

Leq'á:mel First Nation
Job Description

Infrastructure Officer:

Reports to: Band Manager

The Infrastructure Officer is responsible for the administration of the Leq'á:mel Capital Assets and Infrastructure:

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|------------------------|---------------------------------|
| 1. Community buildings | 5. Drainage |
| 2. Water systems | 6. Sanitation Systems (garbage) |
| 3. Sewer Systems | 7. Utilities |
| 4. Roads | |

Duties:

1. Submits reports and recommendations to the Council and Band Manager as required to maintain adequate capital assets and infrastructure.
2. Be responsible for the Capital Asset Reporting (refer to INAC's reporting schedule or contact the FSO).
CAIS – to complete a new project
ACRS – an annual report
3. Assist in the preparation of and know the Physical Development Plan (PDP)
4. Ensure that capital project submissions are made to INAC as required and progress tracking be current and consistent.
5. Administer the Capital Asset and Infrastructure Program: budgeting, financial reporting, program reporting and financial procedures.
6. Ensure Capital Assets and Infrastructure inspection reports are completed and reviewed monthly.
7. Ensuring proper maintenance, use occupancy and control of buildings, equipment and works controlled by the Band.
8. Supervise the maintenance personnel.
9. Liase with all INAC contacts and all sub-trades.
10. Attend meetings as requested..
11. Maintain an accurate filing and record system.

12. Provides monthly reports to the Band Manager by the 5th of each month.
13. When the computer is turned on (first duty of the morning), run the routine virus scan process to protect the computer systems.
14. At the end of the workday the work station must be tidy. (To allow janitors to dust.)
15. Maintain professional growth, upgrade skills and knowledge relevant to the position by approval or request of the Band Manager.
16. Maintain confidentiality of all records and files, unless, the release of specific information is authorized by the Band Manager.
17. Conduct all other relevant duties as requested by the Band Manager or Council.

Employee

Date