



## FULL-TIME EMPLOYMENT OPPORTUNITY

### PUBLIC WORKS DEPARTMENT SUPERVISOR

#### JOB SCOPE:

The Alderville First Nation is seeking a reliable, motivated and energetic individual to fill the permanent position of Public Works Department Supervisor - FULL-TIME for 5 days/week (35 hrs/week). *Must be flexible and available for on-call after hours and during weekends as required.*

The Public Works Department Supervisor is a working Supervisor responsible for organizing the safe and efficient day to day operations of the Public Works Department. This position provides direct supervision to the public works staff and maintenance crews including: planning, scheduling, monitoring and reporting on tasks/projects that have been assigned. The Public Works Supervisor is also responsible for developing policy and building effective working relationships with stakeholders both internal and external to the organization.

#### DUTIES & RESPONSIBILITIES:

- Based on direction provided by the Capital Assets Officer, the Public Works Supervisor is responsible to develop and execute the annual public works department plan for the operation, maintenance and repair of the following services:
  - Road maintenance and repairs;
  - Grounds maintenance for On Reserve facilities, structures and Cemetery;
  - Public Works vehicles;
  - Ensures regular maintenance and upkeep of First Nation Administration vehicles; and
  - Public Works department tools & equipment.
- Responsible for department wide coordination to carry out activities with the Public Works department for all properties owned and operated by Alderville First Nation keeping in line with approved budget provisions; directs personnel in a professional manner.
- Answers and responds to public inquiries and complaints.
- Prepares technical reports and correspondence as required.
- Looks for ways to optimize work through operational efficiencies, new technologies and best practices.
- Ensures work takes place in accordance with established policies, procedures and practices.

#### Related and other duties:

- Participates in the daily work tasks, including but not limited to operating equipment and machinery, engaging in manual labour, etc.

#### MINIMUM QUALIFICATIONS:

- Completion of Grade 12 or equivalent experience
- Formal academic training and/or apprenticeship in a skilled trade is strongly recommended (eg. Millwright, Construction)
- Valid driver's DZ license and \$1M liability insurance
- License/Certification and/or experience in other heavy equipment operation an asset

#### PREFERRED EXPERIENCE:

- Minimum three (3) years working experience in Public Works and/or Road Maintenance
- Demonstrated Supervisory experience over several employees; Ability to motivate and work in a collaborative team environment
- Sound knowledge of the Occupational Health & Safety Act, WHMIS regulations and applicable government legislation
- Computer knowledge and familiarity with Microsoft Office programs for reporting, work orders, email correspondence, etc.
- Work experience with a First Nation or Aboriginal Organization an asset

**Salary:** Alderville First Nation Salary Grid will apply – targeted start rate is \$21.45 – 22.58 per hour

**Deadline to Apply:** Friday, November 9th, 2018 @ 1:00p.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-mailed to:** [mlevesque@alderville.ca](mailto:mlevesque@alderville.ca)

Fax to: (905) 352-3242

**Mailed to:** Alderville First Nation  
11696 Second Line Road, Roseneath, Ontario K0K 2X0

**Attention:** HR Manager, Melissa Levesque

**Re:** *Public Works Supervisor*

For **full job description**, contact Melissa Levesque at (289) 435-2008. 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.*