



BINGWI NEYAASHI ANISHINAABEK

1 Copper Thunderbird Road

Sand Point, FN, ON., Pot 2B0

Phone: (807) 623-2724

Toll Free 1-877-623-2724

292 Court Street South

Thunder Bay, ON., P7B 6C6

Fax: (807) 623-2764

Public Works Coordinator - Job Posting

(Full Time Position)

Bingwi Neyaashi Anishinaabek (BNA), formally known as Sand Point First Nation, is a progressive, rapidly growing community. We are seeking a Public Works Coordinator that will work from the BNA reserve lands. The Public Works Coordinator will be responsible for managing and coordinating all of the work and activities occurring on the BNA lands. This position is accountable to the Director of Economic Development and will work under their supervision.

KEY RESPONSIBILITIES:

Manage and coordinate the maintenance and enhancement of BNA reserve lands, including:

1. Attend BNA's senior management meetings as required;
2. Coordinate works with BNA management and staff for development projects;
3. Coordination with any and all contractors continually working on BNA reserve land (housing development, hydro pole installation, etc.);
4. Garbage collection as scheduled weekly, and removal to dump site north of community;
5. Emergency management coordination;
6. Continual communication of issues with Chief and Council;
7. Provide asset management services for BNA's infrastructure, housing, roads, building and equipment including:
 - a. Coordinating repairs and maintenance for BNA-owned houses and other band-owned buildings located at Sand Point;
 - b. Coordinate safety and security at Sand Point;
 - c. Coordinating repairs and maintenance for public roadways; and,
 - d. Oversee campsite and other public areas.

KNOWLEDGE, SKILLS AND ABILITIES

Qualifications and Professional Certifications The Public Works Coordinator would normally attain the required knowledge, skills and attributes through completion of a degree/ or a related trade in a significant operational area (eg. Public works/Infrastructure, construction, heavy equipment operation, gravel pit operations) in conjunction with at least 10 years related work experience of which a minimum of 5 years must be management experience at a senior level. A valid driver's license is also required.

Knowledge The Public Works Coordinator must have proficient knowledge in the following areas:

- Extensive understanding of the public works, general construction, maintenance, heavy equipment and gravel operations
- Practical understanding effective work planning, financial reporting, contracts/agreements and operational matters that impact BNA



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Skills The Public Works Coordinator must demonstrate the following administrative skills:

- Outstanding organizational skills and ability to lead and work with a team
- Excellent analytical and problem-solving skills with demonstrated ability to make sound decisions, delegate tasks and meet established/critical deadlines
- Effective communication skills including preparation of meeting notes, reports, decision documents and political correspondence
- Confident public speaking in a variety of forums
- Ability to clearly define and communicate vision and direction to staff and stakeholders
- Ability to understand and interpret legislation, policies, reports, agreements and contracts
- Ability to manage staff effectively, as required
- Can travel as required for meetings and supplies in Thunder Bay

Personal Attributes The Public Works Coordinator must also demonstrate the following personal attributes:

- be honest, tactful, trustworthy and respectful
- be pro-active, hardworking and direct
- possess cultural awareness and sensitivity
- maintain strict confidentiality

Salary will be commensurate with skill-set, education and certifications, and work history.

Interested candidates are invited to submit a Cover Letter and Resume, we appreciate all applications for this position, only successful candidates chosen for an interview will be notified.

Bingwi Neyaashi Anishinaabek looks to its membership to fulfill job positions; however, if a qualified candidate cannot be found within our community, BNA will further look to a First Nation person outside of our community and finally if need be will be open to the public.

Please submit resume with three (3) references:

Attention: Laura Airns

Email: lairns@bnafn.ca

Deadline: April 14th, 2023 - 4:00pm