



## Employment Opportunity

### Parks & Recreation - Supervisor

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Department: Beautification Project - Community Infrastructure  
Posting Date: April 29, 2022  
Location: Nipissing First Nation, ON  
Schedule: Standard Work Week  
Job type: Full-time, Contract ends March 24, 2023  
Vacancies: 1  
Reports To: Public Works Manager  
Salary Range: \$20.00/hour

#### **Application Deadlines:**

Nipissing First Nation adheres to the following process for our recruitment practices.

#### **Closing May 13, 2022 - 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- If no suitable candidate is found, the process will proceed to Stage Two.

#### **Closing May 27, 2022 - 2nd Round**

- Opportunities are open to spouses of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application.
- If no suitable candidate is found, the process will proceed to Stage Three.

#### **Closing June 10, 2022- 3rd Round**

- Opportunities are open to all applicants (status and non-status).
- The posting will be open until filled.

The Parks & Recreation Supervisor will oversee the Parks & Recreation team as it relates to the Beautification Project. The Supervisor will lead maintenance, building and repair work on NFN public spaces and assist with Elders or community members requiring assistance with outdoor clean up and maintenance. The Parks & Recreation Supervisor will complete program reports, weekly/daily tasks and project deadlines as assigned by the Public Works Manager.

#### **What you'll do in the role**

- Discuss, delegate, supervise plans/duties and create schedules for the Beautification Program employees
- Provide clear directional supervision of staff, cleaning and maintenance services for Nipissing First Nation properties and spaces
- Lead and take part in various construction and laborer duties to provide maintenance of grounds, gardens, parking lots, and sidewalks
- Establish good working relations and rapport with Parks & Recreation staff and NFN departments
- Ensure all equipment and tools are maintained and available for the task that they are intended for
- Assist in scheduled equipment care, maintenance, and inventory
- Set lead examples to your team regarding excellent Health and Safety practices
- Ensure Personal Protective Equipment and related supplies are available



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### **What you bring to the table**

- Must have experience in a supervisory capacity
- Must have knowledge and experience in construction, facilities, and maintenance
- Must be in good physical condition, with ability of standing, moving, reaching, bending, lifting, carrying, pushing, pulling and placing heavy items weighing up to 100 lbs
- Must have the below Health and Safety training certificates, or be willing to obtain:
  - OSHA for supervisors
  - Cold Stress
  - WHMIS
  - Propane Handling/Cylinder Exchange Safety
  - Confined Space
  - PPE Infection Prevention
- Knowledge and understanding of conflict management strategies
- Ability to provide proper assessment, reporting and documentation on team performance
- Must have a valid Ontario Driver's license and the ability to provide a clean 5-year abstract
- Preference will be given to those who have a reliable vehicle
- Basic computer knowledge of MS Office Suite and Office 365
- Must have current CPR/First Aid – Level C or be willing to obtain
- Must be punctual and reliable
- Secondary school diploma is an asset
- Must have respect for Indigenous culture and willingness to learn Ojibwe

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to [resumes@nfn.ca](mailto:resumes@nfn.ca) no later than 4:30pm on the application deadline noted above.

***Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.***

**Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.**