



Position: Infrastructure Director

Salary: \$78,424 - \$89,123

Hours of Work: 32 hours per week

Circulation Level: Level I

Accountability: Director of Operations

Employment Status: Full time (2 year)

Preferences: MFN Band Members

The **Infrastructure Director** will:

Plan, direct, administer, organize and evaluate all operating divisions of the Public Works Department to ensure quality delivery of public services in a safe, reliable and efficient manner; Provide technical direction and assistance in construction and maintenance of roads, bridges, culverts, drainage, garbage collection, streetlights, water works, housing projects, fire department and building maintenance and equipment; Ensure maintenance of roads and water systems on Mississauga First Nation and conduct other maintenance duties as required; Manage the capital assets of the First Nation.

Program Management

- Order materials and supplies for operations
- Prepare tenders and contracts for various public works and housing projects
- Provide on-site supervision of significant projects to ensure safety and adherence to applicable standards
- Plan, schedule and direct work activities of public works crews and maintenance employees
- Develop and maintain maintenance management schedule
- Follow and implement health & safety guidelines and ensure crews work safely
- Conduct inspections and prepare reports as required
- Develop and maintain an inventory of assets
- Review construction sites and development plans for compliance with applicable standards
- Recommend requirements for infrastructure needs and continuously evaluate and analyze service delivery
- Implement feasible, practical, and effective cost-saving service improvement programs
- Manage the overall development and implementation of Mississauga First Nation's capital plan
- Administer projects with work plans, flowcharts, and budgets
- Coordinate projects with contractors and staff

Human Resources

- Supervise, coach and direct department staff
- Coordinate staff team meetings and development of staff work plans
- Monitor employee performance and attendance and conduct performance reviews
- Coordinate staff development and address staff training needs including Health & Safety requirements
- Participate on Hiring Committees when applicable and ensure orientation of new staff
- Follow Personnel Policies in administration of staff issues

Financial Management

- Develop annual public works and housing budgets with input from department staff
- Monitor budgets and develop system to track expenses
- Follow finance policy in administration of department finances
- In collaboration with the Director of Operations, negotiate with government agencies for funding

Policy Development and Proposal Writing

- Develop departmental policies and procedures for approval and implementation
- Monitor policies and procedures to ensure compliance and revise them when required
- Prepare and submit proposals for funding and/or enhanced services

Interagency Participation

- Actively participate in local, regional or committees/groups in support of infrastructure services to MFN
- Actively participate on the Program Management Team, Finance Committee, and other internal committees
- Maintain liaison with the community to promote policies & procedures and to secure feedback on programs & services
- Responds to inquiries and investigates complaints from the public

Administration/Reporting

- Prepare reports, briefing notes and correspondence as required
- Prepare an annual work plan and monthly report to supervisor

WALKING IN BALANCE

A socially and culturally healthy community where individuals have the opportunity to prosper and to achieve their full potential spiritually, emotionally, mentally, and physically through generous and unselfish support for one another, while pursuing balance and harmony within, with each other, and with Mother Earth.

- Establish work priorities, delegate work when applicable and ensure deadlines are met and procedures are followed

Water Plant System Maintenance & Operation

- Ensure operation of water plant on a rotating basis with other certified operators
- Ensure the collection, logging and reporting of water samples following standard operating procedures for the plant
- Ensure water system is safely treated through application of chlorination, de-chlorination and other chemicals to water system as required
- Ensure equipment is maintained and ensure scheduled maintenance checks are conducted of the water operations
- Ensure water plant is operating within required guidelines and standards
- Ensure cleanliness and safety of facilities and operations
- Respond to alarms and emergencies in the plant and troubleshoot system
- Document and log all aspects of plant operations as required
- Install and maintain water mains and fire hydrants when required
- Repair water lines and hydrants
- Conduct flushing of water lines when required

Other Duties

- Follow safe practices and uses appropriate Personal Protective Equipment
- Other duties as required and assigned

The **Infrastructure Director** will possess the following qualifications and knowledge:

Minimum Education

- Diploma or Degree in Civil Engineering or related engineering field
- Diploma or Degree in Public Administration would be an asset
- Class II Water Plant Operator Certification would be an asset

Minimum Experience

- Three (3) years experience managing programs, finances, and human resources
- Management experience in project development, public works, maintenance, construction, water plant operations and housing

Knowledge Requirements

- Knowledge of government departments/agencies dealing with First Nation infrastructure services and the applicable regulations and legislation
- Knowledge of Occupational Health & Safety legislation, standards, and best practices
- Knowledge of professional business and organizational practices and general maintenance techniques
- Knowledge of Mississauga First Nation programs and services
- Extensive knowledge of First Nation water systems, housing, roads, equipment, and infrastructure

Other Requirements

- Must have a Class 'G' Ontario Driver's License and be able to travel
- Must have WHMIS, First Aid and CPR Certification
- Ability to work flexible hours and be available to be on call

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation
P.O. Box 1299 Blind River, Ontario P0R1B0
Attention: Human Resources Department
Marked: **CONFIDENTIAL**
EMAIL: hrclerk@mississaugi.com **FAX:** 705-356-1740
Deadline: April 26, 2024

Thank you to all applicants; however, only those selected for an interview will be contacted.

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