



Beausoleil First Nation

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Christian Island, ON
L9M 0A9

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Date Re-posted: July 08, 2021

EMPLOYMENT OPPORTUNITY

The Director of Capital and Public Works shall be responsible for the planning, direction, and implementation of all Public Works Departments of the Beausoleil First Nation which includes all Roads, Water, and Waste/Recycling activities and functions. The Director of Capital and Public Works will provide managerial, planning, and operational support to the related program staff in the areas of Roads, Water, Ferry Transportation, and Waste/Recycling. **Preference will be given to those of aboriginal descent.**

Job Title: Director of Capital and Public Works

Qualifications:

1. Must have Bachelors Degree or Diploma in Public or Business Administration, Environmental Studies (B.E.S),
2. Minimum of 5 years related senior management experience preferably in a First Nation Public Works setting. Strong working knowledge in the principles and practices of management and supervision. Ability to evaluate management practices and adopt effective courses of action.
3. Experience in preparation of strategic plans, annual plans, reports, budgets, funding proposals, briefing notes, marketing and communication plans.
4. Strong communication skills including experience in presenting of both written and oral briefs to small and large groups. Ability to understand, interpret, explain, and apply relevant local, provincial, and federal laws.
5. Superior research and analytical skills
6. Excellent computer skills, including PowerPoint, Excel, and Word
7. Must have a valid driver's license and own vehicle available for use on First Nation business
8. Ability to establish and maintain effective working relationships with First Nation Council, other governmental and regulatory officials, staff, private and community organizations, developers, contractors, and others encountered in the course of work.
9. Must be able to manage and complete multiple tasks, projects, and priorities
10. Enthusiasm, a good sense of humor, and a passion for the community of BFN.
11. Must be able to provide a *Clean* Criminal Reference Check (CPIC).

Duties:

- Providing leadership and working closely with the department staff to optimize staff performance. Directly supervising and monitoring the activities of the Roads, Water, and Waste/Recycling staff in accordance with First Nation's Administration Policies and Procedures
- Developing, implementing, and monitoring long term plans, goals, and objectives focused on achieving the First Nation's priorities in Roads, Water, and Waste/Recycling
- Preparing fiscal program budgets for Council approval and ensuring controlled management of program expenditures through regular fiscal planning, controlling and reporting Roads, Water, and Waste/Recycling Management Staff and the Finance Manager
- Planning, organizing, controlling, and maintaining a satisfactory Waste and Recycling Program that meets the community's needs while remaining consistent with all environmental guidelines of any applicable governmental legislation
- Completing relevant funding proposals, tenders, contracts, etc. to meet the First Nations current and proposed Roads, Water, and Waste/Recycling requirements
- Ensuring that all vehicles and machinery used in the service of the community's Roads, Water, and Waste/Recycling program are maintained in good working condition
- Developing and maintaining satisfactory Roads, Water, and Waste/Recycling policies and procedures
- Completing all required reporting to internal and external agencies, including the First Nation Administrator, Council, Funding Agencies, and any other regulatory agencies

Salary: DOQ/DOE (\$70,000-\$75,000) **Duration and Hrs of Work:** Permanent Full time 35 hours weekly

Closing Date: Applications shall be delivered to the Administration Building no later than Thursday July 22, 2021 at 12:00pm. Late applications will not be accepted.

Direct Supervisor: A. Dan Monague, First Nation Administrator

Functional Supervisor: Chief and Council

*Application packages must consist of the following: **Cover letter, resume, relevant diplomas/certificates and at least three recent employment related letters of reference.** Your application package must be clearly marked with your name and the position you are applying for. Faxed or e-mailed applications are acceptable, however, applicants selected for an interview must present the original signed letter of application at the interview. Candidates are responsible for confirming receipt of application by email jobs@chimnissing.ca. We thank all those who apply, however only those selected for an interview will be contacted.*