



FULL-TIME EMPLOYMENT OPPORTUNITY

Solar Farm Operations & Maintenance Supervisor

JOB SCOPE:

The Alderville First Nation is seeking a dependable, enthusiastic individual to fill the position of **Solar Farm Operations & Maintenance Supervisor** who is responsible for the development, coordination and implementation of the Alderville solar farm day to day maintenance duties. This is a **full-time** position for 35 hours per week. *Must be flexible and available for on-call after hours and during weekends as required.* The successful candidate will work under the direct supervision of the First Nation Administrator.

DUTIES & RESPONSIBILITIES:

General Maintenance:

- Provides general maintenance for the Solar Farm and completes detailed timesheets daily on all maintenance activities; minor carpentry, painting, as required;
- Communicates regularly with Northwind Solutions on effective operation & maintenance of the solar farm;
- Ensures winter maintenance at solar farm buildings and site including snow removal, sanding/salting, panel clearing, etc.;
- Ensures summer maintenance at solar farm and buildings including noxious weed containment and removal, panel cleaning;
- Clears brush and debris from solar site including general waste maintenance.

Administrative:

- Reviews the computerized and manual document management system maintained by Northwind Solutions for the solar farm operations; monthly maintenance checklists and other related solar farm documentation such as Spare Parts Inventory;
- Scrutinizes and signs off on all solar farm related payables;
- Coordinates and prepares submissions for the Monthly Community Newsletter as required.

MINIMUM QUALIFICATIONS:

- Grade 12 or equivalent experience
- Exterminator license (herbicide application) or willing to obtain
- Must have excellent experience with Health & Safety procedures and knowledge of WHMIS
- Must be in excellent physical condition and able to lift, push and pull up to 50 pounds
- Must have experience operating farm/construction machinery and equipment; Heavy Equipment Operator's License, an asset (i.e. backhoe operations)
- Must have valid Class 'G' driver's license with \$1M liability insurance with reliable method of transportation

PREFERRED EXPERIENCE:

- Previous experience in Renewable energy sector, sound knowledge of electrical theory and safety practices;
- Demonstrated knowledge of Solar PV electricity generation
- Knowledge of office administration relating to maintenance, inventory, purchasing, tendering, etc.
- Demonstrated working experience in general maintenance
- Strong organizational skills and ability act on priority tasks
- Self-motivator with ability to work independently and in a team environment
- Strong computer skills in Word, Excel, PowerPoint, Outlook, Internet; knowledge and practical experience / proficiency with database management
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered)

Salary: Alderville First Nation Salary Grid will apply – targeted start rate is \$17.84 - \$18.78 per hour

Deadline to Apply: Monday, July 23, 2018 @ 4:30p.m.

How to apply: Applications **must include** a cover letter, resume and three work-related references and/or letters of reference.

Persons of Aboriginal ancestry are encouraged to apply and should identify themselves in their cover letter.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mail to: mlevesque@alderville.ca

Fax to: (905) 352-3242

Mail to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque

RE: *Solar Farm Operations & Maintenance Supervisor*

For full job description, contact Joanne Smoke or Melissa Levesque at (905) 352-2011. We thank all who apply however only those selected for an interview will be contacted.

Chief and Council retain the right to make the final decision on the selection of the successful candidate.