



## **JOINING OUR STRENGTHS, PASSION & SKILLSETS TO MAKE A DIFFERENCE**

Two companies, Decontie Construction Inc. and Milestone Environmental Contracting join forces as an Algonquin Anishinabe Construction Company and a non-Indigenous Environmental Contracting Company to form Decontie Milestone Inc. A unique construction company bringing together their vision, strengths and goals to exemplify an unprecedented partnership. Together, they are showcasing their innovative strategies in unity to bring to light an under-represented labour market. As a model for exemplary practice and unique approach, they bring forth a sectoral area with information which will assist with the fulfilment of economic gaps for Indigenous peoples within the construction industry.

### **THREE (3) YEAR PILOT- PROJECT DESCRIPTION** **PATHWAY TO STRENGTHENING AN ALGONQUIN ANISHINABE WORKFORCE (PSAAW)**

Decontie Milestone Inc. is thrilled to announce that a proposal was submitted and approved by the Federal “Sectorial Initiative Program (SIP)” who is mandated to help industries identify, forecast, and address their human resources and skills issues. The SIP funds partnership-based projects for key sectors of the Canadian economy. These projects are developed and implemented by such industry partners as: workplace organizations, employer associations, education and training bodies, professional associations, unions, and Aboriginal organizations.

The following are the objectives for the next three (3) years on a pilot basis;

- ❖ Gathering industry-driven LMI (Labor Market Information) on Indigenous representation and integration into the construction and environmental remediation labor markets;
- ❖ Establishing resources to help employers and contractors recruit and retain more First Nations workers;
- ❖ Creating the CMM (Case Management Model) to facilitate the certification of First Nations workers in the construction sector;
- ❖ Raising awareness among First Nations communities as well as employers and contractors on the opportunities and benefits of employing more First Nations workers.
- ❖ Creation of a software to be utilized as a tool by employers, employees, organizations and educational institutions for the purpose of recruitment, retention, training and integration within the construction industry.



**DYNAMIC AND EXPERIENCED TEAM NEEDED  
DO YOU WANT TO HELP US MAKE A DIFFERENCE?  
ARE YOU THE ONE?**

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**SUMMARY:**

Decontie Milestone Inc. is soliciting applications for an employment position from the Algonquin Anishinabeg Nation/Indigenous members and/or qualified individuals interested in applying for the following position for a three (3) year period;

➤ **PROJECT MANAGER**

**EMPLOYMENT LOCATION**

The employment work location is on the beautiful Algonquin Anishinabe territory. Employees are based at the head office in Kitigan Zibi Anishinabeg, Maniwaki, Quebec which is located an hour and a half (1.5 hour) north of Ottawa, Ontario. The work performed by workers will require some travel to First Nation communities, conferences and trade shows, city or urban areas that house construction companies and carry out work in the construction industry.

**EMPLOYMENT START DATE**

Immediate

**HOW TO APPLY**

All applications should be forwarded by email to [coreen@decontieconstruction.ca](mailto:coreen@decontieconstruction.ca).

In Person: Decontie Construction Inc. Office - 59 Makwa Mikan, Maniwaki, Quebec J9E 3B1

**DEADLINE TO APPLY: Tuesday November 26, 2019 at 4:00 p.m. (Eastern Time)**

**Contact Us**

Telephone: (819)-306-1101

Address: 59 Makwa Mikan  
Maniwaki, Quebec  
J9E 3B1

**TO LEARN MORE ABOUT US**

Visit [www.decontieconstruction.ca](http://www.decontieconstruction.ca) , Company Facebook page, and [www.milestoneenv.ca](http://www.milestoneenv.ca)



## PROJECT MANAGER POSITION

|                       |   |
|-----------------------|---|
| <b>Employer:</b>      | Decontie Construction Inc. in partnership with Decontie Milestone Inc.  |
| <b>Work Schedule:</b> | 35 hours per week. Varied Schedule during peak periods of employment.   |
| <b>Term:</b>          | Annual Term Contract for the duration of the project period which is November 2019 to November 2022 (subject to renewal based on funding and need) (Standard Probationary period) |
| <b>Supervisor:</b>    | Director General  |
| <b>Location:</b>      | Kitigan Zibi First Nation Reserve, Quebec. Travel is required.  |
| <b>Salary:</b>        | \$70,000 less mandatory employment related deductions. Non-Negotiable.  |

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### **Summary:**

Under the direct supervision of the Director General, the Project Manager will be responsible for the overall management of a three (3) year Pilot Project while remaining aligned with the strategy, commitments and goals of the organization. The incumbent must lead and supervise a team, direct, coordinate and monitor project development to ensure efficient and effective operations. The Project Manager will coordinate logistical and operational requirements; implement, monitor and report on project activities and deliverables to ensure the achievement of the project goals. The Program Manager will focus attention on project objectives by managing a program aimed at addressing the lack of visibility and recognition of indigenous skills and representation in the construction and environmental industry.

### **General Responsibilities:**

- Supports the Director General with strategic planning, analyzing and monitoring program activities, budget forecasts and expenses, establishing goals and milestones for development, and ensuring a communication plan on the program goals throughout the organization.
- Lead, plan, manage, monitor and report on the program lifecycle, resources, scheduling and performance of task, activities, and systems.
- Using a multifaceted team approach, develop and adopt the best research methods regarding labour market information strategies targeting Algonquin Anishinabe/Indigenous people within the construction industry.
- Implement and apply management tools to monitor project performance and value.

- Ensure deliverables fall within the applicable scope and budget.
- Report project performance and measurement indicators to senior management.
- Ensure proper implementation of project quality control mechanisms consistent with best practices.
- Oversee Human resources functions and daily supervision of staff.
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis.
- Exercise sound and rationale judgment in directing and managing large multi-disciplined project teams.
- As a valued member of the team, represent PSAAW always in a professional manner in interactions with clients, external agencies and organizations.
- Remain accountable for cost, scheduling and technical performance.
- Ensure all designated projects are managed and executed within approved program management processes.
- Take part in the negotiation of contracts required for the project.
- Prepare proposals and proposal work statements, operational budgets, project specifications, and financial conditions of contracts to ensure legal compliance and to protect the organization's interests.
- Interfaces with stakeholders / partners for program specifications to ensure successful completion as required.
- Ensure contingency planning and project viability.
- Other duties required to ensure the efficient and sound management of the project.
- Represent PSAAW and interact in a professional manner with clients and specifically accountable for cost, schedule and technical performance.

**Mandatory Educational Background Sought:**

Must possess a Bachelor's Degree from a recognized public University in business administration, commerce or related field or an equivalent in Education and work experience will be considered.

Project Management Professional qualifications or equivalent is an asset.

### **Experience/Requirements:**

- Minimum of 5 years relevant experience.
- Demonstrated experience in working with Algonquin Anishinabe/Indigenous communities/organizations and knowledgeable of social, health, educational and economic realities.
- Knowledge of the construction industry and its provincial and federal barriers for Algonquin Anishinabe and/or indigenous people.
- Experience managing the implementation of a multi-disciplinary program.
- Experience overseeing subcontractors and leading staff, consultants, specialists, and other personnel on projects.
- Experience accessing and reporting with the Government of Canada Grants and Contributions funding programs.
- Experience working and liaising with organizations in addressing labour markets strategies.
- Experience working with community-based organizations involved in the delivery of Economic and/or social programs.
- Possesses advanced knowledge of project/program management standards and best practices (scheduling, cost accounting, Risk/Opportunity management).
- Outstanding communication and presentation skills.
- Good organizational, technical, writing, communication and team-building skills.
- Experience building and maintaining partnerships with internal and external stakeholders.
- Computer literacy conducive to project requirements.

### **Personal Suitability**

- Knowledgeable and awareness of cultural practices.
- Self-motivated and autonomous worker.
- Creative and dedicated individual who will fit with our collaborative culture.

### **Abilities**

- Ability to write in English and French at a competent level.
- Ability to communicate verbally in English and French. Ability to communicate in Algonquin is an asset.
- Ability to speak at public events and speaking engagements.
- Ability to maintain high level of ethical standards and uphold core company principles.
- Ability to remain fit for work and maintain strong mental and physical wellness.

### **Work Conditions:**

- Primarily indoors.
- Travel is required.
- Extended periods of intense concentration at a computer screen or prolonged reading documents.
- Must possess a valid driver's license with no restrictions and ability to maintain throughout employment and have access to a vehicle.
- Will deal with concurrent demands and high periods of stress.
- Legally able to work in Canada.

**We thank all applicants for their interest. Only those being considered for an interview will be contacted.**