



EMPLOYMENT OPPORTUNITY

Parks & Recreation Supervisor

Department: Public Works – Parks & Recreation Program

Posting Date: Friday, April 19, 2024

Location: Nipissing First Nation, ON

Schedule: 35hrs/Week

Job type: Full-Time/Permanent

Vacancies: 1

Reports To: Public Works Manager/Supervisor

Starting Salary: \$39,457.60

What you'll do in the role

- Discuss, delegate, supervise plans/duties and schedules with the Parks & Recreation program employees.
- Provide clear direction supervision of staff, cleaning and maintenance services for First Nation properties and spaces.
- Instill into all staff a culture of quality workmanship by reporting and investigating corrective actions verified with the immediate supervisor.
- 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.

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments.
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- On-the-job training to support your success in the role.
- Casual dress

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe.
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- Must have experience in a supervisory capacity.
- Secondary school diploma will be considered an asset
- Must have knowledge and experience in construction, facilities, and maintenance.
- Must have current CPR/First Aid – Level C or be willing to obtain



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- 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 is required
- Must be punctual and reliable

APPLICATION DEADLINES:

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

Closing May 3, 2024 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

Closing May 10, 2024 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

Closing May 17, 2024 - 3rd Round

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

*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 no later than 4:30pm** on the application deadline noted above.*

[Are you a member of NFN? If so, please read below:](#)



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- ✓ Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.
- ✓ Work experience and training opportunities are taken into consideration when screening applications.
- ✓ 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.



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