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## Mechanic

**Kettle River Contracting** is part of the Ktunaxa Holding Limited Partnership group of businesses, generating wealth and providing opportunities for employment and capacity building for the Ktunaxa Nation. With offices in Cranbrook, Calgary, Castlegar and Elkford, Kettle River Contracting specializes in Heavy Civil Construction providing services to the resource development industry. Our goal for every project is the same; provide high quality services on time, on budget and in a professional and ethical manner.

Successful candidate(s) should have relevant experience and qualifications which align with the roles and responsibilities outlined below.

### **Responsibilities:**

To provide some idea of the tasks you may be performing, responsibilities may include:

- Conduct field mechanical repairs in a timely and effective manner, communicating effectively with the Service Writer and Parts team to ensure optimal efficiency
- Conduct regular preventative maintenance tasks and inspections
- Communicate with Project Manager and/or Service Manager regarding job progress and job status changes
- Maintain an organized and safe work area, tools and Service Truck

### **Qualifications:**

- Minimum 3 years experience
- Licensed Heavy Equipment Technician/Journeyman Preferred Experienced with hydraulic and electrical trouble shooting
- Valid driver's license
- Safety conscious
- Team player with positive attitude
- Physically fit and able to be successful in a demanding work environment
- Self motivated
- Able to work remote shift work (14 &14) located in Elkford, BC

Please note – Applicants must be able to pass pre-employment D&A testing. Non-local hires will be eligible for camp accommodations.

This position is hired throughout the season and will remain open until filled.

Interested applicants are asked to forward your resume in confidence to [info@kettleriver.com](mailto:info@kettleriver.com)





KTUNAXA ENTERPRISES LTD.

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**Senior Accounting Technician**  
Permanent Part-time (50%)  
Four (4) hours per day Monday – Friday

As a collectively owned entity, **Ktunaxa Enterprises Ltd. (KEL)** is the business arm for the Ktunaxa Nation. KEL pursues and manages sustainable and responsible business, for profit, and supports the Ktunaxa Nation in cultivating opportunities that lead to greater wealth, employment and capacity-building for Ktunaxa citizens and the Nation as a whole.

We are searching for a seasoned Accounting professional to who understands the full business cycle and financial accounting practices. The Technician works closely with our Director of Finance to provide timely and accurate support across a range of functions. This is a part-time position, working with a dedicated team of eight employees in our Baker Street office, daily hours to be scheduled within operational hours of 8:30 – 5:00.

**Responsibilities**

General Accounts Payable, Receivable, POs and Banking including;

- Cashflow statements
- Prepare management accounts monthly, quarterly, and annually
- Support for budget development
- Accrued expense and record deferred revenue
- WCB/PST/GST and EHT Tax
- Provide support to KHP business units through MSA duties

Payroll and Benefits:

- Run regular payroll
- T4's and summaries
- Group Health and RPP Benefits and Payments

Other duties and project support as required.

**Qualifications**

- Business Administration Degree or Accounting Diploma
- 10 years relevant experience covering a broad range of business and financial accounting
- Proficient in advanced Excel applications for accounting along with MSWord and Outlook
- Full understanding of business cycle and GAAP, with the ability to meet tight deadlines
- Working knowledge of and experience using Sage Quantum Accounting Software
- Strong problem solving and analytical skills
- Experience with Ceridian is an asset

Effective time management skills with the ability to prioritize while working on multiple projects is essential to success in this role. There may be opportunities for growth with continued organizational expansion.

As part of a healthy open office environment, the successful applicant will be fully vaccinated against Covid-19 unless otherwise exempt.

**Preferred Start Date: May 24 or as soon as possible**

**Salary:** \$26.00 - \$29.80 per hour starting salary based on qualifications and experience. KEL strives to remain competitive within the marketplace, and employees are eligible for generous salary increases through demonstrated annual performance reviews.

***As we seek to expand opportunities within the Nation, we encourage Ktunaxa citizens and other Indigenous peoples to self-identify within their cover letter or resume.***

Please forward your cover letter and resume through Indeed, or in confidence to Mary Davies [mary.j.davies@ktunaxaenterprises.ca](mailto:mary.j.davies@ktunaxaenterprises.ca) Human Resources and Communications Manager

# WILDFIRE SUPPRESSION TRAINING

## STARTING MAY 16 - 2022

Are you residing in the Cranbrook area?

Are you interested in becoming a firefighter?

Get in touch with us today to sign up for the **Wildfire Suppression** training!

### ELIGIBILITY...

- Between the ages of 15 & 30
- Not attending full-time studies
- Valid SIN number

### TICKETS YOU GET

- **Level 1 First Aid**
- **Transportation Endorsment**
- **WHMIS**
- **\$100, \$185**

**Workshops and more!**

### PLUS SOME PERKS

- **Daily Lunches**
- **Completion Bonus**

**CALL JENN  
OR  
BRANDON**

**250-489-2464 ext 3063**

[Jenn.higginbottom@ktunaxa.org](mailto:Jenn.higginbottom@ktunaxa.org)

**250-489-2464 ext. 3155**

[brandon.hunt@ktunaxa.org](mailto:brandon.hunt@ktunaxa.org)

**BladeRunners**

**Canada**



BRITISH  
COLUMBIA



KTUNAXA  
NATION

*Funding provided by the Government of Canada through  
the Canada-British Columbia Workforce Development Agreement.*

## Foothills West Path Delivery 2023 (Elko Section) – Indigenous Construction Participation Program

### ICPP PARTICIPANT – ROLE DESCRIPTION

**Location:** Fernie or Cranbrook, British Columbia

**Anticipated dates of employment:** July to October 2022 and July to October 2023

**Shift schedule:** 2 weeks on, 1 week off (10-12 hours per day)

**Compensation:** \$400/day + \$60/day meal allowance; accommodations provided

**Training type:** Online/on the job/paid

### OVERVIEW

Foothills is seeking individuals who are interested in participating in the Indigenous Construction Participation Program (ICPP) for the Foothills West Path Delivery 2023 (Elko Section) (Project). The ICPP provides opportunities for Participants to be on site during pipeline construction and play a collaborative role in monitoring Project construction activities, including how the execution of the Project's Environmental Protection Plan (EPP) mitigates potential adverse impacts to the environment, heritage resources, traditional land and resource use and areas of cultural significance, as appropriate. The ICPP targets individuals who have a keen interest in both the construction and environmental aspects of pipeline development, and a desire to further their knowledge and experience in the field and share that knowledge with Foothills and their respective community. Where feasible, the ICPP will provide Participants with the opportunity to identify and focus on their area of interest with the intention of enhancing future training and employment opportunities.

### ROLE AND RESPONSIBILITIES

Participants will report directly to the ICPP Coordinator who is dedicated to facilitating discussions on construction activities and environmental features and mitigation, as well as assigning work activities for the day. The role and responsibilities of the Participants are as follows:

- Complying with all applicable safety and code of conduct standards/regulations set forth by Foothills and its Prime Contractor.
- Observing construction activities and the implementation of environmental protection measures as outlined in the EPP and associated management and contingency plans.
- Observing and assisting in the implementation of contingency plans, as appropriate, including the Cultural Resource Discovery Contingency Plan.
- Communicating observations, questions or concerns to the ICPP Coordinator.
- Interfacing between their Indigenous group's leadership and community to provide updates on construction activities and reporting observations, questions or concerns.
- Participating in Canada Energy Regulator (CER) inspections, upon request.
- Completing written daily reports and submitting the reports to the ICPP Coordinator. Report content shall include locations observed; site conditions; photos; questions or concerns; and any actions taken to avoid and/or mitigate potential concerns.
- Preparing weekly summary reports to be reviewed by the ICPP Coordinator and Foothills and then submitting to their respective Indigenous group. Report content will summarize the daily reports and provide a synopsis of the work, findings, and learnings that resulted from participating during construction.

- Presenting to the Project team and community, upon request, regarding their experience and lessons learned over the course of their participation in the Project.

### **SAFETY & TRAINING REQUIREMENTS**

Prior to commencing work on the Project, all Participants will be required to complete the necessary pre-work qualifications. Foothills will coordinate safety and training requirements required to participate in the ICPP, which includes:

- Standard First Aid with CPR
- Pipeline Construction Safety Training (PCST) or Construction Safety Training System (CSTS)
- Workplace Hazardous Materials Information System Training (WHMIS)
- Alcohol and drug clearance letter (minimum 8 panel, within 30 days of start of work)
- TC Energy's HSE Field Orientation (<http://tc-orientation.icomproductions.ca/>)
- TC Energy's Learning Management System (LMS) courses
- Prime Contractor Site-Specific Project Orientation
- Any additional Prime Contractor-specific training requirements identified

Participants will receive on-the-job training and mentorship throughout the course of Project construction activities which will include observing and participating in various activities related to environmental management, construction and inspection. Participants will be provided Project-specific training, including an understanding of the Project construction scope and environmental protection measures, as outlined in the EPP and associated management and contingency plans, so Participants obtain a better understanding of how their monitoring activities relate to Foothills' commitments and their community's interests and concerns. Participants must abide by all safety requirements and wear personal protective equipment at all times while on site.

### **PARTICIPANT SELECTION**

Foothills is relying on participating Indigenous groups to identify a suitable candidate who is recognized by their community as being qualified for the opportunity. Foothills will be responsible for the final selection of Participants. Qualifications of successful candidates will include:

- Knowledge of community-specific values and Project-specific issues or areas of concern
- Computer and writing skills
- Willingness to take direction from ICPP Coordinator and demonstrate a strong team orientation
- Willingness to work designated shifts based on Project schedule and reside in hotel or camp accommodation
- Fit to work 10-12 hour days in field construction environment
- Successful completion of applicable safety certifications
- Meet basic fit to work requirements, including successful completion of an alcohol and drug screening prior to coming to site
- Prior environmental, pipeline or general construction experience or environmental training preferred, but not essential

Participants do not require a vehicle or valid driver's license to participate; however, Participants are expected to arrange to get themselves to and from their hotel at the beginning and end of each scheduled shift. Daily on-site transportation will be provided by the ICPP Coordinator.

## Foothills West Path Delivery 2022 (Yahk Section) – Indigenous Construction Participation Program

### ICPP PARTICIPANT – ROLE DESCRIPTION

**Location:** Cranbrook, British Columbia

**Anticipated start date:** June to October 2022

**Shift schedule:** 2 weeks on, 1 week off (10-12 hours per day)

**Compensation:** \$400/day + \$60/day meal allowance; accommodations provided by Foothills

**Training type:** Online/on the job/paid

### OVERVIEW

Foothills is seeking individuals who are interested in participating in the Indigenous Construction Participation Program (ICPP) for the Foothills West Path Delivery 2022 (Yahk Section) (Project). The ICPP provides opportunities for Participants to be on site during pipeline construction and play a collaborative role in monitoring Project construction activities, including how the execution of the Project's Environmental Protection Plan (EPP) mitigates potential adverse impacts to the environment, heritage resources, traditional land and resource use and areas of cultural significance, as appropriate. The ICPP targets individuals who have a keen interest in both the construction and environmental aspects of pipeline development, and a desire to further their knowledge and experience in the field and share that knowledge with Foothills and their respective community. Where feasible, the ICPP will provide Participants with the opportunity to identify and focus on their area of interest with the intention of enhancing future training and employment opportunities.

### ROLE AND RESPONSIBILITIES

Participants will report directly to the ICPP Coordinator who is dedicated to facilitating discussions on construction activities and environmental features and mitigation, as well as assigning work activities for the day. The role and responsibilities of the Participants are as follows:

- Complying with all applicable safety and code of conduct standards/regulations set forth by Foothills and its Prime Contractor.
- Observing construction activities and the implementation of environmental protection measures as outlined in the EPP and associated management and contingency plans.
- Observing and assisting in the implementation of contingency plans, as appropriate, including the Cultural Resource Discovery Contingency Plan.
- Communicating observations, questions or concerns to the ICPP Coordinator.
- Interfacing between their Indigenous group's leadership and community to provide updates on construction activities and reporting observations, questions or concerns.
- Participating in Canada Energy Regulator (CER) inspections, upon request.
- Completing written daily reports and submitting the reports to the ICPP Coordinator. Report content shall include locations observed; site conditions; photos; questions or concerns; and any actions taken to avoid and/or mitigate potential concerns.
- Preparing weekly summary reports to be reviewed by the ICPP Coordinator and Foothills and then submitting to their respective Indigenous group. Report content will summarize the daily reports and provide a synopsis of the work, findings, and learnings that resulted from participation during construction.

## **SAFETY & TRAINING REQUIREMENTS**

Prior to commencing work on the Project, all Participants will be required to complete the necessary pre-work qualifications. Foothills will coordinate safety and training requirements required to participate in the ICPP, which includes:

- Standard First Aid with CPR
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- TC Energy's Learning Management System (LMS) courses
- Prime Contractor Site-Specific Project Orientation
- Any additional Prime Contractor-specific training requirements identified

Participants will receive on-the-job training and mentorship throughout the course of Project construction activities which will include observing and participating in various activities related to environmental management, construction and inspection. Participants will be provided Project-specific training, including an understanding of the Project construction scope and environmental protection measures, as outlined in the EPP and associated management and contingency plans, so Participants obtain a better understanding of how their monitoring activities relate to Foothills' commitments and their community's interests and concerns.

Participants must abide by all safety requirements and wear personal protective equipment at all times while on site.

## **PARTICIPANT SELECTION**

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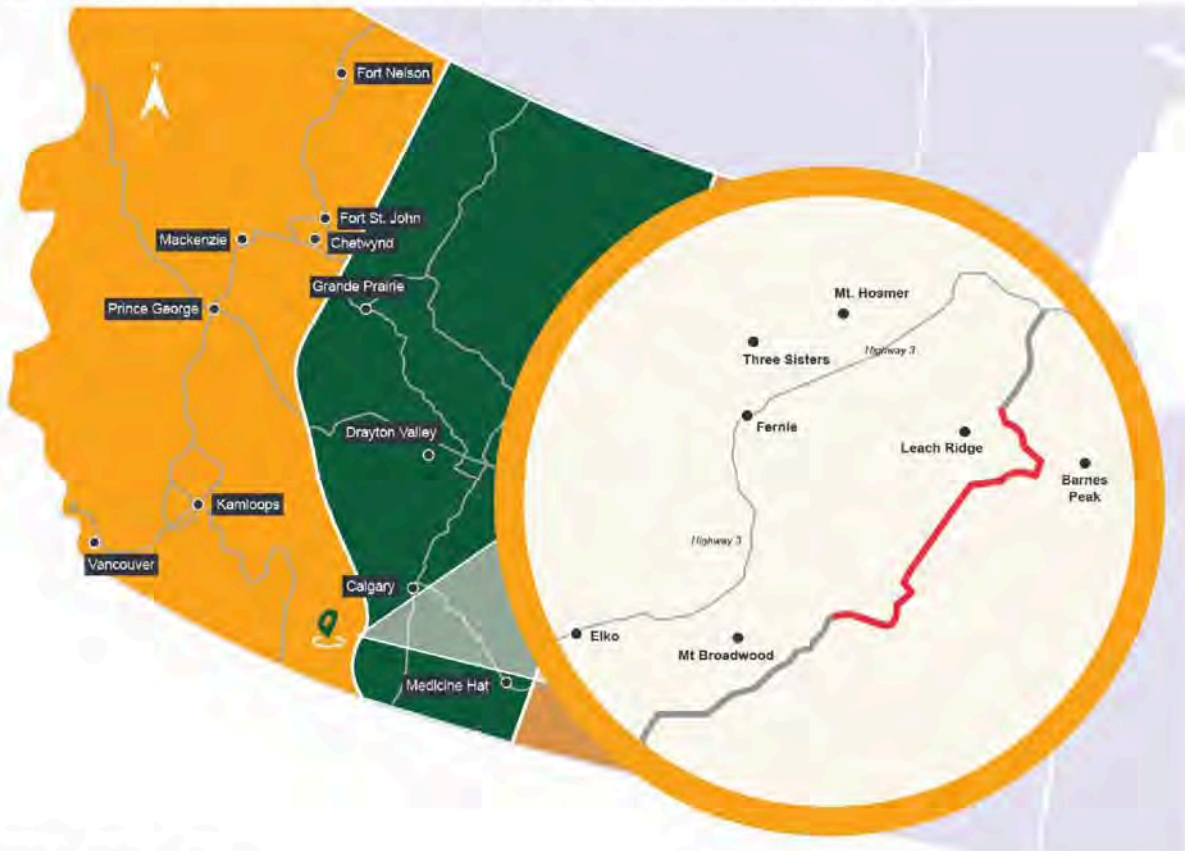
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- Fit to work 10-12 hour days in field construction environment
- Successful completion of applicable safety certifications
- Meet basic fit to work requirements, including successful completion of an alcohol and drug screening prior to coming to site
- Prior environmental, pipeline or general construction experience or environmental training preferred, but not essential

Participants do not require a vehicle or valid driver's license to participate; however, Participants are expected to arrange to get themselves to and from Cranbrook at the beginning and end of each scheduled shift. Daily on-site transportation will be provided by the ICPP Coordinator.

## Elko Project

SMJV is currently preparing for the construction of 32 kilometres of 48-inch diameter pipe for the BC Mainline Elko Section located near Fernie, BC. The Elko Project will be a summer works project with crews demobilizing during winter months. We will mobilize into the area in May 2022 with access, blasting, clearing, and grade crews beginning in July 2022. The tentative completion date is November 2024.

The summer work season may consist of short-term work and piece work dependent on schedule.



### Employment Opportunities

Please apply via your Community Employment Coordinator or online at <https://www.surerus-murphy.com/current-opportunities>

Equipment Operators | Side Boom Operators | Truck Drivers | Labourers | Welders | Mechanics | Environmental Support | Office Support Staff

### Pre-access requirements are:

- Pipeline Construction Safety Training
- Operators require Ground Disturbance Level 2
- WHMIS 2015
- Depending on the position, other trainings may be required.
- Drug and Alcohol Test
- Site specific online orientation and on-site orientations

Preference is given to local candidates and those from the surrounding Indigenous Communities, please highlight on your application if either of these apply. If you are applying online with the SMJV Careers website, you will need to provide your Indigenous community on the website, if applicable. Employment will be temporary and seasonal depending on the scope of work of the crew you are hired on.