC helps to enhance the quality of life, promote self-sufficiency, and foster economic growth within these communities.

We seek a highly motivated and skilled HUB Coordinator to join our team at OFNTSC. Under the guidance of the HUB Supervisor, the HUB Coordinator will play a crucial role in assisting the Water and Wastewater Process Technicians in delivering Hub Services throughout Ontario. This includes supporting the development of functional, operational, and maintenance work plans for First Nations' Water & Wastewater Treatment Systems. This position requires strong planning, communication, organizational, and coordination skills.

These tasks must be executed in alignment with the culture and values of OFNTSC while maintaining strict confidentiality.

Responsibilities:

- Responsible for maintaining the program's record management filing systems.
- Prepare, review and manage OFNTSC HUB-related reports and administer weekly & monthly program-related schedule
- Provide assistance in the day-to-day administration of the OFNTSC HUB portfolio.
- Provide and assist the Water & Wastewater Process Technicians with planning, organizing, and delivering the OFNTSC HUB program to First Nation Water and Wastewater Treatment Operators throughout the Province of Ontario.
- Support and assist the OFNTSC HUB Water & Wastewater Process Technicians in developing functional operational and maintenance work plans for First Nations' Water & Wastewater Treatment Systems.
- Assist the OFNTSC HUB Water & Wastewater Process Technicians in training First Nation Water Treatment Operators in the program's required reporting procedures.
- Coordinate the OFNTSC HUB staff schedules.
- Must be able to effectively achieve measurable objectives within directed work plans;
- Coordinate HUB program meetings, conferences & related activities
- Maintain relationships and partnerships with First Nation communities, stakeholders, and federal and provincial agencies.
- Understand the procedures and protocols in dealing with First Nation communities, government, and agencies.
- Other assignments as determined by the OFNTSC HUB Supervisor.
- Communication with various professionals within the organization and externally.



- Available after regular working hours in emergencies.

Qualifications:

- Relevant post-secondary education in a technical, administrative, or environmental field of knowledge and/or 3-5 years of related experience, preferably in the water & wastewater industry, and a minimum of Grade 12 education.
- Thorough working knowledge of Ontario Water Resources Act, Safe Drinking Water Act 2002 (O. Reg. 170/03), Source Water Protection legislation, Permit to Take Water, Environmental Compliance Approvals (Water, Wastewater) for various infrastructure components, Drainage Act, Conservation Act, WHMIS, Certification of Drinking-Water System Operations (O. Reg. 128/04), Drinking Water Quality Management Standard, Licensing Guide for Operators of Water and Waste Water Facilities, American Water Works Association Standards, O. Regulation 903 (Wells), procedures for chlorination and potable water supplies in Ontario, Federal Wastewater Guidelines.

Conditions:

- Some out-of-town traveling is required through the province of Ontario.
- Reliable and insured vehicle and Valid Class G Ontario driver's license

*Priority will be given to First Nations applicants that meet the mandatory requirements.

Come join our growing
organization!

• • • • •

Abi wiji'endo
wiji-nakiindwin myaajiiging

• • • • •

Taskwatia'táhrhahs ne onkwentióhkwa
né:ne iotehiahróntie!

In efforts to promote the safety, security, and well-being of staff members, communities, and people we come into contact with, the OFNTSC Human Resources department will be giving preference to applicants who have proof of two full doses of a Health Canada-approved COVID-19 vaccination.



APPLY HERE

If you are passionate about supporting First Nations communities and possess the necessary skills and qualifications, please submit your resume and a cover letter outlining your suitability for the position. Please upload your documents and label as **[LastName_FirstName_Hub Coordinator]**.

We thank all applicants, however, only those receiving an interview will be contacted.

