



WOODLAND CREE FIRST NATION #474

General Delivery, Cadotte Lake, Alberta, T0H 0N0

Phone: 780-629-3803 Fax: 780-629-3865

EMPLOYMENT OPPORTUNITY FULL TIME PERMANENT DIRECTOR OF PUBLIC WORKS

POSITION: Director of Public Works

STATUS: Full-Time Permanent

LOCATION: Woodland Cree First Nation

REPORTING TO: Chief Executive Officer

Position Overview:

The Director of Public Works will be responsible for the development, coordination, and management of all services related to infrastructure, buildings, and equipment for the Woodland Cree First Nation. This role involves the supervision and administration of day-to-day operations of the Public Works Department and overseeing the Public Works crew. The Director will ensure the effective delivery of public works services while maintaining high standards of quality, efficiency, and safety.

Key Duties and Responsibilities:

1. **Capital and Maintenance Works:** Ensure all capital works and maintenance projects are executed and maintained according to standard construction and engineering principles.
2. **Budget Planning and Management:** Prepare and manage budgets for the maintenance of all infrastructures, buildings, mechanical equipment, and related record-keeping.
3. **Staff Management:** Hire, direct, coordinate, and supervise Public Works Department staff. Administer disciplinary actions or terminations as required.
4. **Training and Development:** Approve staff training initiatives, and attendance at seminars, workshops, and conferences to promote professional development.
5. **Policy and Procedure Development:** Develop and recommend policies, bylaws, and procedures for the Public Works Department for approval by the Chief Executive Officer and/or Chief and Council.
6. **Operational Oversight:** Ensure that the department's programs, policies, practices, and procedures are effectively implemented and adhered to.
7. **Annual Budget Preparation:** Prepare and submit the annual capital and operating budget for the Public Works Department to the Chief Executive Officer.
8. **Grant Applications:** Work closely with the Finance Department to prepare applications and submissions for cost and revenue-sharing grants available to the Public Works Department.
9. **Government Liaison:** Act as a liaison with local officials of various Ministries, Crown Corporations, and government agencies regarding Public Works functions.

10. **Construction Oversight:** Review cost reports and monitor construction progress of projects to ensure compliance with quality standards and budget constraints.
11. **Long-Term Planning:** Oversee the long-term planning and upgrading of infrastructure to ensure sustainability and growth.
12. **Additional Responsibilities:** Perform other duties and functions as assigned by the Chief Executive Officer.

Experience and Qualifications:

1. **Management Experience:** A minimum of five (5) years of experience in a management position in a local government Public Works Department, ideally with a degree or diploma in a relevant field. Experience in transportation, infrastructure, and public works, complemented by management development education, is preferred.
2. **Certifications:** Journeyman Pipefitter or Plumber certification would be considered an asset.
3. **Technical Knowledge:** Working knowledge or education in the planning and management of sewer, water, and storm water utilities.
4. **Leadership Skills:** Proven leadership, team-building, and supervisory capabilities with a strong commitment to continuous improvement.
5. **Organizational Skills:** Strong planning and organizational skills, with a high degree of professionalism, integrity, and personal initiative.
6. **Policy Implementation:** Experience in implementing policies and procedures to maintain a safe and efficient workplace.
7. **Communication:** Ability to communicate effectively with various stakeholders, including staff, government officials, and community members.
8. **Language Skills:** Ability to speak Cree is an asset but not required.

Additional Requirements:

- Ability to meet job-related travel requirements.
- A strong commitment to safety, efficiency, and quality in public works operations.

The position will remain open until a suitable candidate is found. The successful candidate will be required to work collaboratively with the Chief Executive Officer and community members to ensure the success of public works initiatives.

We encourage all qualified individuals to apply and join our team at Woodland Cree First Nation.

Please send your Resume, current clear Criminal Record check and a cover letter to:

Ashley Furlong, Human Resources/ Kindy Kramer, Director of Executive Services
General Delivery Cadotte Lake, AB T0H 0N0

Email: hr@woodlandcree.net

CC: kindy@woodlandcree.net

Fax: (780) 629-3865