



# Fort Nelson First Nation

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## INTERNAL/EXTERNAL POSTING

<b>Job Title:</b>	Public Works Supervisor	<b>Posting #:</b>	04-2024
<b>Department:</b>	Community Infrastructure & Safety Services	<b>Grade:</b>	7
<b>Location:</b>	On Reserve; Multiple Sites Served	<b>FTE:</b>	1.0
<b>Supervisor:</b>	Public & Capital Works Manager	<b>Starting Rate:</b>	\$32.15/hr.
<b>Key Areas:</b>	Budgets/Spending, Safety, Security, Contact, Assets, Reporting, Manage People	<b>First Posted:</b>	2024-02-07
<b>Effective Date:</b>	Immediate, full time permanent	<b>Closes:</b>	2024-02-21

### Job Scope

The Public Works Supervisor is a first line supervisor and is responsible to, and reports to, the Public & Capital Works Manager. The Public Works Supervisor plans, organizes, directs controls and evaluates the programs and activities of the assigned service areas, and also directs and controls workers and informs management about work performance, progress, and difficulties. The Public Works Supervisor is responsible for carrying out the decisions of management, and for planning daily, weekly, and monthly work assignments for workers to complete, as well as overseeing all progress and results, and reporting to management. An additional component of this work is the development of morale in workers, and promptly reporting any worker demands, feelings, and behaviors to management and human resources for resolution. Primary goals are for safe work processes, quality work production, and comprehensive reporting and compliance in all assigned functional areas. The work also includes ensuring security and safeguards for workers, work facilities, work equipment, and work sites.

The functional areas of responsibility for the Public Works Supervisor are: (a) Water and Sewer Utilities, (b) Roads Traffic and Fleet, (c) Byways and Greenways, (d) Parks and Recreation. The Public Works Supervisor will coordinate the maintenance programs, services, and operations related to public works infrastructure and assets in support of the organization. In consultation with the department Director, and other department supervisors, the Public Works Supervisor plans, coordinates and implements the budgets for the applicable service areas, and plans, organizes, directs, controls and evaluates:

- a) maintenance: programs, services, and operations;
- b) project management: construction activities related to water and sewer, roads traffic and fleet, byways and greenways, parks and recreation, assigned utilities, and all related facilities; and
- c) utilities services, including water filtration and supply and distribution systems, and waste management and treatment and waste disposal and waste recycling.

Service area goals include public safety, through environmental and facility improvements, that enhance the quality-of-place and quality of life for community members. The work also includes ensuring security and safeguards for facilities, buildings, equipment, work sites, and personnel. A key element of success for this position is technical knowledge and experiences and an awareness and knowledge of reference materials to assist in addressing problems, challenges and issues, and includes, regulations, written policies, procedures and guidelines, as well as maintenance and work schedules and check lists, and equipment and tool manuals and reference handbooks, and WHMIS manual and data sheets. Responsible for driving a variety of fleet vehicles frequently for the purposes of carrying out a variety of work specific to the role. Other related duties as required.



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## Candidate Profile

The Public Works Supervisor exercises tact and politeness in worker relations and possesses technical knowledge for the work. This worker has excellent interpersonal skills including exceptional communication and engagement skills to gather information and to ask questions and to direct and control the work of subordinates. Informing and engaging employees and gaining their confirmed understanding and cooperation is crucial to the safety of the work, as is engaging employees to build morale. This worker has strong written and verbal communication skills and communicates with employees, managers, and citizens, regarding daily work tasks and assignments. This position also communicates with others involved in the work production chain such as, Tradespersons, Paraprofessionals, Professionals, agents and affiliates. Maintains contact with the occupational health and safety committee members, and the general public. This position is responsible for preparing reports for management and occasional reports to Council.

## Preferred Qualifications

### Experience:

- Three (3) years' experience in the field of work with at least one (1) year progressive experience overseeing work teams/crews and support staff.
- Experience must include proposal preparation, project management, program management, and budget preparation and implementation.
- Some experience working with other service providers.
- Experience purchasing, picking-up and delivering supplies.

### Knowledge:

- Mature individual of professional presentation with a minimum grade 12 high school diploma, supplemented by completion of a college certificate or diploma in the required discipline.

### Skills:

- Strong interpersonal skills and ability to interact professionally with employees, private developers, consultants, Executive Staff, Council, and the public; ability to maintain diplomacy in the Community and with outside parties.
- Strong leader and team builder with excellent communication skills (written and oral); ability to listen to understand and ask questions for clarification and to implement resolution skills; able to produce written documents with clearly organized thoughts using proper sentence construction
- Proficient computer skills and able to use MS Office Suite, Excel, internet, and email.

### Abilities:

- Demonstrated ability to prioritize, organize and manage multiple and diverse projects and operations, while adhering to budgets and timelines.
- Willingness and ability to work on call and on weekends as necessary.

### Other:



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- Compliance with BC Immunization program, TB Screening, and FNFN's requirement for COVID-19 vaccinations.
- Satisfactory completion of a police information check may be required.
- Valid Class 5 BC Driver's License.
- Drivers Abstract.

### Complimentary Assets:

- Air brake endorsement.
- Completion of Degree applicable to the field of work.
- Other certificates of training such as, OFA1, WHMIS, OHS.
- Experience working with CIRNAC/ISC funders and associated programs and projects, with demonstrated success in project / proposal development.
- Experience working for or a relational understanding of First Nation's operations.
- Google™ drive, calendar, forms and other Google™ products.
- Ability to speak Dene and/or Cree.

### Work Conditions

This is safety sensitive position due to the requirement to regularly operate vehicles and equipment. All aspects of job tasks include the requirement to conduct hazard/safety assessments to safeguard self, other people, equipment and work sites. The regular work schedule is Monday to Friday, 8:30 a.m. to 4:30 p.m., 35 hours per week. Will occasionally be required to work evenings, weekends and earlier start times. Requirement to travel to several sites on reserve. Occasionally the work results in working alone, such as when operating equipment. Overtime as approved by the supervisor(s).

### Application Instructions

**Closes:** February 21, 2024 at 11:59 p.m. **Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge. \*Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: [recruitment@fnnation.ca](mailto:recruitment@fnnation.ca)

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum requirements 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.