



huu ay aht

ANCIENT SPIRIT, MODERN MIND

## EMPLOYMENT OPPORTUNITY

**Full Time:** Public Works Supervisor

**Location:** Anacla Government Offices

**Salary Range:** based on education and experience

**Authority Relationship:** Director of Infrastructure and Capital Projects

**Position Summary:** Oversees and supervises the Public Works department. The Public Works Supervisor will also direct and supervise up to 4 Maintenance and Water technicians.

### **Key Accountabilities:**

- Overseeing and assist in the maintenance of Huu-ay-aht capital assets, which duties may include but are not limited to rental house repairs, maintenance to buildings, grounds keeping, light mechanical duties, carpentry duties and machinery operation.
- Oversee and assist in the operation and maintenance of the Anacla water system.
- Maintaining confidentiality and neutrality at all times.
- Willingness and ability to work overtime, including evenings and weekends.

### **Job Duties:**

- Assists in the maintenance and repairs of all Huu-ay-aht capital assets.
- Directs and assists in the maintenance of grounds, including lawn and brush cutting.
- Operate machinery.
- Maintains roads, including ditching and grading.
- Tracks vehicle maintenance repairs and coordinates all HFN vehicle servicing.
- Performs light mechanical duties.
- Establishes work priorities for the team and makes changes to workload as needed.
- Ensures compliance with WCB regulations.
- Ensures compliance with HFN Human Resources Policy.
- Work outdoors and in inclement weather (project site visitation / supervision); approximately 50-50 percent of workload.

### **Water Technician**

Background: The supply side of the system includes wells, pump house, chlorinating equipment, and a reservoir. The distribution system supplies water to a residential community, Administration office, public buildings and seasonal campground. The system includes two a pressure zones, Hydrants and standpipes and water mains of various sizes and materials. The Huu-ay-aht Public Works Department oversees the planning regulation and budget for the system. The Water Technician's duties include:

- Inspects and operates the water system including all routine repairs and adjustments required for operation.

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**Office:** Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555/ 250.728.3414 Fax: 250.728.1222

**Mail:** Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646



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- Supports the maintenance of the water pump house and all components of the distribution system.
- Supports the maintenance of all of the wastewater systems, to include septic tanks, fields, and pump stations.
- Responds to all public inquiries, complaints, and requests for service.
- Supports the supplying of water including the testing procedures to Federal Environmental Health Standards.
- Collects and reports water quality monitoring and test results to Health Canada's Water Trax program.
- Any other related duties as assigned

### **Education and Experience Requirements:**

- Valid class 5 driver's license or equivalent.
- Water operator certification.
- Machine operator certification required.
- Mechanics, small engine repair abilities.
- Carpentry, Plumbing, and electrical skills an asset but not required.
- High School diploma or equivalent (GED) an asset but not required.
- Experience in organizing, managing and communicating activities to ensure the project and program objectives are met.
- Good oral, written communication and presentation skills.
- Level 1 Occupational First Aid and Transportation Endorsement an asset.
- Small Vessel Operator Proficiency (SVOP) an asset but not required.
- Ability to promote a performance-focused environment in alignment with the HFN's values, culture and business goals.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to [HR@huuayaht.org](mailto:HR@huuayaht.org) by fax 250-728-1222 or mail attention: Human Resources Manager, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4. Please quote Public Works Supervisor Job Posting. Closing date for this position is December 3, 2020 at 4:00 pm.



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**Vision** - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

**Mission** - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

### **Huu-ay-aht First Nations Values**

#### **PROFESSIONALISM**

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

#### **RESPECT**

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- lisaak
- Observe protocol and ceremony

#### **HEALTH**

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh

- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

#### **EFFECTIVE COMMUNICATION**

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

#### **Trust**

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

#### **SUPPORT**

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other