



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Full-Time Position: Public Works Supervisor

Location: Anacla Government Offices (Bamfield Area)

Salary Range: Based on education and experience

Authority Relationship: Director of Infrastructure and Capital Projects

Application Requirements: Cover letter & Resume

Position Summary: Oversees and supervises the Public Works department. The Public Works Supervisor will also direct and supervise up to 3 Maintenance and Water technicians.

Key Accountabilities:

- Oversee and assist in the operation and maintenance of the Anacla water system.
- Oversee the maintenance and operation of sewer systems, ground disbursement as well as collection system.
- Overseeing and assist in the maintenance of Huu-ay-aht capital assets, which duties may include but are not limited to maintenance of buildings, grounds keeping, light mechanical duties, carpentry duties and machinery operation.
- Oversee and lead all required grounds keeping.
- Always Maintaining confidentiality and neutrality.
- Willingness and ability to work overtime, including evenings and weekends.

Job Duties:

- Plan, schedule, prioritize and manage the day-to-day operations for the water system, sewer systems, roads and supporting infrastructure.
- Operate and maintain water system.
- Establishes work priorities for the team and makes changes to workload as needed.
- Operate and maintain sewer systems.
- Maintains grounds, including lawn and brush cutting.
- Assists in the maintenance of all Huu-ay- aht capital assets.
- Operate machinery to support the delivery of tasks and projects, if certified to operate machinery
- Maintains roads, including ditching and grading.
- Supports fleet maintenance and repairs as well as supports the coordination of servicing.
- Performs light mechanical duties, within skillset.
- Ensure compliance to all relevant legislation and regulations, WCB regulations, HFN Human Resources Policy, HS&E Standards, Building Codes, Regulated inspection and maintenance requirements etc.

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,

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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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.
 - 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 Heath Canada's Water TRAX program.
- Any other related duties as assigned.

Education and Experience Requirements:

- Valid class 5 driver's licence or equivalent required.
- Water operator certification required or willing to obtain certification immediately.
- Machine operator certification required or willing to obtain certification immediately.
- Automotive or small engine repair experience or certification an asset.
- Carpentry, Plumbing, and electrical experience or certification 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 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 **January 21, 2022 at 4:00pm.**

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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

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