



Operations, Maintenance and Emergency Management Manager Moberly Lake, BC

This position will be posted to members and community members from October 4 – October 15, 2021

About the position

The Operations, Maintenance and Emergency Management Manager oversee the operations and maintenance of all structures and lands within West Moberly First Nations (WMFN) property. In addition, they will plan and oversee the emergency management program to ensure safe keeping of members and the reserve. This position will be responsible for the leadership of the operations, maintenance and emergency planning for the Nation. They will supervisor staff and provide mentorship and direction for all maintenance and operations of the infrastructures.

Leadership

- Provide leadership and mentorship to direct reports, including recruitment and selection, training, and performance management, etc.
- Ensure employees practices and appropriate procedures are followed.
- Follow the guidelines of the HR policies, procedures, and practices.
- Coordinator employee holiday schedule
- Strengthen internal communication with staff at all levels throughout the organization, creating a positive and supportive work environment.

Operations

- Liaise with external entities and businesses to provide quality and efficient service delivery to the community.
- Acquire funding necessary to provide the service delivery identified by the membership.
- Keep the Director of Operations informed of maintenance initiatives, capital needs and budget reviews on all aspects of the Department.

Maintenance

- Plan out projects on a yearly, monthly, weekly, and daily calendar to meet the needs of the department and members.
- Review all equipment used at the Nation and put together a preventative maintenance schedule to be delegate to staff.
- Liaise with contractors concerning, building renovations, maintenance, and all other capital projects.
- Plan out yard maintenance, grass, roadways within the nation and put a maintenance plan together.



Emergency Planning

- Research, create and regularly updates WMFN emergency management plan, ensuring compliance with local, provincial, and federal laws.
- Set-up, coordinates and maintains Emergency Operations Centre.
- Conduct field and site inspections related to emergency response.
- Work with the local Fire Chief and BC Wildfire, with regards to First Nations emergency support service activities.

The Successful Candidate

We are looking for an experienced maintenance professional, who has strong administrative and management skills. You will preferably have experience working in a First Nations community with knowledge of cultural practices or a keen interest in the culture.

Education and Work Experience:

- Post-secondary education, formal training in a related trade, operations and emergency planning, and/or property management certificate.
- Minimum 3 years supervisory/management experience operating a maintenance department and emergency planning preferred.
- Knowledge of Project Management and Contract Management.
- Knowledge of First Nation funding sources and organizational structure is an asset.

Your toolkit will bring:

- Self motivation with strong interpersonal and communication skills.
- A positive outlook on work and life balance and can put a plan together that ensures objectives are met.
- Knowledge of First Nation Housing Program or organizational structure an asset
- Knowledge of Project Management and Contract Management
- Administrative, Microsoft Office and budgeting skills, and adept at proposal writing, reporting, and networking, etc.
- Possess Valid driver's license.
- Comply to Criminal Record Check, Vulnerable Sector.
- Ability to speak Cree is considered an asset

What We Offer

Full time employment, 70 hours every 2 weeks, Monday to Friday (every second Friday off), along with a comprehensive salary, RRSP program and benefits package.

How to Apply

Interested candidate can email their cover letter, including a as soon as possible but by no later than October 15, to jobs@westmo.org.