

JOB POSTING



Title:	Director, Operations and Infrastructure
Office(s):	Operations and Housing
Wage Scale:	Dependent on qualifications and experiences
Benefits:	As per Band Policy
Reports To:	Band Manager

POSITION SUMMARY:

The Cook's Ferry Indian Band has an opening for the position of Director of Operations and Infrastructure.

Under the direction of the Band Manager, the Director of Operations and Infrastructure is responsible for the safe and efficient delivery of a range of services in the planning, organization, control and direction of issues related to water, sewer, roads and drainage systems, solid waste collection, fleet and heavy equipment management, and maintenance of public infrastructure including the Band's housing inventory.

Supported by a Public Works Team of operations and maintenance for the Band, you will provide leadership to ensure that the Band's infrastructure is well maintained through effective planning and utilization of resources. You will coordinate with the Band Manager in order to prioritize the implementation of Capital Works Projects. This position may be filled either as regular full-time or on contract.

DUTIES AND RESPONSIBILITIES:

As the Director, Operations and Infrastructure you will:

1. Perform Budgeting and Planning

- assists in managing the operating, infrastructure, and housing budgets
- oversees the development of the asset management program
- participates in strategic planning, annual and long term operational or capital planning, and coordinate specific service delivery planning processes.

2. Conduct Management of Human Resources

- be a role-model of respectful and responsible communications for your team, and you'll make sure that all decisions and actions comply with legislation, policies, and procedures.
- provides leadership and manage the day-to-day operations by coordinating, supervising and delegating appropriately.
- organizes and manages the recruitment and onboarding process of new employees.

3. Oversee Maintenance and Replacement Programs

- develops and maintains a maintenance management program for assets through the implementation of a comprehensive preventative maintenance program
- ensures the proper maintenance of facilities, systems, and equipment
- oversees road and bridge management by ensuring all maintenance requirements are completed in a timely manner.
- provides inspection oversight on roads and bridge rehabilitation and replacement projects.
- ensures signs are installed and maintained/repared in compliance with bylaws and engineering traffic standards
- directs inspections and ensuring necessary repairs and maintenance are carried out on both the water distribution and storm drain systems.
- co-ordinates inspections and maintenance/repairs on the sewage collection and disposal systems
- co-ordinates repair to buildings including structural, mechanical and electrical systems
- ensures landscaping and vegetation management is conducted as well as snow removal when required
- maintains a dust suppression program and verifying the agreed upon standards have been met.

4. Ensure Health, Safety and Emergency Management

- ensures that all work within the responsible delivery areas is carried out in a safe manner as required by safety policies and legislation and is responsible to stop work not in compliance.
- serves as a representative to the Occupational Health and Safety Committee
- serves as a representative to the Emergency Operations Centre and representative to the emergency management planning committee.

5. Perform Service Delivery

- manages, directs, and supervises the delivery of a variety of operational services that meet the needs of the community including road maintenance, construction, housing maintenance, sanitation services, water treatment and distribution, sewer treatment and collection, culvert and ditch maintenance, landscaping maintenance, fleet maintenance, and snow and ice control
- ensures that all services being offered in accordance with the policies and direction established by Council. This is to include public awareness, particularly on projects or changes in policy that will directly affect on-site residents or different user groups.
- responds to public enquiries and complaints in a timely & professional manner.
- manages the interface with engineers, contractors, and consultants working on behalf of the Band.

6. General Administration:

- prepares and maintains records and statistics for all functions.
- writes proposals to secure funding or develop programs and conversely complete follow up reports as required.
- participates in various community support, council and committee meetings
- keeps the Band Manager, Chief and Council informed of sensitive and important issues and events.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

- Post-Secondary diploma or degree in Civil Engineering technology or a journeyman certificate in a related field is preferred but experience equivalencies will be considered
- Minimum of 5 years related experience in public works and utilities preferably with an Indigenous government setting, or a related field, with a minimum of 3 years experience in a senior supervisory role.
- Education, knowledge and experience in construction and maintenance of bridges, roadways, and buildings.
- Strong working knowledge of all applicable federal, provincial, and local laws, codes and regulations governing the administration of public works and public utilities functions and activities.
- Strong understanding of the principals and practices of public administration, including asset management, budgeting, purchasing, maintenance of public records and long-range planning.
- Ability to establish and maintain effective working relationships with Council officials, staff, private and community organizations, developers, contractors, and other members of the public encountered in the course of work.
- Proficient in the use of computers with good working knowledge of Microsoft Office suite and the ability to use a variety of software.
- Valid Class 5 driver's license and satisfactory driving record is required.

Applicants that are Cook's Ferry Indian Band members will be given preference and individuals must be in compliance with the Band's Mandatory Vaccination Policy.

APPLICATION PROCEDURE:

Please Submit a resume by Thursday, March 23, 2023 to:

Boyd Clark, Acting Band Manager

Cooks Ferry Indian Band

PO Box 130, 3691 Deer Lane

Spences Bridge, BC V0K 2L0

E-Mail: acting.manager@cooksferry.ca

We thank all applicants for their interest; however, only short-listed candidates will be contacted.