



EMPLOYMENT OPPORTUNITY

Manager, Public Works

Department: Public Works

Posting Date: July 12, 2024

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Full time, Permanent

Vacancies: 1

Reports To: Director of Community Infrastructure and Planning

Starting Salary: \$72,978.18

What you'll do in the role

- Provides direction and discipline to staff as required from time to time and per NFN policies. Human Resources Management is a significant element of proper Public Works program management.
- Administers the approved current and capital budgets and workplans for the Public Works Department and Parks & Recreation Program within administrative policy and guidelines.
- Develop internal and external funding proposals to support Public Works program and service operations.
- Actively support design meetings on key capital projects and inform stakeholders of infrastructure maintenance and management considerations.
- Develop asset management plans for existing and planned capital infrastructure
- Recommends approval of accounts payable, prepares purchase order, prepares payroll documents for the Public Works and Parks & Recreation Program staff and develops and maintains documentation for external funding subsidies and submits same to Finance for processing.
- Maintains inventories of supplies, equipment and material at an adequate level; replaced when required within the First Nation's purchasing policy.
- Researches and prepares reports as required by the Director of Planning & Infrastructure, Chief Executive Officer and Chief and Council. Ensures adherence to occupational health and safety procedures by staff and public.
- Address all departmental health and safety needs in a timely fashion.
- Develop, implement, and monitor appropriate safety standard operating procedures.
- Regularly conduct workplace safety assessments and inspections.
- Ensure appropriate safety and operational training is provided to departmental staff.
- Attends meetings of Council as required by the Chief Executive Officer.
- Responsible for the initiation, management, and direction of the operational activities necessary for the construction and maintenance of the First Nation's roads, traffic control systems, drains, culverts, bridges, catch basins and the maintenance of the First Nation's public works equipment.



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- Responsible for the initiation and management of the waste disposal site and services.
- Responsible for the maintenance and repair of all equipment and supervision of installation of septic, water treatment and distribution and other utility services.
- Maintains and utilizes contemporary maintenance management systems.
- Performs, in conjunction with the Public Works staff, all public works functions.
- Responsible for capital works projects and supervises contracted public works that are carried out on behalf of the First Nation.
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- Responsible for the operation of the Parks & Recreation Program and Rink Maintenance Activities.
- Implementation of monthly meeting to discuss health & safety issues and other work-related issues.
- Performs other related duties as may reasonably be required by the First Nation.

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
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance
- Better than average vacation and leave packages

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe.
- Must be motivated and a competent leader with Post-secondary Education in Civil Engineering or a related field, Public Works Management or minimum of four years of Supervisor Experience in a related field.
- Good working knowledge of public works and construction operations gained through several years of on-site experience.
- Must possess a G driver License and have access to a reliable vehicle.
- Mechanical skills, knowledge of equipment and its capability: ability to identify operating problems.
- Working knowledge of computer-based date management programs for administrative purposes.



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- 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.
- High level sensitivity of indigenous issues.
- Exhibits a high degree of initiative and self-direction, good analytical, organizational, verbal and written communication skills.
- Ability to assign tasks and to ensure successful completion of same.
- Good public relations, including an appreciation of the need for confidentiality, tact and discretion in a political environment.
- Respect for indigenous culture and willingness to learn Ojibwe.

APPLICATION DEADLINES:

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

Closing July 26, 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 August 2, 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 August 9, 2024 - 3rd Round

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



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*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:

- ✓ 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.