McLeod Lake Indian Band

General Delivery, McLeod Lake, BC, V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting
MANAGER OF PUBLIC WORKS

The Public Works Manager is responsible for the day-to-day operations and maintenance of public buildings and infrastructure.

SCOPE
The Manager of Public Works is responsible for the care of McLeod Lake Indian Band assets on the inhabited McLeod Lake Indian Reserves #1 and #5. This position reports to the Operations Director and Band Administrator.

RESPONSIBILITIES
The **Manager of Public Works** is responsible for the following:

1. Management

- Manage the policies, procedures, and priorities for Public Works.
- Plan, direct, coordinate and review the work plan for staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Select, train, motivate and evaluate staff; work with employees to correct deficiencies; aid in discipline and disciplinary procedures.
- Assume management responsibilities for assigned services and activities of the Water, Wastewater, and Infrastructure.
- Oversee and participate in the development and administration of the department's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
- Serve on committees to enrich the community and the members.
- Prepare and present reports and other necessary correspondence to the community and Chief and Council.
- Provide assistance to the Band Administrator in all aspects related to Public Works; recommend revisions to programs, policies and procedures where applicable.
- Respond to and resolve difficult and sensitive Band Member inquiries and complaints.
- Maintain records for all band equipment and maintenance schedules.
- Follow and meet all ISC and all governing agencies reporting requirements.
- Manage each infrastructure area and coordinate maintenance, road, water, sanitation and community buildings.
- Snow removal management

2. Planning

- Support strategic goals and developing suitable work plans and policies and procedures.
- Oversee and participate in the development and administration of annual operating and capital budgets and approve forecasts of funds needed for staffing, equipment, materials, and supplies.
- Grant writing and reporting
- Identify future infrastructure needs and recommending solutions.
- Recommend changes to the maintenance and safety policies if required.
- Prepare maintenance forecast identifying major future expenses.
- Fleet management

3. Communications

- Communication with members, other MLIB Departments, senior management, Chief and Council.
- Deliver infrastructure training/workshop sessions for staff, Membership, Chief and Council, and other interest groups.
- Managing, directing, and developing subordinate professional, technical and teambuilding of staff.
- May participate on a variety of boards, committee, and internal working groups.

ABILITIES

- Follow safety practices and procedures to protect self and others.
- Provide effective leadership through management, supervision, and direction to facilitate a comprehensive community infrastructure maintenance and operation program.
- Analyze and assess complex programs, policies, and operational needs and make appropriate adjustments to ensure effective service delivery.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Be in good standings or able to obtain Environmental Operators Certification Program credentials.
- Pass a criminal record check to work with vulnerable populations.
- Class five licence with air endorsement or Class 4 licence is considered to be an asset

KNOWLEDGE

- 5+ years of increasingly responsible project management experience in public sector construction management, public works maintenance management, or related activity including three years of management and administrative responsibility in a municipal setting or a First Nation community.
- Knowledge of principles of project management and construction.
- Knowledge of managing a community water system(s).
- Knowledge of managing a water treatment plant. Must have or be willing to obtain EOCP certification in Small Water Systems and Water Distribution 1 or 2.
- Knowledge of managing wastewater treatment. Must have or be willing to obtain EOCP certification in Small Wastewater Systems. Must have a working Knowledge of the BC Sewer System Regulations and be in good standing with the BC Wastewater Association;
- Knowledge of regulations and standards for construction and on-going maintenance of major facilities.
- Knowledge of financial management systems at a working level, principles and practices of budget preparation, ongoing financial planning for multi-year activities, processes for purchasing and the maintenance of records and administration.

OTHER

The Manager of Public Works will be required to travel between reserves and for meetings in Prince George, BC. While most of the work can be done within regular MLIB business hours, additional hours of work and /or flexible hours of work will be required from time to time to attend meetings and to respond to emergencies. The Manager will be expected to be on call on a rotational basis.

Submit resumes and a cover letter to:

McLeod Lake Indian Band
General Delivery, McLeod Lake BC V0J 2G0
Attention: Human Resources
Email: hrdept@mlib.ca
Posted: September 14, 2023
Closing date: until filled.