

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Siksika Public Works

COMPETITION: IPWM-02-03-10-22

DEPARTMENT: Siksika Public Works

POSITION: Siksika Infrastructure & Public Works Manager

DATE POSTED: 03-10-22

SALARY: Based on education and experience.

DEADLINE: MAR-20-2022

STATUS: Full-Time

EXTENDED NOTICE: DEADLINE TIME TO SUBMIT IS 12:00pm (NOON)

General Statement of Duties:

The Infrastructure & Public Works Manager is responsible for the overall management, operations, planning, organizing, directing, and controlling of the Siksika Nation Infrastructure & Public Works Service Area that includes, Solid Waste, Water and Sanitation, Roads, Mechanical Services, Fleets and Community Facilities. The Public Works Managers goal is to efficiently engage and utilize all personnel, materials, and equipment to their highest capacity.

Duties & Responsibilities: Duties include but are not limited to:

- Will Promote an integrated Siksika Administration service delivery model and provide support to achieve the Siksika Nation plan and Siksika Administration business plan as a member of the Siksika Nation Administration management team.
- This position complies with safety policies and laws ensuring required training for field and supervisory personnel on safety, policies and procedures. Evaluates job safety to include all aspects of job performance for all service lines.

CONTACT HUMAN RESOURCES FOR A COMPLETE JOB DESCRIPTION

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

Knowledge of local facilities and facilities maintenance an asset; Must have excellent administrative, financial, facilitation, negotiation, mediation, problem solving, writing, computer and communication/interpersonal skills; Must have a professional attitude to understand and deal with problems in a professional and positive manner and be well motivated; Ability to work with confidential information with integrity and trust; Knowledge of Occupational Health & Safety standards.

Education and Experience:

- A Bachelor's degree in engineering, business administration, public administration, or related field.
- Five (5) years of progressively responsible supervisory experience in project management, construction management, design and engineering work, operations management, subdivision, surveying and in making written and verbal presentations.

Other:

- Excellent knowledge and understanding of Blackfoot language and culture.
- Valid Alberta Class 5 Driver's License
- Vulnerable sector criminal records check.

SUBMIT APPLICATION & RESUME TO HUMAN RESOURCES SIKSIKA ADMINISTRATION

NOTE: ONLY CANDIDATES GRANTED INTERVIEWS WILL BE NOTIFIED BY PHONE



**Contact Siksika Human Resources Department
Tennie Running Rabbit OR Christie Duck Chief**

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