

Ojibway Nation of Saugeen
General Delivery
Savant Lake, Ontario P0V 2S0

June 19, 2022



JOB TITLE POSTING: Operations & Maintenance Manager

(Fixed-Term 1 year and 4 months)

Main Activities:

The ONS Operations & Maintenance Manager shall oversee the operations and maintenance of ONS community infrastructure and related services which includes, but is not limited to, the following:

- Maintenance of community roads
- Maintenance of ONS Operations & Maintenance garage, band-owned vehicles, and community construction equipment
- Operation of water treatment plant and community sewage system
- Repairs and upkeep of community ONS buildings including residential homes
- Snow removal
- Maintains ONS community spaces, community buildings, and ONS grounds
- Responds in a timely manner to ONS community maintenance concerns
- Ensure garbage in community is collected and taken to waste disposal site as scheduled
- Maintain daily log of work done and submit weekly time sheets to the Chief and Council or designate, and
- Other reasonable duties as required by Chief and Council or designate.

Fixed Term

Starting June 27, 2022 and ending October 31, 2023

Responsibilities – General:

- Support and work towards the overall aims and objectives of the ONS.
- Adherence to all ONS policies and procedures.
- Oversee and ensure regular water testing is completed.
- Supervise custodial staff.

Standards of Performance:

- Completion of functions outlined in the description and the achievement of goals

- Good conduct and standard of professionalism at work and outside of work, in representation of ONS
- To execute duties and responsibilities outlined in Job Description

Other Training and Requirements:

- Should have WHIMS Training or a be willing to complete and successfully complete that training within one month of start date.
- CPR Certificate and First Aid must be completed.
- Valid Drivers License
- Preference will be given to an applicant who has heavy equipment certification. If an applicant does not have heavy equipment certification then the applicant must have a willingness to immediately obtain heavy equipment training certification and complete within the three months of starting employment.

Accountability & Reporting:

The Operations & Maintenance Manager will be directly accountable to the Chief and Council or designate.

Applicants are asked to submit a resume and cover letter to the attention of Councillor Betty Necan at bettyn@ojibwaynationofsaugeen.ca or hand deliver to Councillor Necan at the ONS Band Office on or before **Friday, June 24, 2022**.

Preference will be given to ONS Band Members and those of Aboriginal descent who identify at the time of application.