



ATTAWAPISKAT FIRST NATION

P.O. Box 248
Attawapiskat, Ontario P0L 1A0

EMPLOYMENT OPPORTUNITY Director of Public Works

OVERVIEW:

The Attawapiskat First Nation is seeking a highly motivated individual to fill the full-time position of Director of Public Works. The incumbent will be responsible for the overall management of the AFN Public Works Program, which will include day to day operational responsibility for the delivery and maintenance of community infrastructure. The applicant will also assist in the coordination the implementation of Capital Work activity in association with other members of the First Nation management group.

PREFERRED QUALIFICATIONS:

- Grade 12 or equivalent combination of life, and work skills
- Must have excellent computer skills
- Financial, personnel management, and project management knowledge and experience
- Ability to handle multiple projects simultaneously and meet deadlines
- Ability to work with agents from different levels of government.
- Must show high respect for Confidentiality and Integrity
- Must show high level of tact and discretionary capabilities
- Must exhibit a high degree of motivation, self direction, and a strong work ethic
- Demonstrated ability to work with people in a non-judgmental and non discriminatory manner.
- Proficient in proposal writing, and knowledge of accounting procedures.
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds.
- Valid Ontario Drivers license.

DUTIES AND RESPONSIBILITIES:

- Manages the day to day operations of Public Works, ensuring that essential community services are maintained for the community according to legislative statute, or FN procedures and policies.
- Plan, direct, coordinate and review the work plan for staff; assigned work activities, projects and programs;
- Supervise and evaluate staff; work with employees to correct deficiencies; aide in discipline and disciplinary procedures as per established policies.
- Oversee and participate in the development and administration of Public Works annual budget, and workplan; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments where, and when warranted.
- Prepare and present reports and other necessary correspondence for FN Management or Leadership.
- Provide assistance to the Director of Operations in all aspects related to Public Works; recommend revisions to programs, policies and procedures where applicable.
- Respond to, and resolve inquiries and complaints from the public in relation to public works.
- Maintain records for all band equipment and maintenance schedules.
- Ensure completion of all reports necessary related to public work operations for funding agencies, or regulatory agencies as necessary.
- Manage each infrastructure area and coordinate activity relating to roads, water, sanitation and community buildings.
- Coordinate use of community assets with other First Nation departments.
- Assist, and coordinate the implementation and delivery of First Nation Capital Works.

Please submit your resume, cover letter and 3 written recent references as noted below in a sealed envelope marked "Confidential – Application, Director of Public Works" to

Lorraine Koostachin
A/Director of Operations
Attawapiskat First Nation
P. O. Box 248
Attawapiskat, Ontario P0L 1A0
Mark envelope: **Director of Public Works Application**

All applicants must include recent, or proof of application for a CPIC

DEADLINE FOR APPLICATIONS: Friday, January 13, 2017 at 16:00 hrs (4:00 pm).

PLEASE NOTE THAT APPLICANTS MUST INCLUDE ALL OF THE INFORMATION REQUESTED ABOVE FOR CONSIDERATION OF THEIR APPLICATION,

WE THANK ALL APPLICANTS BUT ONLY QUALIFIED APPLICANTS WILL BE CONTACTED FOR AN INTERVIEW