



Fort Nelson First Nation

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EXTERNAL JOB POSTING

Job Title:	Public Works Coordinator	Posting #:	2019-17-1.0
Department:	Community Infrastructure & Safety Services	Level:	G5-L4-C6
Location:	Office at Reserve Rd.; Multiple Sites Served	FTE:	1.0
Supervisor:	Department Director	Rate:	\$28.58
Key Areas:	Budgets/Spending, Safety, Security, Contact, Assets, Reporting, Manage People	First Posted:	30-05-19
Effective Date:	April 01, 2019	Closes:	Open until filled

SUMMARY / SCOPE

The Public Works Coordinator is a first line supervisor and is responsible to, and reports to, the department Director. The Public Works Coordinator 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 Coordinator 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 Coordinator are: (a) Water and Sewer Utilities, (b) Roads Traffic and Fleet, (c) Byways and Greenways, (d) Parks and Recreation. The Public Works Coordinator 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 coordinators, the Public Works Coordinator 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. Other related duties as required.

Candidate Profile:

The Public Works Coordinator exercises tact and politeness in worker relations and possesses technical knowledge for the work. The supervisor 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. The supervisor 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.

COMPETENCIES



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- Public Safety/Assets
- Leadership/Mentoring
- Work Scheduling
- Budgets/Spending
- Planning/Coordination
- Communication/Reporting

MINIMUM QUALIFICATIONS

- 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, and/or certificates/tickets in water distribution.
- 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.
- 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
- Demonstrated ability to prioritize, organize and manage multiple and diverse projects and operations, while adhering to budgets and timelines.
- Proficient computer skills and able to use MS Office Suite, Excel, internet, and email.
- Willingness and ability to work on call and on weekends as necessary.
- Satisfactory completion of a police information check.
- Valid BC Driver's License.
- Satisfactory driver's abstract.

DESIRED QUALIFICATIONS

The following are considered assets:

- 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.

APPLICATION INSTRUCTIONS

Closes: Open until filled. **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:

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

* 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.