

JOB POSTING: BNA PUBLIC WORKS COORDINATOR POSITION

Job Title: Public Works Coordinator

Location: Bingwi Neyaashi Anishinaabek (Sand Point First Nation)

Reports to: Manager of Infrastructure

Position Summary:

The Public Works Coordinator is responsible for the daily operations and maintenance (O&M) activities on the land, ensuring the effective management and upkeep of Bingwi Neyaashi Anishinaabek's infrastructure and community assets. Working closely with the Infrastructure Department, the Coordinator will lead and assist in maintaining roadways, community facilities, parks, waste disposal systems, and other public properties. This role requires a hands-on approach, coordination of staff, and the management of public works projects, while ensuring safety, efficiency, and community service. In addition to daily Public Works functions you will provide support to the housing maintenance program for minor repairs and coordination activities.

Essential Duties and Responsibilities:

- Perform routine maintenance of public infrastructure including roads, parks, community buildings, septic systems, and other community assets.
- Operate and maintain snow removal vehicles and equipment to ensure roads, parking lots, and public spaces are cleared during winter months.
- Lead or assist in road repair activities including road resurfacing, as well as road improvement projects.
- Assist the infrastructure department with infrastructure related activities on the land.
- Meet regularly with contractors on the land, and ensure timely and accurate responses to service providers and utility representatives.
- Manage the operation, maintenance, and repair of the community's equipment fleet and public utilities.
- Coordinate public works staff and assign tasks to ensure daily and seasonal maintenance work is completed effectively.
- Follow all safety protocols and ensure all team members adhere to them, reporting unsafe conditions or incidents to the Manager of Infrastructure.
- Record and report the status of work assignments, project progress, and any concerns related to community assets to the Manager of Infrastructure.
- Respond to emergency call-outs and other urgent needs outside of regular working hours.
- Perform all other duties as required to support the community's infrastructure and assets.
- Perform routine housing maintenance such as minor repairs to plumbing, heating, and electrical systems, and general upkeep.
- Maintain inventory of supplies and equipment, making minor purchases as needed for both public works and housing.
- Collaborate with skilled tradespeople for complex repairs, while providing general assistance where needed.
- Report on the status of projects, repairs, and concerns to the Manager of Infrastructure, and ensure adherence to safety guidelines.

Essential Skills, Knowledge, and Abilities:

- Strong understanding of general construction, repair, and maintenance techniques, especially in public infrastructure.
- Knowledge of operating and maintaining heavy machinery, tools, and equipment used in public works projects.
- Ability to follow occupational health and safety guidelines to prevent workplace hazards.
- Strong ability to coordinate infrastructure repairs, road maintenance, and other key public works activities with BNA Infrastructure Department and 3rd party contractors.
- Ability to work independently or in teams, demonstrate initiative, and make sound decisions.
- Excellent verbal communication skills and ability to interact with staff, community members, and officials tactfully and professionally.
- Capable of performing physically demanding tasks, including lifting, and maneuvering heavy equipment or materials.
- Ability to work outdoors in various weather conditions and handle possible exposure to hazardous materials.
- Proficiency in basic carpentry, plumbing, electrical, and HVAC maintenance tasks.

Working Conditions:

- Requires outdoor work in a variety of weather conditions, including extreme cold, heat, and rain.
- Heavy physical exertion is expected, including lifting, pushing, pulling, and using manual and powered tools.
- Possible exposure to hazardous materials and unpleasant sights or odors.
- May require evenings, weekends, holidays, and call-ins for emergency situations or critical operations.
- May require flexibility for evenings, weekends, and emergency situations.
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Qualifications:

- High school diploma or equivalent required;
- Certification in public works, maintenance, or related field preferred;
- Previous experience in public works, infrastructure maintenance, or construction roles is highly desirable;
- Valid driver's license; ability to operate heavy equipment or willing to obtain certification to do so;
- Knowledge of safety regulations, workplace health practices, and maintenance of public spaces.

Compensation:

Compensation will be commensurate with experience and qualifications. This is a full-time, permanent position with benefits as per Bingwi Neyaashi Anishinaabek's policies.

This job posting outlines the role of a Public Works Coordinator and highlights the importance of maintaining and supporting Bingwi Neyaashi Anishinaabek's infrastructure and community needs. Please note that qualified BNA members will be provided the first opportunity for this position. If no qualified members are available, BNA will then look to Indigenous individuals outside of the community, and finally to the non-Indigenous community, to fill this position.

Interested members should send a resume and cover letter to the attention of Travis Duncan, Infrastructure Manager, at tduncan@bnafn.ca.