



ONTARIO FIRST NATIONS
TECHNICAL SERVICES
CORPORATION



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Brantford Service Centre
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ofntsc.org

Bulk Fuel Handler in Training

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 technical self-sufficiency, and foster economic growth within these communities.

We are seeking a highly motivated and skilled Bulk Fuel Handler in Training to join our team at OFNTSC. Under the guidance of the Bulk Fuel Handler, the Bulk Fuel Handler in Training will play a crucial role in preparing, reviewing, and managing reports, maintaining filing systems, delivering training programs to First Nations, and doing site inspections of fuel systems, and providing a report to the clients. This position requires being able to present to small or large groups both in person and online, the ability to work with minimal supervision, also a sensitivity to the unique needs of Indigenous people.

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

Responsibilities:

- Maintain filing systems in accordance with office file and records management procedures.
- Prepare, review and manage reports.
- Submit weekly/monthly schedules to Program Lead.
- Deliver training programs to First Nations clients via in-person, webinars, and online, professionally and respectfully.
- Site inspection of fuel systems and provide a report to the client.
- Plan & coordinate fuel-related training for First Nations.
- Register clients for training programs under the Fuel Program.
- Prepare, and mail certificates to clients.
- Shipping or delivering spill response equipment to First Nations.
- Maintaining training and spill response equipment records.
- Maintain equipment inventory.
- Provide fuel-related technical advisory services to First Nations
- Ability to spend workdays in a community standing and walking for extended periods.
- The ability to work with minimal supervision.
- The ability to complete other duties as assigned.

Qualifications:

- College level graduate from an Engineering or Technical program.
- PMH/PM3 Certificate or ability to obtain.
- Experience in the petroleum industry.



Conditions:

- Reliable, insured vehicle and Valid Class G Ontario driver's license.
- Out-of-town traveling is required through the province of Ontario, with priority on remote First Nations.
- Ability to spend workdays in a community, standing and walking for extended periods.

*Preference will be given to qualified First Nations applicants for any employment opportunities, following the Ontario Human Rights Code.

At OFNTSC, we value diversity, equity and inclusion and strive to create a safe, respectful workplace. In accordance with OFNTSC's Accessibility Policy, the *Ontario Human Rights Code*, and the *Accessibility for Ontarians with Disabilities Act*, candidates may make a confidential request for accommodations during the recruitment and selection process. For a confidential inquiry or to request an accommodation during any phase of the recruitment and selection process, please contact Human Resources at humanresources@ofntsc.org, or by calling 1-226-493-0225.

Come join our growing
organization!

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Abi wiji'ien ndo
wiji-nakiindwin myaajiiging

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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_Bulk Fuel Handler in Training]**.

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

