



Fort Nelson First Nation

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INTERNAL - EXTERNAL POSTING

Position Title:	Director	Posting #:	2020-05-1.0
Department:	Community Infrastructure and Safety Services	Level:	G7-L6
Location:	On Reserve	FTE:	1.0
Supervisor:	Executive Director	Salary Range:	\$76,500 - \$102,830
Key Areas:	Security, Buyer, Driver, Operator, Public Contact, Assets, Supervision, Reporting	First Posted:	24-02-2020
Effective Date:	February 24, 2020	Closes:	When Filled

SUMMARY / SCOPE

Reporting to the Executive Director, the primary responsibilities of the Director of Community Infrastructure & Safety Services (CISS) is to directly manage community infrastructure, capital assets, and the community emergency response program, through establishing maintenance programs, services and operations related to community infrastructure and capital assets, in support of the organizations strategic goals. The Director develops and oversees departmental policies and procedures, and is responsible for the day to day activities of the department, prepares the departmental budget, and prepares short and long range planning for projects, programs, and the financial management of the department. Primary goals are for public safety, through environmental and facility improvements and developments that enhance the quality-of-place and quality of life for community members. The work also includes ensuring security and safeguards for buildings, equipment, work sites, and personnel. This position has regular contact with the employer's joint occupational health and safety committee members, and the general public. This member of the Executive Management Team is responsible for preparing management and budget reports, as well as strategic recommendations and plans, for Executive staff and Council. The Public Works Coordinator, Housing Coordinator and Capital Works Coordinator report to this position.

Candidate Profile:

The Director of Community Infrastructure & Safety Services (CISS) is a Civil Engineer or Technician and has an in-depth knowledge of operations and maintenance activities related to community infrastructure, utilities, water and wastewater, waste management and disposal, and capital assets and development, and roads operations. The Director has the technical skills required to interpret blueprints, surveys, SCADA, electronic monitoring data, and other similar complex information relevant to this field of work. The Director has the ability to understand, analyse, interpret and explain, and present complex/technical information in a clear and concise manner that a non-qualified person will understand. The Director has excellent interpersonal skills including exceptional communication and engagement skills to gather information and to ask questions in order to assign work and provide direction to subordinates. Informing and engaging employees and gaining their understanding and cooperation is crucial to the safety of the work. The Director has strong written and verbal communication skills and communicates with engineers of various disciplines, architects, tradespersons and sub-trades, engineering aides/technicians, contractors and equipment operators, as well as with various other organizational employees, building managers, home owners, and renters, regarding daily work tasks and assignments. A key element of success for this position is technical knowledge and experiences in the relevant fields of work, and an awareness and knowledge of reference materials to assist in addressing problems, challenges and issues, and includes, knowledge of regulations, policies, procedures and guidelines, as well as maintenance and work schedules, and equipment and tool manuals and reference handbooks, and WHMIS manual and data sheets.



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COMPETENCIES

- Public Safety/Assets
- Leadership/Mentoring
- Innovative
- Project Management
- Budgets/Spending
- Organizing/Coordinating
- Strategic Planning
- Communication/Reporting

MINIMUM QUALIFICATIONS

Knowledge and Experience:

- Civil engineering/technician diploma or an equivalent combination of education, training and experience in the public/capital works field
- Seven (7) years' experience working with community infrastructure (public and capital works).
- Five (5) years' experience managing others, including overseeing work crews, staff, and external consultants.
- Knowledge of theory, principles, practices and techniques of public works, traffic and roadway engineering, water and sewers engineering, and public works and utilities maintenance functions, and operation and maintenance associated with capital works assets (i.e. buildings).
- Knowledge of all applicable federal, provincial and local laws, codes and regulations governing the administration of public works and public utilities functions, and capital works activities; ability to exercise expert independent judgment within general policy guidelines.
- Knowledge of the principles and practices of public administration and the governance functions of elected officials.
- Knowledge about the components of community emergency response planning.
- Knowledge of Asset Management and property management practices
- Experience working with ISC programs and funding
- Experience working in a First Nation environment

Skills:

- Interpersonal skills - interact professionally with employees, private developers, consultants, Executive Staff, Council, and the public; maintain diplomacy.
- Leadership and team building skills - excellent communication skills (written and oral); listens to understand and asks questions for clarification and to implement resolutions.
- Project and program management skills.
- Microsoft Office Suite skills and good internet skills.
- Contract development and negotiation skills.

Abilities:

- Ability to prepare, implement, and monitor budgets and any related third party funding, as well as the ability to develop proposals working with financing and feasibility analysis processes.



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- Ability to plan, direct and integrate broad comprehensive public works and utilities programs, and capital works activities.
- Ability to analyze engineering and maintenance issues and problems to evaluate solutions and develop sound recommendations and courses of action.
- Ability to develop clear, concise and comprehensive technical reports, correspondence and other written materials.
- Ability to produce written documents with clearly organized thoughts using proper sentence and professional document construction.
- Ability to present proposals and recommendations clearly and logically to Executive Management, Council and in public community meetings.
- Ability to understand, interprets, explain and apply local, provincial and federal laws and regulations governing public works and utilities services, and capital works infrastructure.
- Ability to evaluate management practices and adopt effective courses of action.
- Ability to establish and maintain effective working relationships with Council, officials, other governmental and regulatory officials, staff, private and community organizations, developers, contractors and others encountered in the course of work.
- Ability to reading and interpreting blueprints/drawings.

Other:

- Satisfactory completion of a Police Information Check.
- Valid Class 5 Driver's License and production of a good driver's abstract.

DESIRED QUALIFICATIONS

The following are considered assets:

- Degree in Civil Engineering.
- Certificates in Small Water Systems and Distribution.
- ISC/CMHC workshops and training.
- Certificate in Occupational Health and Safety and First Aid.
- Other certificates of training such as, OFA1 with TE, TDG, WHMIS, OHS, Fall Protection, Ladder and Scaffold, Confined Space Entry.
- Experience working for or a relational understanding of First Nation's operations and maintenance.
- Google™ drive, calendar, forms and other Google™ products.
- Ability to speak Dene and/or Cree.

WORKING CONDITIONS

- Attend evening meetings and provide public presentations as required.
- Lifting and moving materials weighing up to 40 lbs occurs occasionally
- Time pressures and deadlines may be experienced.
- Work weekends and on call as required
- Occasionally dealing with upset community members



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- Work environment involves both in the office and out in the field
- Overtime as required (this position is exempt from overtime).

APPLICATION INSTRUCTIONS

Closes: Open until filled. **Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge. The successful candidate will be eligible for comprehensive group health and pension benefits. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to:

Human Resources, Recruitment
Fort Nelson First Nation
R.R. #1, Mile 295, Alaska Highway
Fort Nelson, B.C. V0C 1R0
E-mail: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum qualifications will receive a reply.

* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.