



Sioux Valley Dakota Nation
Employment Opportunity
Public Works Supervisor
Public Works
Full-time, Permanent
Location: Sioux Valley, MB

POSITION SUMMARY: The primary responsibility of the Public Works Supervisor is to manage and oversee the Public Works Department. The position will require an individual who has strong organizational and supervisory skills with a requirement to be mechanically inclined.

DUTIES INCLUDE:

- Maintenance log for all Public Works vehicles
- Vehicle Safeties and repairs
- Work within the department's annual budget
- Annual insurance renewals for SVDN vehicles
- Ensure daily logs are completed by vehicle/equipment in operation
- Policy updates as required for the Public Works Department
- Inventory management of all Public Works assets
- Management of 911 services and Fleet-net services, as well as maintaining strong communication
- Managing Fire Department
- Supervision of the following areas: Water Systems, Sanitation, Wastewater Management, Roads and Bridges, Fire Department
- Quarterly financial reporting
- Other duties as required

QUALIFICATIONS:

- Knowledge of budgeting and reporting
- Proficient with Microsoft Office (Word, Excel, E-mail, etc.)
- Excellent verbal and written communication skills
- Previous supervisory and management experience
- Must be able to work as a team and able to maintain a cooperative working relationship with staff
- Experience in operation of heavy equipment
- Valid Class 1 Manitoba drivers license would be an asset and reliable vehicle
- Knowledge of Dakota language an asset
- Successful completion of a current Criminal Record Check with the Vulnerable Sector Section Query

Competition Number: 202278

APPLICATION DEADLINE: Open Until Filled.

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department
Sioux Valley Dakota Nation
P.O. Box 38
Griswold, Manitoba R0M 0S0
Phone: 204-855-2760 Fax: 204-855-2131
E-mail: hrapplications@svdngovernance.com

We thank all who apply but only those selected for an interview will be contacted.