



# Chippewas of the Thames First Nation

320 Chippewa Road, Muncey Ontario N0L 1Y0

Tel: (519) 289-5555 Fax: (519) 289-2230

**Chippewas of the Thames First Nation is accepting applications for the position of:**

## **PUBLIC WORKS DIRECTOR**

Posting Date: April 25, 2024

Closing Date: May 17, 2024 at 4:30 pm

**Reports to:** Administration Officer

**Direct Reports:** Roads Supervisor, Water Treatment Plant Supervisor, Wastewater Treatment Plant Supervisor, Janitor Supervisor

**SUMMARY:** The Public Works (PW) Director provides management and leadership to all aspects of the Public Works Department. The PW Director oversees the effective and efficient delivery of public works and water works services and operations; manages and oversees external engineering and other contracts; provides advice and technical guidance regarding infrastructure; assists with the development and update of the long-term asset management plans; prepares and monitors the department's annual budget; and ensures compliance with the policies and plans; and contributes to the success of the Comprehensive Community Plan. The PW Director ensures compliance to all relevant legislation.

**SCOPE:** The PW Director serves as a key member of the Chippewas of the Thames First Nation senior management team. The PW Director adheres to and ensures that all staff in the department adheres to, departmental policies, relevant legislation, COTTFN Personnel Policy and Procedures Manual, COTTFN Financial Regulations, COTTFN Finance Administrative Law. The PW Director supports, assists, and promotes the vision of the Chippewa of the Thames First Nation and adapts to the ongoing needs of Chippewa of the Thames First Nation.

### **DUTIES AND RESPONSIBILITIES:**

#### **Administration:**

1. Administers the activities and programs related to the Public Works Department including roads, band properties, utilities, recreation facilities, sanitation, water treatment and distribution, wastewater treatment and collection, cemetery and monuments maintenance, and construction;
2. In cooperation with housing construction, oversees the implementation and organization of the capital construction program;
3. Plans and submits strategic recommendations to Band Council for the development and efficient operations of departmental programs and activities and implements as required;
4. Ensures the effective delivery of services:
  - I. Reviews service delivery reports with managers;
  - II. Attends monthly review meetings with managers;
  - III. Reviews community services with managers and ensures compliance with policy and procedures;
5. Ensures the proper maintenance, repair and use of equipment through proper evaluation and research;
6. Establishes a secure area for the storage of Band tools and equipment and regulates their use;
7. Checks the inventory of all Band equipment at period intervals and replaces as required;
8. Keeps a log of daily activities;
9. Maintains and enforces band land rental and lease agreements;
10. Provide monthly reports, departmental reports, recommendation reports, draft policies, by-laws for presentation to Council;
11. Prepares and administers a comprehensive annual work plan;
12. Reviews monthly financial reports and when necessary, takes necessary corrective measures to remain within budget;
13. Proactively monitors the availability of grants and other forms of funding applying where eligible and ensures all requirements are fulfilled;



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14. Responds to inquiries and investigates complaints appropriately according to the Policy and Procedures Manual and in a timely manner;

## **Council Liaison:**

1. Attends Council and Committee meetings when requested, providing advice and responding to questions as required;
2. Inspects Public works activities and programs and reports on their progress;
3. Prepares and presents draft policies and discussion papers to Chief and Council;
4. Submits recommendations for amending or implementing band services and programs;
5. Provides Council and committees with background materials and information to enable council and its committees to make sound decisions.

## **Supervisory:**

1. Supervises staff departmental staff;
2. Schedules and approves leaves of departmental managers;
3. Reviews and approves annual performance evaluations of departmental managers;
4. In collaboration with Human Resources Manager, approves staffing, corrective progressive action, and grievance actions within the limits set in the personnel policy;
5. Recommends termination of departmental staff within limits of the Personnel Policy and Procedures Manual;
6. Reviews annual work plans and budgets with departmental managers;
7. Submits staffing requirements to Human Resources and participates in all departmental hiring processes;
8. Ensures departmental staff are appropriately trained and facilitates continued development of job skills for departmental employees;
9. Participates in succession planning in collaboration with Executive Administrator, Human Resources Manager and relevant staff members;

## **Tendering and Contracts in relation to Band Properties:**

1. Prepares tenders, advertisements, and negotiates contracts ensuring competent contractors are being utilized;
2. Implements contracts and ensures terms of contract are being fulfilled;
3. Oversees external engineering consultants and other contractors;
4. Monitors contract progress and activities and ensures all control standards are being followed and legislated requirements are met;
5. Works with Finance Director on budgetary control systems;
6. Ensures preparation of reports and information related to these duties as required by Band Council, its committees or other relevant parties;

## **Planning:**

1. Conducts surveys to ascertain community needs for housing, roads, water and sanitation;
2. Ensures planning of programs and policies required are complete for effective and efficiently delivery of services;
3. Prepares and maintains a multi-year strategic plan for the development and administration of the Public Works and Infrastructure development for Chippewas of the Thames in consultation with Executive Administrator, Managers, Council and committees of Council.

## **Health and Safety:**

1. Understands role/responsibility in maintaining safe workplace and protects the health and safety of employees;



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2. Ensures health and safety information and awareness training to staff occurs and safe work is assigned to employees;
3. WSIB – investigates staff injuries and ensures filing procedure is followed;
4. WSIB – ensures appropriate modified work is followed and safe return to work is monitored;

## **Professional Accountability and Development:**

1. Maintains confidentiality at all times and ensures the safeguard of clients' files;
2. Attends continuing education sessions that will enhance managerial and professional skills.
3. Keeps current on organizational policies and procedures, relevant legislation and their updates;
4. Identifies training needs and attends relevant conferences and workshops in order to increase and maintain knowledge, skills and professional competency;
5. Completes training to meet organizational needs as identified for the position and as an employee of Chippewa of the Thames First Nation and ensures staff supervised completes required training;

*Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may perform related duties as assigned by immediate supervisor or designate. Reasonable accommodations may be made to enable individuals with disabilities to perform job duties.*

## **QUALIFICATIONS:**

- Bachelor's degree in civil engineering, environmental engineering, construction management, public administration or related field with a minimum of five (5) years public works management, civil engineering or related field preferably in a First Nations environment;
- Professional Engineering License (P.Eng) license, Certified Public Works Professional (CWP), Project Management Professional (PMP), Leadership in Energy and Environmental Design (LEED) Certificate considered an asset;
- Exceptional knowledge and solid experience with complex project management and contract administration;
- Experience working on matters related to a wide range of capital projects, water treatment and distribution, storm and sanitary sewage collection, road design, survey, and construction inspection;
- Demonstrated excellent senior management and administrative skills including strategic planning, board/council and government reporting, budgeting and financial management, human resource management, policy development, and project management;
- Proven ability to effectively build and maintain strategic relationships with the community at large, government agencies such as AANDC and CMHC, construction companies and contractors, etc.;
- Superior and well-developed managerial skills;
- Must possess excellent interpersonal and skills and ability to promote team work;
- Must have excellent analytical and problem-solving skills;
- Ability to provide leadership and motivate others, ability to organize time and work, and sound decision-making capability,
- Must have a good working knowledge of the community culture, customs, and a thorough understanding of the issues facing the community.

## **KNOWLEDGE:**

- Exceptional knowledge and solid experience with complex project management and collaboration;
- Solid understanding of engineering principles, construction practices, budgeting, and regulatory requirements;
- Good working knowledge of the community culture, customs and thorough understanding of issues facing the community;



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- Excellent knowledge of infrastructure and Public Works operations;
- Knowledge of safe operation of heavy equipment, (i.e. grader, snow plow, backhoe, dump truck);
- Knowledge of Canada Labour Code, Highway Traffic Act, Safe Drinking Water Act;

## **SKILLS:**

- Demonstrated excellent senior management and administrative skills: including strategic planning, board/council and government reporting, budgeting and financial management, human resource management, policy development, and project management;
- Superior and well-developed managerial skills;
- Considerable independent judgement;
- Excellent interpersonal and communication skills;
- Proven and effective report writing skills;
- Strong public relations skills for effective information distribution and responses to public complaints and queries;
- Excellent analytical, problem-solving, negotiation and sound decision-making skills;
- Computer literate – Microsoft Office and applicable data bases with the capacity to learn new computer software programs;

## **ABILITIES:**

- Proven ability to effectively build and maintain strategic relationships with the community at large, government agencies such as AANDC and CMHC, construction companies and contractors, etc.;
- Ability to effectively manage change;
- Strong ability to provide effective supervision, promote teamwork and direct multiple employees;
- Ability to work as a contributing member of the senior management team;
- Ability to provide leadership and motivate others;
- Ability to organize time and work in order to meet deadlines;
- Ability to develop policies and procedures;

**ATTRIBUTES:** Strong leadership; Highly motivated; Honest; Flexible; Communication skills; Strong work ethics; Problem-solving skills; Reliable.

**WORKING CONDITIONS:** Work is done in office as well outside in varying weather conditions and work site settings including the Public Works building, Water Treatment plant and Waste Water Treatment plant.

**PHYSICAL EFFORT:** While performing the duties of this job, the incumbent is regularly required to sit; talk and hear, both in person and by telephone; use hands to handle or operate standard office equipment; and reach with hands and arms. The incumbent is frequently required to stand and walk.

**MENTAL EFFORT:** Mental awareness is required to ensure the safety of others as well as prolonged periods of concentration. Work schedule is subject to competing priorities and there is the potential for emergency call outs. The incumbent is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with staff and the public.

**Rate of Pay or Range:** Based on qualifications and education.

**Work Hours:** 37.5 hours per week, Monday to Friday 8:30 a.m. to 4:30 p.m., Flexibility to work evenings and weekends, travel is required within and outside of the community.



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## **Work Hours:**

\*Hiring of Indigenous people will be given preference, please identify\*

Interested applicants must submit a cover letter, resume, photocopies of education and training certificates, three work related references.

Only those selected for interviews will be contacted

[hr@cottfn.com](mailto:hr@cottfn.com)

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