



EMPLOYMENT OPPORTUNITY

Public Works Department

Public Works Manager

Bigstone Cree Nation is seeking a highly qualified individual to take on the highly complex and challenging position as Manager of Public Works. This is a high profile position within the Bigstone Cree Nation Organization and requires an organized, independent and outgoing individual with excellent interpersonal skills.

DUTIES/RESPONSIBILITIES:

- Supervise all Public Works staff (supervisors, operators and administration staff)
- Recruits, hires, trains and the termination of employees in accordance with Canada Labor Code, Employments standards and BCN Procedures and Policies.
- Responsible for preparing, controlling and maintaining operational and capital budgets in accordance to the annual fiscal year. Prepare BCR's and financial reporting as requested.
- Write proposals and apply for grants and funding when deemed applicable to the department.
- Develop and maintain documents and files for maintenance repair schedule, record of repairs, deficiencies, water treatment records, submission of water and sewer samples to testing laboratories.
- Complete monthly reports and submit to the Bigstone Executive Director as requested.
- Competent in the use of computer systems, programming logic controls and SCADA with respect to pump and system controls at the water treatment and sewage lift plants.
- Code invoices and ensure that contractors and suppliers are paid.
- Complete capital asset inventory updates and facility inspections as required by INAC.
- Maintain a good working relationship with TSAG and other government agencies for example; Health Canada and Bigstone Health Commission.
- Other related duties as requested.

QUALIFICATIONS:

- High School Diploma and/or G.E.D.
- Water and Wastewater Treatment Certification Level II and or equivalent education and experience will be considered.
- Ability to speak and Understand Cree will be an asset
- Knowledge of waste and water management
- Knowledge in road constructions and landfill management
- Knowledge in emergency management is considered to be an asset
- Knowledge in the repair and maintenance of equipment
- Knowledge in financial management, budgeting and financial reporting.

Please submit cover letter, resume and criminal record check in confidence to:

Tammy Bigstone – Human Resources
Box 960 Wabasca, AB. T0G 2K0
Email: tammy.bigstone@bigstone.ca

Submission Deadline: February 7, 2020 @ 4:30PM

Thank-you in advance to all the applicants. Only applicants that meet the criteria will be contacted for an interview.