



Position Title: TERO LIAISON/Tribal Labor Coordinator

Location: Carlton-Cloquet Area

Closing Date: Friday, April 29, 2024

Interviews/Decision: May 1 – May 3, 2024

Anticipated Start Date: May 6th or May 13th Pending

Position Duration: Approximately 12-15 Months (duration is subject to change)

Pay Rate: Up to \$38/hr depending on qualifications

Position Hours: 40-hrs per week, with potential for Overtime pending project progression.

Benefits: Health Insurance, Life Insurance, AD&D Insurance, Dental (Full), Vision (Full), Short Term Disability Coverage, Long Term Disability Coverage, Health Savings Account

Supervisor: FDL TERO Officer in conjunction with the Enbridge Project Team and Tribal Engagement.

Note: This position is contracted through Paramount Planning Group, LLC but will work directly with Enbridge Project Management and the Fond du Lac Band.

Position Summary:

Scope of work entails supporting the Enbridge Line 3 removal and Line 4 removal within the Fond du Lac reservation boundaries. Work direction will be provided by FDL Reservation Business Committee (RBC) or delegate (FDL TERO Officer). Primary responsibility to include working with the awarded Contractors to ensure that they are meeting the requirements of the TERO Ordinance of FDL and provide support and mentorship to Indigenous workers.

Position Responsibilities:

- This position will work closely with the FDL TERO Office, Enbridge, and its Contractors to achieve successful completion of the project.
- Schedule: Monday - Friday (frequent weekend work, during construction phase)
- Interface directly with applicable parties to clearly define project requirements and expectations.
- Assist Contractors and the TERO Office in completion of the Contractor's TERO Compliance Plans and Business License application.
- Work with mentoring contractors (i.e., Five Skies Consulting) and the Enbridge Tribal Engagement group to find qualified Band members for Contractors to hire to enable them to fulfil their TERO obligations, with preference going to Fond du Lac Band members.
- Help ensure the success of tribal pipeline construction workers and Enbridge's tribal engagement strategy.
- Manage any issues related to tribal workforce and provide support and mentorship to workers.
- Assist Enbridge, construction contractors, tribal construction workers, the Labor Unions, and other relevant stakeholders, facilitate a mutually beneficial work culture, in support of Enbridge's tribal engagement strategy.



Duties

- Live and work near the Line 3 Right of Way (Cloquet, MN area).
- Communication with the TERO Office on a regular basis.
- Identify complex risks that may impact TERO compliance.
- Protect confidential and sensitive information.
- Enhance company and Band reputation by accepting ownership, exploring new possibilities, and adding value.
- Provide information to interested Band members and applicants, so they understand the training program, pre-hiring requirements, and expectations.
- Report on Tribal hiring/employment numbers, daily TERO report percentages, any issues that pertain to Tribal hiring, and current Tribal workforce issues or concerns.
- Attend Inspector, Construction, and other Project meetings.
- Monitor contractor Socio-Economic Plan (SEP) commitments for Tribal hire, and ensure contractors are being inclusive to Tribal workforce; working in unison with FDL TERO and Enbridge Supply Chain Management (SCM) Indigenous Engagement (IE).
- Assist Enbridge's business units in ensuring contractors/subcontractors are compliant with FDL requirements (TERO Compliance Plan, FDL Business License, workforce percentages, etc.).
- Maintain a strong understanding of business strategies, goals, and missions.
- Collaborate with executive-level managers and provide relevant feedback.
- Resolve Contractor and Workers complaints in a timely and respectful fashion and ensure that the company maintains a positive image and provides unrivaled services.
- May have to travel to multiple work locations throughout the day.
- Appropriate work attire is required, including personal protective equipment (PPE) and fire retardant (FRs) in compliance with safety requirements.
- Must attend all mandatory department trainings and meetings.
- Ensures confidentiality for financial records and all records for employees and/or clients.
- Represents the Fond du Lac Band of Lake Superior Chippewa and the department in a positive and professional manner in the community.
- Required to maintain proper attendance including reporting to work on time in accordance with applicable policies.
- Maintains a clean and organized work area.
- Due to changes and modifications in the job from time to time, employees are required to be flexible and assume other responsibilities assigned by management as deemed necessary.

Physical Requirements:

- Walking, standing, sitting, bending, stooping, lifting, crawling, climbing, reaching, kneeling and balancing above ground are required.
- Subject to inside and outside environmental conditions, including work in adverse weather conditions.

**Qualifications:**

- High School Education or equivalent; bachelor's degree preferred; or 5 years construction experience (required); pipeline construction experience preferred.
- Strong cultural ties to the land and Tribal workforce.
- Experience with the TERO Ordinance and TERO Office; experience working directly with the Fond du Lac Band TERO program is ideal.
- Strong communication skills and the ability to connect diverse groups of people.
- Interpersonal communication skills and the ability to establish and maintain effective working relationships.
- Strong desire for inclusion, safety, respect, and high performance.
- Knowledge of computer applications to include word processing, spreadsheets and Microsoft Outlook is required.
- Knowledge of how to utilize a cell phone and take photos. (Phone will be provided)
- Must be capable of working in a fast-paced, enthusiastic environment.
- Ability to balance and prioritize multiple projects and priorities.
- The ability to communicate effectively orally and in writing professionally is required.
- Knowledge of Tribal operations, regulations and ordinance is required.
- Ability to work independently and establish priorities is required.
- Attention to detail and accuracy is required.
- Ability to establish professional and harmonious working relationships with all parties involved.
- Subject to drug and alcohol testing in accordance with the Fond du Lac Reservation's Personnel Policies.
- Subject to pre-employment and annual background checks.
- Subject to immunization review and submitted proof of required vaccinations.
- Maintain a valid Driver's License

Native American Preference (FDL Band Member)**TO APPLY:**

Please send a 1-page Cover Letter, Resume (including 3 professional references), and copies of any applicable certifications or trainings to Blain Johnson (contact below).

Background Check

All applicants must pass a comprehensive background check before being hired. This will include a driver's license check, criminal background check, mandatory drug screening and reference checks.

Application Contact Information

If you have questions or issues with the application process, please contact:

Blain Johnson
Paramount Planning
Cell: 701-429-1737
Email: blain.johnson@paramountplanning.net