



Skwłāx te Secwepemcúlecw

Department: Administration
Position: Operations and Maintenance Manager

The Organization:

The Little Shuswap is traditionally known as Skwłax, which translates to Black Bear in Secwépemctsin, the traditional language. Skwłāx te Secwepemcúlecw (SteS) has a unique vision and drive; the Band has not only led the way in tourism within the Shuswap, but it has also led the way in economic development. The creation of Quaaout Lodge, Talking Rock Golf, Le7ka Spa, and Little Shuswap Gas Station has helped promote Secwepemc culture, and allowed the Little Shuswap Lake people to develop world class accommodation and leisure activities. The governance structure of SteS is unique and forward-looking, divided into 3 distinct sectors: Administration, which covers programs and services for Band members; Territorial Stewardship, which addresses title and rights issues and external government-government relations; and Economic Development, which oversees the business operations of the community and works to promote a strong, resilient economy for the community. Strong management and leadership with clear vision and an excellent team of committed employees make up the engine that drives the community forward.

The Opportunity: A Day in the life of Operations and Maintenance Manager

Under the direction of the Executive Director of Administration, the Operations and Maintenance Manager will ensure the consistent and safe delivery of municipal-type infrastructure services including the operation, maintenance and repair of community and commercial buildings and infrastructure. This role works closely with Operations and Maintenance (O&M) employees to identify and address emergency repairs and ongoing maintenance and service needs. The Operations and Maintenance Manager is responsible for managing all activities, programs and staff required to maintain the community infrastructure and municipal type services including Water, Sanitary Sewer System, Roads and Drainage, Parks and Cemeteries, Fleet, Solid Waste and Recycling, Parks and Trails, and Community Buildings

The role requires extensive dialogue with the field staff to ensure proper operations and maintenance is conducted on all community infrastructure assets so that regulated and Skwłāx te Secwepemcúlecw level of service standards are sustained.

Responsible for Operations and Maintenance Activities

- Prepare annual operations and maintenance schedule for Water/Sanitary division, Building Services division, Public Works and Parks division.
- Oversee planning, tracking, sign-off, scheduling and deferral of O&M department activities
- Direct the completion of emergency repairs
- Forecast and resource labour demands (seasonal, special projects, other departments need)



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- Forecast impact of new capital projects on O&M activities
- Liaise with O&M staff to ensure field input into O&M planning
- Ensure documentation of emergency repairs
- Ensure O&M Department adheres to regulatory processes and approvals
- Prepare monthly report to Administration
- Provide regular input and updates to Executive Director, Management staff and Chief and Council as required

Financial Planning and Administration

- Establish and oversee annual budget for operations and maintenance department
- Inform and approve equipment and O&M expenditures
- Issue purchase orders as required to support O&M projects and expenditures
- Review summary of O&M work activities and costs
- Ensure documentation of any emergency repairs
- As necessary, ensure approvals, permitting, archeological investigation, etc. are completed proactively to reduce delays and unplanned expenditures
- Order supplies, equipment or materials within guidelines of approved procurement policy
- Provide input and oversight to work management system and support staff

Integrated Planning and Co-Management

- Provision of cost tracking and forecasted needs to Finance for planning purposes
- Attend meetings to inform integrated planning
- Yearly inspection of all capital assets as part of municipal type services
- Coordinate with the Executive Director to identify major capital repairs and replacements

Procurement and Project Management

- Seek pricing from contractors for regular maintenance and repair services
- Approve contracts for regular maintenance and repairs in accordance with procurement policy
- Support Supervisors in ensuring contractor work is completed to specification
- Ensure records are received and maintained for work completed including schedule of quantities and costs
- Ensure the community is notified if there is or will be a service disruption

Supervision of Staff

- Develop and update job descriptions for O&M staff as needs change
- Oversee Occupation Health and Safety Program
- Oversee training for O&M staff to ensure safe work practices are applied
- Establish performance measures for O&M Department and supervisors
- Provide performance evaluation and mentorship to department supervisors to increase engagement and contribution
- Coordinate certification and training program for water and wastewater operators to meet regulatory requirements
- Liaise with department supervisors on management and specific needs
- Oversee work order program (seasonal, monthly, weekly)



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- Attend and provide input to department meetings for scheduled and unscheduled work activities and events
- Authorize staff training, overtime and time-off requests
- Provide timely responses to requests for information from staff
- Oversee records management program for relevant information as required (Record drawings, operator records etc.)
- Host check-in sessions with supervisors and O&M staff to determine priority works, encourage field staff input, works complete and deferred work.

Requirements: What you bring to the organization:

- Experience working as an operator of municipal infrastructure
- Experience administering a public works department or related experience
- Public Works Management Training Course or related education and willingness to assist with the training
- Good verbal and written communications skills and organization skills
- Confidentiality when dealing with a variety of people and sensitive information
- Self-motivated and ability to work independently
- Flexibility is a must to adapt to changing work priorities
- EOCP certification – Small Water Systems, Small Wastewater Systems
- Class 5 Drivers License with Heavy Trailer Endorsement
- Experience working in First Nations environment.
- Expertise in municipal public works such as planning, design, maintenance, and construction.
- Knowledge in municipal solid waste planning, and maintenance.
- Experience in principles of budget preparation and expenditure control.
- Strong understanding of applicable Federal, Provincial, and local laws and regulations pertaining to public works and solid waste functions.
- Knowledge of the Principles of Effective Management Skills.

Application Deadline:

Open until filled.

Send resume, cover letter and state the job title in the subject line to:

Email: hr@lsib.ca

Only qualified applicants will be contacted. No phone calls please.

NOTE: Only those applicants under consideration will be contacted. Please accept our utmost appreciation for your interest. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible



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for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.