



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0

Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting

Public Works Coordinator

Under the direction of the Band Administrator and the supervision of the Manager of Public Works, McLeod Lake Indian Band (MLIB) is seeking a dedicated and detail-oriented Public Works Coordinator to oversee and streamline the operations of the Public Works Department. The successful candidate will play a vital role in managing the Band's fleet, coordinating maintenance requests, processing financial transactions, and supporting community initiatives. The Public Works Coordinator will also be responsible for the maintenance and security of the new Wellness Center.

Key Responsibilities:

Fleet Management:

- Maintain and monitor the Band's vehicle fleet, ensuring timely inspections, servicing, and repairs.
- Track vehicle usage and maintain accurate logs for reporting and budgeting purposes.

Invoice and Cheque Request Management:

- Process invoices and cheque requests for the department.
- Maintain detailed financial records and ensure all transactions comply with MLIB policies.

Maintenance Request Management:

- Coordinate and prioritize maintenance and repair requests for community facilities and infrastructure.
- Communicate with contractors and vendors to ensure timely and cost-effective solutions.

Janitor Scheduling and Supplies:

- Ensure that buildings are being attended to and that a cleaning schedule is being followed.
- Ensure sufficient supplies are maintained for the operations of the Administration Buildings.
- Safe handling of materials in line with health and safety procedures.
- Routine inspections and upkeep of interior and exterior areas to maintain a clean, hazard-free environment.

Animal Control:

- Implement and oversee a spay/neuter program to manage animal populations.
- Establish and maintain a dog control area to support community safety and wellbeing.

Education and Experience:

- Previous experience in public works, fleet management, or administrative coordination is preferred.
- Strong organizational and multitasking abilities.
- Excellent communication skills, both written and verbal.
- Previous experience in janitorial related work.
- Class 5 Driver's License is considered an asset.
- Proficiency in financial management and record-keeping.
- Cultural awareness of the Tse'khene people and McLeod Lake Indian Band.
- Must sign oath of confidentiality

The position will be located at the offices of McLeod Lake and will require in-person work

Please submit resumes and cover letters to:

Attention: HR Advisor

Email: hrdept@mliib.ca

Salary

Posted:

\$45,000-55,000

November 26, 2024

Until Filled