



JOB DESCRIPTION

POSITION: Director of Public Works
LOCATION: K'ómoks Administration Office
DEPARTMENT: Administration
REPORTS TO: Chief Administrative Officer

Position Summary

K'ómoks First Nation's employees embrace the vision, mission and will demonstrate K'ómoks' core values in their daily work. K'ómoks staff will support K'ómoks Nation toward a prosperous and healthy community where each member has the right to self-sufficiency. They will move forward to support K'ómoks members in exercising their rights and title, while respecting their historic connection to K'ómoks lands and resources and to one another.

The purpose of this position is to oversee and manage a wide range of public works operations, including but not limited to water supply, wastewater treatment, street maintenance, snow removal, and stormwater management. They collaborate with other officials, contractors, and engineers to ensure the implementation of safe, effective, and efficient public works programs. This position also supports the Council in the development of K'ómoks First Nation strategic plan and goals around public works.

Responsibilities:

- Develop and implement short and long-term plans, policies, and procedures for the public works department
- Oversee the maintenance and facilities department
- Oversee the housing and infrastructure department
- Oversee fleet
- Oversee asset management
- Lead the preparation and management of department budgets, including obtaining and allocating resources
- Oversee design, construction, and maintenance of public works infrastructure, including roads, bridges, sewers, and water systems
- Oversee all housing and renovations for member housing and special projects
- Ensure maintenance of all fleet
- Ensure that public works projects comply with applicable safety and environmental regulations and laws
- Interact and communicate with other city departments, elected officials, community groups, the media, and the public to provide information and address public concerns
- Research and recommend new public works initiatives or related technologies to improve department efficiency and productivity
- Review and approve plans and specifications for public works and construction projects prepared by outside consultants and contractors
- Research and apply for funding for special housing projects and programs
- Plan, organize, direct, control and evaluate the delivery of public works programs, and all assets
- Establish administrative procedures to meet objectives
- Reviewing program activities to determine if they are achieving their goals and making recommendations for improvement
- Monitoring the progress of projects to ensure that they are completed on time and within budget limits



- Perform other related duties as required

Knowledge, Skills, and Abilities:

- Knowledge of relevant legislation, policies and procedures related to programs, human resources, operations, and finance especially as they relate to First Nations' governance
- Sound knowledge of the social and economic issues facing First Nations
- Thorough knowledge of key federal, provincial, and other funding sources, including the programming and report requirements of the Indigenous Service Canada and other Government Agencies
- Community centric, with the ability to work in a team environment
- Strong planning and time management skills
- High level of self-awareness and emotional intelligence, excellent interpersonal skills, and the ability to establish working relationships with staff, Council, and a variety of governments, groups, knowledge keepers and/or Elders, and other stakeholders
- Ability to display tact, respect and diplomacy
- Sound judgment and decision-making
- Strong written and verbal communication skills
- Cultural sensitivity and awareness with thorough knowledge of the current First Nations governance landscape in BC and knowledge of relevant socio-historical events relevant to First Nations in Canada
- Ability to clearly define and communicate vision and direction and confident in public speaking for a variety of forums
- Ability to reflect on difficult situations to improve future performance
- Excellent interpersonal skills including the ability to establish working relationships with a variety of governments, groups and stakeholders
- Ability to motivate others, foster teamwork and manage time of self, teams and staff
- Strong analytical skills with an ability to develop creative solutions
- Computer literate in Microsoft Office, project management software, and proficient with Excel and Word

Education and Experience

- Bachelor's degree in social science, law or business, or public administration, or a related field and/or equivalent administrative management experience
- Master's degree in a related field is preferred
- 5+ years experience of policy development, program management, and managing public works operations preferably with First Nations groups
- Experience working with governments, local governments and agencies
- Knowledge of federal, state, and local regulations and laws regarding public works and construction projects and asset management
- Proven experience management and developing budgets
- Proficient at developing meeting agendas and chairing meetings
- 3+ years so supervisory experience managing staff
- Proven record of accessing, securing and managing financial resources, and
- Class 5 drivers license
- Experience working in and with the Indigenous community preferred.

Other

- Willing to participate in personal and professional development
- Follow K'ómoks First Nations policies and procedures



K'ómoks First Nation

The performance statements provided in the job description allow for the development of goals and objectives, performance standards, or work plans that will be assessed in the annual performance evaluation of the Director of Public Works.