



Whitefish River First Nation

EMPLOYMENT OPPORTUNITY

Public Works Manager

Position Summary:

The Whitefish River First Nation Public Works Manager plans, develops, manages, directs, and implements the operations and maintenance of the First Nation's facilities, roads, and vehicle/equipment maintenance.

Responsibilities:

- Supervision of Public Works staff, including training, mentoring, monitoring, providing ongoing feedback on performance, correcting behavior and providing input to hiring and professional development needs, performance reviews, time and attendance;
- Prepare and provide regular and maintenance reports to Band Manager;
- Meet all reporting requirements
- Correspondence with suppliers and contractors;
- Respond to and resolve community member inquiries;
- Create and oversee yearly workplan and budget for Public Works Department;
- Be able to forecast staffing, equipment, materials, and supplies needed;
- Coordinate O&M tasks, including but not limited to building and road checks, lawn management, garbage collection, raising/lowering of flags, maintenance of cemetery and excavating graves;
- Road maintenance including snow removal and apply salt/sand when applicable;
- Maintenance of the First Nation vehicles and equipment and including performing inspections, fueling and cleaning, ensuring valid vehicle registration;
- Works in compliance with the provisions of the Occupational Health and Safety Act and Regulations
- Ensure that all safety rules and procedures are always being observed, including the initiation of proper notifications in the event of injury
- Other duties as assigned

Minimum Requirements:

- Post Secondary Education in a related field
- 3 to 5 years in a supervisory role and asset
- Must demonstrate strong leadership and organizational skills with the ability to manage change and direct multiple employees
- Availability to work; days, nights, standby, on call and weekends is required.
- Strong written and oral communication skills along with excellent computer skills
- Experience in Public Works infrastructure operation, maintenance and construction and the safe operation of related tools and equipment
- Must possess and maintain a valid 'G' Province of Ontario Drivers licence, clean driving record, Valid 'F' licence considered an asset
- Demonstrated ability to be a team player with an ability to establish effective working relationships with other employees and the general public

Application Process:

If you are interested in this opportunity, kindly forward your resume and cover letter via mail or email or fax or in person to:

Applications will be accepted via email, fax, and mail or in person to the attention of:

CONFIDENTIAL:

Tricia Podlatis, Human Resources Manager

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

Email: applications@whitefishriver.ca; Fax: (705)285-4532

Applications must be submitted by **August 5, 2022** by 4:30 p.m. and must include the following; Cover letter, current resume, and 3 work-related reference names (with contact information).

We thank all who apply, however only those applicants selected for an interview will be contacted.