



Fort Nelson First Nation

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POSTING

Position Title: Director of Public and Capital Works	Posting #: 2019-02-1.0
Department: Community Infrastructure and Safety Services	Level: G7-L6
Location: On Reserve	FTE: 1.0
Supervisor: Executive Director of Administration	Rate: TBN
Authority: Budgets, Spending, Reporting, Supervision, PR	First Posted: 04-02-2019
Effective Date: February 2019	Closes: When Filled

SUMMARY / SCOPE

In accordance with established vision and values of the Fort Nelson First Nation capital and public works infrastructure and community safety programs, the Director of Public & Capital Works shall be responsible for the planning, organization, direction, control and integration of the community's public works and utilities services and capital infrastructure programs and all associated service delivery.

The Director of Public & Capital Works is a civil engineer and will provide expert professional guidance to department staff; key responsibilities include the administration of roadways, water distribution and wastewater collection systems, parks and recreation, landscape, cemetery, community buildings and public housing stock, and Elder owned homes, and the ability to process all related paperwork. This individual develops and oversees policies and procedures, and will be responsible for the day to day activities of the department, and prepares the departmental budget, as well as short and long range planning efforts for staff, programs, service delivery, capital planning, project management and related financial management. Other duties include overseeing the vehicle fleet, tools and equipment, supply inventory, and performing mentorship and training to workers and working alongside staff as applicable to assigned area.

COMPETENCIES

- Leadership By Example
- Safety
- Teamwork
- Relationships
- Ethics/Integrity
- Management
- Computer Skills
- Critical/Strategic/Analytical
- Communication
- Organized
- Innovative
- Mediating & Negotiating

REQUIRED QUALIFICATIONS

- Degree or equivalent in civil engineering, or the ability to obtain certification within six months of hire. Accredited training courses in water distribution.
- Previous managerial experience in a public works and utilities, and capital works environment, including 2 years in a responsible administrative position.



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- Theory, principles, practices and techniques of public works, traffic and roadway engineering, water and sewers engineering, and public works and utilities maintenance functions;
- Strong working 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;
- Strong understanding of the principles and practices of public administration, including budgeting, purchasing and the maintenance of public records; organization and functions of an elected Council;
- Strong working knowledge of the principles and practices of management and supervision.
- Ability to plan, direct and integrate broad, comprehensive public works and utilities programs, and capital works activities;
- Ability to analyze complex engineering and maintenance issues and problems; ability to evaluate alternative solutions and develop sound conclusions, recommendations and courses of action;
- Ability to present proposals and recommendations clearly and logically in public meetings;
- Ability to understand, interpret, 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 develop clear, concise and comprehensive technical reports, correspondence and other written materials;
- Must exercise sound, expert independent judgment within general policy guidelines;
- 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 for this position; and flexibility in relation to work schedules and locations may be required.
- Satisfactory completion of a criminal record check.
- Valid BC Driver's License and access to personal vehicle for business related purposes.
- Satisfactory driver's abstract.

WORK CONDITIONS

- Supervising and directing employees and Tradespersons and others.
- Lifting and moving materials weighing up to 40 lbs occurs occasionally: objects may include tools, bags of garbage, lumber, supplies, furniture.
- Walking is required to perform basic surveying work and related field work. Work activities may require driving to purchase and deliver materials, climbing over terrain and working in awkward positions.
- Occasional requirement to work in awkward or cramped positions or body movements when working in confined spaces.
- Interacts with Tradespersons, Engineers, engineering aides/technicians, contractors and equipment operators, employees, and general public.
- Auditory concentration is required to listen attentively, to be alert and to obtain and interpret information correctly.
- Auditory strain is experienced occasionally when near loud machinery such as a drills or jackhammer.
- Visual concentration or alertness is required on a regular basis to ensure the safety of self and others, and when visiting job sites.
- Time pressures and deadlines may be experienced.



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- There is a requirement to wear safety boots at all times. Other safety equipment such as hard hat, goggles, ear/eye protection, masks, gloves, vests, may be required when performing specific tasks.
- The likelihood of injury or illness resulting from hazards in the position is limited if safety precautions are followed.
- Regularly work results in exposure to dirt, dust, filth and garbage when working with drywall, demolishing walls and handling insulation; electrical shocks while working with live wires, dangerous heights or depths when working on scaffolds and ladders, wet or slippery surfaces, and adverse weather conditions when working outside.
- Occasionally, can be exposed to vibration from equipment, or sharp objects such as utility knives.
- May be exposed to unpleasant dealings in emotionally charged situations.
- Overtime as required.

APPLICATION INSTRUCTIONS

Closing: Competition will remain open until the position is filled. **Remuneration:** The rate offered to the successful applicant is pending certification(s), knowledge, skills, abilities, and experiences. *Preference may be given to qualified First Nation's applicants, and we encourage those applicants to self-identify. Fort Nelson First Nation is a progressive organization offering an incredible work environment, competitive salary packages, health and pension benefits, professional development and career advancement opportunities. 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.