



WHITEFISH RIVER FIRST NATION

FULL-TIME EMPLOYMENT OPPORTUNITY

Job Title: **Public Works Manager**
Location: Whitefish River First Nation

Whitefish River First Nation (WRFN) is currently accepting applications for the position of Public Works Manager.

Reporting to the Band Manager, the Public Works Manager is responsible for Capital Infrastructure, Capital Projects, Roads, Water and Waste Water Systems and the safe and efficient supervision of the daily operations, including manpower and equipment, to ensure cost-effective delivery of roads services within their defined area, in accordance with applicable legislation, corporate policy and objectives.

DUTIES AND RESPONSIBILITIES:

- Assume management responsibilities for assigned services and activities of the Water, Wastewater and Infrastructure.
- Manage the policies, procedures and priorities for Public Works.
- Plan, direct, coordinate and review the work plan for staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Select, train, motivate and evaluate staff; work with employees to correct deficiencies; aide in discipline and disciplinary procedures.
- Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
- Serve on committees to enrich the community and the members.
- Prepare and present reports and other necessary correspondence.
- Provide assistance to the Band Manager in all aspects related to Public Works; recommend revisions to programs, policies and procedures where applicable.
- Respond to, and resolve difficult and sensitive citizen inquiries and complaints.
- Maintain records for all band equipment and maintenance schedules.
- Follow and meet all ISC, ACRS and other reporting requirements.
- Manage each infrastructure area and coordinate maintenance, road, water, sanitation and community buildings.

QUALIFICATIONS

- Motivated and competent leader and mentor with a post-secondary education in Engineering, Construction, Heavy Equipment, or related field.

- Minimum of four (4) years of progressive experience, preferably in a municipal OR First Nation operation
- Supervisory experience
- A strong understanding of the Occupational Health and Safety Act, and all applicable legislation pertaining to hours of work, minimum maintenance standards and roads-operations policy and best practice
- Demonstrated strong skills in verbal and written communication as well as strong computer skills (Microsoft Office –Word and Excel)
- Critical thinking/problem solving and excellent customer service skills
- A proven ability in supervision and team building

The successful applicant will be required to provide a Police Vulnerable Sector Check from their local police agency prior to commencing employment with the First Nation and must undergo a credit background check.

Salary: To commensurate according to salary grid.

If you are interested in this management opportunity, please apply by submitting your resume, cover letter, copies of diplomas and certificates and three current business (work-related) references letters and contact information to:

CONFIDENTIAL

ATTENTION: GLENN FORREST

Whitefish River First Nation
17-A Rainbow Ridge Road, P.O. Box 188
Birch Island, ON P0P1A0

Or e-mail: jobapplications@whitefishriver.ca with subject line "Public Works Manager"

Deadline for application submissions is: Until the position is filled.

We would like to thank all applicants who apply; however, only applicants selected for an interview will be contacted.