



EMPLOYMENT OPPORTUNITY

System & Service Coordinator, Public Works

Department: Public Works

Posting Date: April 25, 2025

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Permanent – Full Time

Vacancies: 1

New or Existing Position: New

Reports To: Manager, Public Works

Salary Range: \$42,642.60 - \$56,256.20

What you'll do in the role

- Source and procure parts and accessories for the department's fleet and equipment.
- Collaborate with Public Works staff to identify required parts and provide recommendations on alternatives when necessary to optimize the procurement of parts.
- Maintain an organized and up-to-date inventory of parts and supplies.
- Track orders, manage deliveries, and ensure proper storage of parts.
- Develop and maintain relationships with suppliers and vendors.
- Prepare and manage purchase orders and maintain accurate records of transactions.
- Support mechanics by ensuring the timely delivery of parts to reduce downtime.
- Maintain knowledge of the fleet and equipment used by the department.
- Participate in meetings and provide updates on inventory and procurement status.
- Serve as the primary contact for operators, drivers reporting issues with vehicles and equipment.
- Maintain regular updates with operators regarding the status of repairs or services.
- Prepare and maintain accurate service records for all vehicles and equipment with continuous update to the fleet management program.
- Assist with the scheduling of repairs, annual and semi-annual inspections.
- Assist in the coordination of service ensure that equipment is prepared and verified.
- Assist in recording member concerns, questions and issues and forwarding them to the proper staff member.
- Record operator issues and schedule them for inspection by fleet staff.
- Ensure inventory of field equipment and supplies are kept up to date, to ensure efficient preparation for site work.
- Ensure hauling equipment is inspected regularly for wear.
- Other duties as specified by the Public Works Manager and or Director of Community Infrastructure and Planning
- Verification of parts to orders to ensure accuracy and follow-up on back-order materials.
- Conduct regular inventory checks and notify manager and or director of shortages.
- Follow safety protocols and ensure the workspace is compliant with health and safety standards.
- Provide inspection and calibration of shop tools and equipment. By keeping accurate records of inspections.
- Support the Public Works team during community events or projects.
- Transport parts or tools between locations when required.
- Coordinate the disposal of waste, including used oil, filters, and other automotive materials, in compliance with environmental regulations.

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- Assist mechanics with scheduling vehicles and equipment for repairs or servicing.
- Assist with other duties as assigned by Public Works Manager and or Director of Community Infrastructure and Planning

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 have 1-2 years relevant work experience
- Must have a Highschool diploma
- Certification in automotive services or customer service is an asset
- Must have a valid driver's license and reliable transportation.
- Must have knowledge of automotive systems, parts, and equipment.
- Able to adhere to all Nipissing First Nation Policies and Procedures.
- Strong organizational skills and attention to detail.
- Experience with scheduling and updating workflows.
- Proficiency with inventory management systems and software, or related field.
- Excellent communication and relationship-building skills.
- Ability to work collaboratively in a team environment.
- Knowledge of Nipissing First Nation's Public Works operations is an asset.
- Basic understanding of automotive tools and shop equipment.
- Willingness to learn and adapt to new tasks.
- Good communication and teamwork skills.
- Physical ability to lift and carry heavy items.
- Standard First Aid is an asset not a requirement.
- Experience working in a shop or maintenance environment is an asset.
- Experience with scheduling and prioritizing work.
- Strong problem-solving and multitasking abilities.
- Strong computer skills with Office 365 and related software programs
- Knowledge of Public Works Equipment is an asset.



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APPLICATION DEADLINES:

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

Closing May 9th, 2025 - 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 16, 2025 - 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 23m 2025 - 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:

- ✓ 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.