



Public Works Manager

Permanent Full-Time with Benefits

Reporting to the Director of Community Infrastructure, the Public Works Manager will be responsible for managing and providing direction of the public works services of the First Nation within the administrative policies and procedures established by the First Nation. Department services include, but are not limited to roads, water and sanitation services, cemetery, building and technical aspects of capital project administration.

QUALIFICATIONS

- Must have a Post-Secondary Education in Civil Engineering or a related field.
- Must have minimum of 4 years of managerial or supervisory experience in a related field.
- Must have training or experience in developing and managing budgets.
- Must have knowledge of computer-based data management programs for administrative purposes such as Microsoft Office programs.
- Must have a valid class G driver's license and a satisfactory criminal records check is required.

KNOWLEDGE SKILLS AND ABILITIES

- Strong leadership, teamwork and managerial skills including the ability to delegate and follow up on task completion.
- Ability to communicate clearly and effectively; employing strong listening, verbal, and written skills to convey information.
- Exceptional organizational, and time management skills, with the ability to prioritize a high volume workload in a demanding fast-paced environment.
- Good working knowledge of public works and construction operations gained through several years of on-site experience.
- Mechanical skills, knowledge of equipment and its capability; ability to identify operating problems.
- Working knowledge of governmental policies, programs, services and procedures at the Federal, Provincial and Regional levels that impact on the delivery of public works services, including waste management and the delivery of utility and emergency services.
- Strong public relations skills.

DUTIES INCLUDE

- Providing leadership and direction and support to Public Works staff.
- Administering the approved current and capital budgets and work plans for the Public Works Department within administrative policy and guidelines.
- Recommending approval of accounts payables, preparing purchase orders and payroll documents for the Public Works staff, and developing and maintaining documentation for external funding subsidies and submitting them to the Chief Financial Officer for processing.
- Responsible for the initiation, management and direction of the operational activities necessary for the construction and maintenance of the First Nation's infrastructure and equipment.
- Maintaining inventories of supplies, equipment and material at an adequate level; replacing items when required within the First Nation's purchasing policy.
- Maintaining and utilizing contemporary maintenance management systems.

- Responsible for capital works projects and supervising contracted public works that are carried out on behalf of the First Nation.
- Initiating changes, or recommending changes and courses of action to Director of Community Infrastructure.
- Preparing budgets for submission to the Chief Executive Officer for inclusion into the departmental budget.
- Ensuring policies and procedures are known and followed by staff, and supporting a work place that promotes health and safety for employees.
- Researching and preparing reports as required by the Director of Community Infrastructure, Chief Executive Officer and Chief and Council.
- Participating in recruitment, hiring, orientation, and performance management.
- Providing leadership, guidance, direction and support to staff.
- Providing direction for staff training/ professional development programs as required.
- Other duties as required.

The successful candidate will require a current Criminal Records Check prior to employment.

Qualified applicants are invited to submit a letter of interest and resume with three (3) current references no later than **Friday, August 14th, 2020** at 4:30 p.m. to:

Jennifer Lalonde, Human Resources Manager
Nipissing First Nation
36 Semo Road, Garden Village, ON P2B 3K2
Fax (705) 753-0207 | Email: resumes@nfn.ca

Miigwech to all applicants for their interest, however only those who qualify for an interview will be contacted.

Nipissing First Nation gives preference to First Nation applicants for any employment opportunities as per Section 24(1) (a) OHRC