

**MISSISSAUGAS OF SCUGOG ISLAND FIRST NATION**

**OPEN**

**JOB ANNOUNCEMENT**

**Operations Manager**

**POSITION:** Operations Manager

**POSTING DATE:** May 2/2018

**ANTICIPATED START DATE:** As Soon As Possible

**REPORTS TO:** First Nation Manager

**HOURS OF WORK:** Monday to Thursday, 8:30 a.m. to 4:30 p.m.; Friday 8:30 a.m. to 1:00 p.m.  
Some flexibility required to work evenings and weekends to meet community and emergency needs, per the Lieu Time and Hours of Work Policies.

**DUTIES:**

Plan, organize, direct, control and evaluate the operations, programs and staff related to Construction, Housing, Water/Wastewater and Building and Grounds Maintenance departments (including emergency after-hours services), including all related facilities and equipment. This position provides direct supervision to the Construction Project Manager, Overall Responsible Operator, Housing Coordinator and Building and Grounds Maintenance Supervisor

**DAILY**

- Manage day to day activities of operations staff and ensure adherence to program and HR policies and procedures
- Provide training and coaching for operations staff in the completion of their tasks and working towards departmental objectives
- Train and encourage staff to learn new tasks and take responsibility and accountability
- Foster, encourage and promote staff teamwork and effective communication
- Document employee issues and concerns
- Provide supervision, direction, coaching, counseling, evaluation and support to Public Works Managers and Supervisors, Program Providers, Service Providers and contract employees
- Oversee management of contractors, service providers and sub-trades for the provision of Public Works supplies and services and manage related issues
- Plan, organize, direct, control and evaluate operations policies and services such as signage, cleaning, gas services, maintenance, parking, safety inspections, security, landscaping, snow removal, construction projects and water/waste water treatment
- Develop, direct and oversee the preventative maintenance programs, installation, maintenance and repair of infrastructures including machinery, equipment, electrical and mechanical systems
- Oversee the purchase of operations supplies and equipment
- Oversee the preparation of progress reports and issue progress schedules to MSIFN members, Council, Contractors and Service Providers
- Assist direct reports when requested and/or required with performance management of their staff
- Monitor and affect regular staff attendance in areas of responsibility
- Monitor the implementation and reporting procedures of programs
- Oversee, direct and evaluate programs and oversee budgets in cooperation with Managers, supervisors and program and service providers
- Provide policy support and policy directives to direct reports
- Ensure Health & Safety compliance for all Public Works employees/contractors/visitors and Chair Workplace Health and Safety Committee
- Responsible for approving daily routine administrative procedures for direct reports (i.e.: timesheets, Leave of Absence Requests, Purchase Orders, invoices, etc.) and monitoring time off

### **WEEKLY**

- Act as a liaison and public relations officer in matters of operations
- Direct the development and implementation of Public Works goals, objectives, policies and procedures of the MSIFN and work with staff to implement decisions of Council
- Oversee Public Works funding agreements and contracts
- Ensure new construction for code compliance, renovation improvements, Canada Mortgage and Housing Corporation (CMHC) programs, such as RRAP and Section 95
- Research and provide advice on new technology and methods of construction and capacity development
- Liaise with Overall Responsible Operator to monitor, troubleshoot and report to Council on all wastewater treatment plant/OCWA technical bulletins and water/waste water treatment results and make recommendations to Council as to how the MSIFN can make improvements to water/waste water quality (Wastewater Treatment Plant is currently operated by a 3<sup>rd</sup>. party operator)
- Act as a liaison with the WWTP Operator, and oversee the project management of MSIFN Water and Waste Water Treatment Plant from the perspective of developing and maintaining the interests of the MSIFN

### **MONTHLY**

- Liaise with the IT Administrator regarding Wastewater Treatment Plant security system, camera system and internet issues
- Attend Steering Committee, Wastewater Treatment Plant and other meetings as required
- Conduct monthly Public Works staff meetings/information sessions
- Attend Monthly Water/Wastewater meetings and oversee necessary follow-up
- Liaise with Finance Manager and service providers to ensure Water and Wastewater Treatment Plant and other financial and reporting requirements are met.
- Ensure submission of program work plans, reports, funding agreements and statistics
- Attend monthly Council Meetings as required

### **ANNUALLY**

- Assist designated staff in setting and achieving professional development goals
- Ensure completion of probationary and annual performance appraisals for operations staff as defined in policy
- Accompany Health & Safety Committee on annual inspection of operations buildings
- Prepare and manage operations budget in consultation with direct reports
- Manage Capital Assets Inventory System including all reporting requirements
- Manage Capital Assets Management System including all reporting requirements in consultation with the Ogemawahj Tribal Council
- Oversee MSIFN Housing Policy
- Review and Prepare Environmental Screening Reports (ESR)
- Develop, manage and oversee the overall assets of the MSIFN and develop a maintenance management program

### **AS REQUIRED**

- Monitor the performance of designated Public Works staff
- Liaise with MSIFN members/public on Public Works issues; assist with troubleshooting problems
- Participate in interviewing, hiring, orientation and training of senior Public Works staff
- Participate on internal and external committees as approved by Council
- Special projects assigned tasks and additional regular duties as required by Council
- IC3 Computer Certification and CMP (Canadian Management Professional) designations required within the first year of employment
- Involve relevant departmental staff in Operations issues as required.

**PAY RANGE:**                    **\$50.37/hr. - \$57.81/hr. (\$91,673.40 - \$105,215.20/yr. based on a 35-hour work week)**

**MINIMUM QUALIFICATIONS:**

- Completion of University degree in project management, electrical, civil or mechanical engineering, or in a discipline related to construction, facility operation and/or maintenance plus a minimum five years related senior management work experience and 10 years total work experience
- Valid driver's license and \$1M liability insurance
- Knowledge of legislation governing First Nations
- Initiative and ability to work independently to meet deadlines
- Ability to analyze problems, recommend and implement solutions
- Good interpersonal skills to communicate with First Nation residents
- Project Management knowledge and experience
- Knowledge of Aboriginal Water and Wastewater Association of Ontario (AWWAO)
- Knowledge of Fuel Systems Management Circuit Rider Program
- Sound knowledge of MS Office Programs (Word, Excel, PowerPoint), Microsoft Project
- Demonstrated advanced written and verbal communication skills
- Demonstrated people management and conflict management skills
- Business negotiation skills
- Budget development and analysis skills
- Advanced planning and organizational skills

**Considered an asset:**

- Professional engineering status, construction trade certification
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics
- Water and Wastewater Operator Certification
- Project Management Certification

**Preferred experience:**

- Management experience in Facilities/Grounds Operations or Maintenance, Construction, Housing and Water and Wastewater Treatment
- Project Management Experience
- Work experience with a First Nation or Aboriginal Organization

**TO APPLY:**

Complete application form (mandatory - can be picked up at the band office) or also send resume, including a cover letter, to Barbara Kerel (e-mail or fax acceptable). Existing employees must complete an Internal Application Form.

**DEADLINE:**

**May 15/2018**

Those who miss the deadline may qualify to apply during the next stage if the position is not filled.

**QUESTIONS:**

Barb Kerel, Administrative Assistant  
Phone: 905-985-3337 Ext. 242  
Fax: 289-312-4647  
[bkerel@scugogfirstnation.com](mailto:bkerel@scugogfirstnation.com)

The MSIFN is committed to employment equity. All qualified candidates are encouraged to apply; however, Aboriginal applicants will be given priority. Qualified candidates who self-identify as "Aboriginal" as defined in the MSIFN Recruitment Policy, will be given preferential consideration for any position.

**"An Equal Opportunity Employer"**