



## Employment Opportunity

### Capital Assets Manager Permanent – Full-time

**Reporting To:** Senior Administrator

#### **Overview:**

Reporting to the Senior Administrator, the Capital Assets Manager provides oversight and leadership in the areas of Public Works, Maintenance and Housing. Your departmental responsibilities include organizing, planning, coordinating and directing the activities of departmental staff and being an advocate for a collective culture of mutual collaboration across the entire organization.

The ideal candidate is a results-oriented professional that is passionate about public service and improving service delivery. The candidate will bring innovation and effective leadership to the department, is enthusiastic about growing, developing and empowering staff and has the ability to build and maintain positive relationships with people within and outside the organization.

#### **Key Duties and Responsibilities:**

- Oversee and direct departmental staff and operations for the Wahta Mohawks, ensuring the stability, efficiency and effectiveness of departmental services to maintain and improve the quality and effectiveness of the capital assets (property/buildings/equipment) within the community.
- Responsible for the development and maintenance of an effective departmental operating and human resource management plan that is consistent with the hiring practices and policies of the Wahta Mohawks as outlined in the Human Resource Management Policy and that meets the workforce requirements both current and projected, ensuring staff remain current and up to date with the objectives of the First Nation including technology advancements, health and safety standards, and infrastructure requirements, plans and processes.
- Ensure departmental staff work in partnership with the Health and Social Services Manager in the Emergency Response Plan and as such, must remain current and up to date on the Plan, its details and requirements and be prepared to respond to an emergency when required.

- Oversee the ongoing development and monitoring of the First Nation's operating and capital budgets ensuring budget guidelines and processes are followed and maintained on a regular and consistent basis.
- Oversee and provide direction on the issuing of request for proposals and securing quotes for approved work and capital projects.
- Responsible for the development and implementation of effective processes and programs for risk management, workplace safety and productivity, customer service, and workforce development.
- Communicate effectively with citizens, Senior Administrator, Council, staff, and others as required in a timely, responsible and professional manner.
- Remain current and up-to-date on identifying community needs, including short-term and long-term strategic planning processes, goals and objectives, and all related processes and systems.
- Review monthly budget and variance reports for the department to ensure the reporting is accurate and resolve any variances or issues with the Senior Administrator and Chief Financial officer.
- Ensure related Council directives/motions, and MCR's are followed up on in a timely, efficient and professional manner.
- Oversee the process for the coordination and management of departmental personnel records and attendance records, ensuring all activities/functions are carried out in a responsible and professional manner and that accurate and up-to-date record and reports are completed in a timely manner.
- Assist in developing and promoting a harmonious team environment within both the department and the administration as whole.
- Operates in accordance with and ensures compliance to the Wahta Mohawks Administrative, Personnel, Finance and Properties Management department operating Policies and Procedures as may be updated and amended from time to time.
- Attend all Council Meetings and other meetings as required and as assigned, within and outside of the community.

- Be familiar with the Canada Labour Code, Occupational Health and Safety Act, and other laws and processes applicable in conducting the business of the Wahta Mohawks.
- Attend appropriate workshops, seminars, and training sessions as required to remain current and up-to-date on topics of concern to the management of the department's services and programs.
- Provides supervision and guidance to all departmental staff to ensure all policies and procedures approved and in place are enacted and enforced and that staff conduct themselves in a professional, efficient and effective manner in carrying out the business of the Wahta Mohawks.
- Ensure required reporting on funding and departmental activities is completed in a timely manner.
- Other duties/tasks/responsibilities as required.

**Qualifications:**

The successful candidate will lead a team of staff, ensure operational requirements are met, determine priorities and work effectively with the Senior Administrator, Chief and Council and the public. We are seeking an innovative results-oriented individual with strong interpersonal and communication skills.

You will have:

- A Grade 12 diploma and a minimum of 5 years' experience in a similar or related supervisory position;
- Demonstrated ability to manage a team effectively and boost workplace morale;
- Strong working knowledge of the theory, principles, practices and techniques of public works, maintenance and property management functions;
- Ability to analyze complex issues and problems, to evaluate alternative solutions, develop sound conclusions and recommend courses of action;
- Excellent human resource management, leadership, administrative and organizational skills;
- Strong public relations skills;
- Proven track record of effective financial administration, including the development and management of operational and project specific budgets;
- A valid Ontario Driver's License;
- A valid DZ Driver's License;
- Safety compliance training and upgrading in areas applicable to the position's responsibilities (i.e. Confined Spaces, WHIMIS, working at heights. etc.);

- The capability of meeting the physical demands of the department's functions including lifting, working outdoors year-round, climbing, working in confined spaces, etc.;
- The ability to work flexible hours when needed; and
- Current First Aid/CPR certification, or willingness to obtain.

**Terms of Employment:**

This is a full-time permanent position beginning immediately. Annual salary will be based on qualifications and experience.

**Applications:**

Please submit a resume and cover letter detailing how you meet the requirements of the positions to:

Martie Stanton  
P.O. Box 260  
Bala, Ontario P0C 1A0  
Phone: (705) 762-2354 ext 272  
Fax: (705) 762-2376  
[martie.stanton@wahtamohawks.ca](mailto:martie.stanton@wahtamohawks.ca)

Deadline for applications is **August 15, 2018 at 4:30 pm**. Late applications will not be accepted.

**Only those candidates selected for an interview will be contacted. The successful candidate will be required to provide an acceptable Canadian Police Information Check (CPIC) and proof of a valid driver's and DZ license before commencing work.**