

The MMTP Monitoring Committee is a group made up of participants from Indigenous communities and groups across southern Manitoba and Ontario, Manitoba Hydro and Manitoba Sustainable Development. This Committee is currently hiring positions to monitor work on Manitoba Hydro's Manitoba-Minnesota Transmission Project.

Please submit job application as per the application requirements described below to [scoughlin@hydro.mb.ca](mailto:scoughlin@hydro.mb.ca) by September 27, 2019.

**Position Title:** Communication Monitor

**Number of Positions:** 1

**Start Date:** The start date is flexible.

**End Date:** End of project construction

**Hours:** Must be flexible and able to work 4 days a week/10 hours a day

**Pay:** An agreement would be made with the Indigenous community of the successful candidate for \$28/hour

### **Goal of Position**

In fulfillment of the Goal 3<sup>1</sup> of the MMTP Monitoring Committee, the primary role of the Communications Monitor is as follows:

- To communicate events, understandings and progress reports provided by all MMTP Monitoring Committee monitors to the Committee, Manitoba Hydro and its contractors;
- Support the attainment of project goals related to the environment by monitoring the construction work to ensure environmental requirements are implemented
- To communicate project status, updates, photos and effectiveness of environmental mitigation between monitors, the construction team, the communication monitor, and MMTP Monitoring Committee members
- To share knowledge in a manner that develops trust between MMTP Monitoring Committee Communities and the construction team.

### **Application Requirements**

- We are seeking First Nations and Metis candidates
- Personal knowledge and intimate experience of Indigenous customs and cultures
- A good understanding of being around construction sites.
- Resume of experience and educational background
- References of 2 individuals from their nation, preferably from previous work experience

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<sup>1</sup> Leadership, members and staff at my community or organization feel informed about the status of MMTP and information is accessible to those who just want to check in if interested

- Demonstration through a cover letter of how you would meet the below listed qualifications:

### **Qualifications for Communications Monitor**

- Depending on location, ability to work away from home potentially for extended shifts with long days (normal would be 8 hours per day, 5 days / week);
- Ability to be consistently punctual;
- Strong interpersonal skills and the ability to communicate to a broad array of audiences, deal tactfully with construction staff and different community and organization participants;
- Interested in building relationships and solving complex problems;
- Ability to present to different groups;
- Life experience or educational background or a combination of education and experience in natural sciences and traditional knowledge;
- Previous environmental monitor training or a university degree in a relevant field is an asset;
- A great interest in the environment;
- Positive attitude toward the environment and the process for achieving environmental excellence on the project;
- Understanding of areas of interest to MMTP Monitoring Committee members and willingness to share perspectives on these issues with the Committee and the construction team;
- Working knowledge or willingness to attend training of construction environmental mitigation measures;
- Ability to use a personal computer or tablet, Microsoft Word (or equivalent) and Outlook (or email equivalent), digital cameras and smart phones; (training can be made available)
- Problem solving skills to aid in development of mitigation strategies and contribute to the teams resolution of issues should they arise;
- Ability to understand and summarize technical information for a non-technical audience.
- Ability to wear appropriate weather and safety equipment consistently (Manitoba Hydro will provide personal protective equipment)

### **Training**

Manitoba Hydro will ensure the following standard training courses are offered if the successful candidates have not yet completed them:

1. Manitoba Hydro & Contractor Safety Orientations
2. Standard First Aid with CPR
3. Manitoba Hydro Environmental Inspector Training Program
4. Role-Relevant Environment Training - Review self-directed studies from all nations for MMTP, Environmental Protection Planning documents, understanding licence and certificate conditions, report preparation for the Committee and to develop a complete

understanding of the project and the environmental commitments made in the project application.

5. Receive Committee-driven training and direction

Candidates will not be eligible to work if they have not completed the above training.

### **Responsibilities**

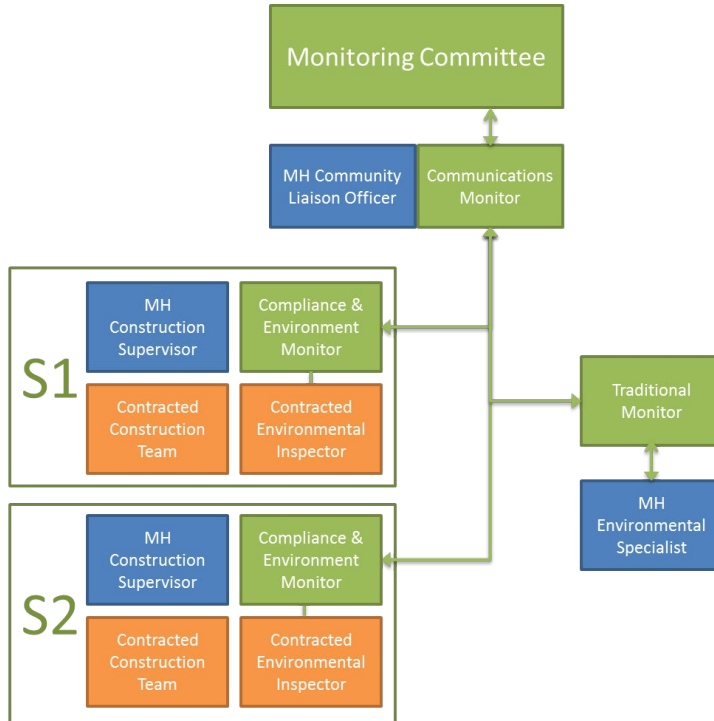
- Ability to get to a designated pick up location each work day at a predetermined time (likely Riel Converter Station, located east of Winnipeg);
- Ability to work closely and cooperatively with Manitoba Hydro's staff and contracted Environmental inspectors to achieve environmental excellence on the project;
- Have knowledge of the activities of all MMTP Committee Monitors each day, including their whereabouts, their tasks, and challenges or concerns they may encounter and work to resolve them collaboratively
- Communication progress, challenges, successes and monitoring outcomes to MMTP Monitoring Committee participants using a variety of mechanisms (in person update meetings, emails, web page updates, etc)
- The Communications Monitor would work closely with the Manitoba Hydro Community Liaison Officer and attend construction management meetings to discuss planned activities and any concerns, monitor the implementation of measures set forth in environmental protection planning document, including licence and certificate conditions and commitments made in the Environmental Impact Statement;
- Full understanding of self-directed studies prepared by Committee member communities and organizations, the Environmentally Sensitive Sites included therein and any monitoring sites established by the Committee;
- Respect confidentiality of information shared by other Committee participants and sites of importance;
- Respect confidentiality of information shared by Manitoba Hydro;
- Respect property and access restrictions;
- Pro-actively discuss areas of concern and ask questions to develop a full understanding of construction activities and environmental protection measures in conjunction with the contracted environmental inspector;
- Record (take pictures and document) all phases of construction with a specific focus in environmentally sensitive areas (wetlands, watercourses, sensitive areas);
- Ability to get to a designated pick up location each work day (ie, Riel Project Office)
- Ability to follow environmental and safety programs when on site; and
- Submit daily reports, timesheets and expense forms to Communications Monitor to the Manitoba Hydro Community Liaison Officer using a predetermined template.

### **Communication**

- The Communications Monitor will work alongside the Manitoba Hydro Community Liaison Officer where together they will pro-actively communicate concerns heard from other MMTP Monitoring Committee monitors and immediately communicate potential environmental incidents;

- Oversee the activities of the Compliance and Environment Monitors and the Traditional Monitor and manage staffing issues;
- Report to the MMTP Monitoring Committee, its members and Manitoba Hydro monitoring updates from Committee monitors; and
- Assist the construction team in the understanding of site specific culturally sensitive sites, customs and traditional land use locations.

## Lines of Communication



## Reports and Deliverables

- The Communications Monitor communicates with the Manitoba Hydro Community Liaison Officer with the following type of information:
  - goals/tasks for monitors for week
  - which locations and activities were monitored and key findings from activities of the day
  - records of on-site discussions and issues raised (note that the expectation is that issues are raised immediately in the case of a potential non-compliance with environmental commitments)
  - records corrective action is required and/or has been taken and when advice has been provided to change construction work practices
  - records of any environmental incidents or non-compliances that occurred and were reported
  - numbered digital photographs attached to the weekly reports as necessary and referenced to the location on the route and the alignment sheet number.
  - reports that include daily expenses and time incurred for the day

- A reporting template will be developed that will be used to record the above information

### **Authority of Communications Monitors**

The Communications Monitors will be an integral part of the MMTP construction team and will report directly to the MMTP Monitoring Committee;

- The Communication Monitor will supervise both Compliance and Environment Monitors and the Traditional Monitor;
- The expectation will be that the Communications Monitor will pro-actively raise concerns with the Community Liaison Officer and/or the construction management (and not directly with construction crews) during team meetings so that they can be addressed in a manner that meets requirements and respects those involved;

### **Code of Conduct**

- Respectful workplace – Manitoba Hydro's Discrimination and Harassment Free Workplace policy will be adopted