



Chippewas of the Thames First Nation

320 Chippewa Road, Muncey Ontario N0L 1Y0 Tel: (519) 289-5555 Fax: (519) 289-2230

Chippewa of the Thames First Nation is accepting applications for the position of:

ROADS SUPERVISOR

Posting Date: July 15th, 2024

Closing Date: August 5th, 2024

Direct Reports: Public Works Director or designate

Duties:

- Attend regular meetings with Public Works Director, special meetings if so desired by the Council, to receive instructions regarding works to be undertaken and carried on by them, to report at Roads and Drainage committee meetings as to road worked in progress and to take monthly reports of expenditures and commitments in relationship to approved estimates covered in the roads program.
- Report to Public Works Director early in each year relative to the requirements during the coming season, to perform such business or other services as may be required of him from time to time. This includes attending seminars and meetings.
- Supervise all work of construction and repair on the roads and bridges within the jurisdiction of Chippewas of the Thames First Nation.
- Acquaint themselves with the best methods of constructing and maintaining roads, and operating road machinery used by the Band. To attend all courses, seminars, workshops that involve new ways of construction pertaining to Roads and Drainage.
- Direct all workers and equipment required to carry out the work, and to advise the Public Works Director as to the materials required.
- Keep an accurate record of workers employed and the work completed and to furnish standard forms pay sheets, accounts payables to the Finance Department at the proper intervals upon review and approval of the Public Works Director and/or Administration Officer.
- Examine and certify all invoices or accounts incurred by the Band for materials and labor used in road operations and examination necessary for such purposes.



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- See that construction work started and to see that it is undertaken systematically.
- Store and provide reasonable protection for all machinery tools, materials owned or used by Road Department.
- Supervise winter maintenance according to the policies of Chippewas of the Thames First Nation.
- Supervise the performance of all work carried out by contract and to certify as to completion.
- Report to Council periodically and especially at the close of each year showing in detail the character, location and cost of each separate item of work undertaken and or contracted by the Nation.
- Acquaint themselves with Federal and Provincial requirements affecting their work.
- Provide regular reports as required by the Public Works Director or Administration Officer.
- Advise the proper authorities of any special works that are being considered that will affect traffic or roads bordering Chippewas of the Thames First Nation.
- Consult the Public Works Director, Administration Officer and Finance Director regarding specifications, tender forms, etc, before calling tenders or proceedings with any special work
- See that all washout, drains and culvert obstructions, bridge failures, and other defects are repaired or guarded with the least possible delay so as to prevent injury in all cases of emergencies
- See that all shoulders of the roads are properly maintained and free of weeds so that surface drainage is not impeded, and to ensure with available resources, that all brush and noxious weeds are controlled on the roadside.
- Regularly inspect and repair Advisory and Regulatory signs on the Nations Road system and to maintain a diary of such inspections.
- Inspect all structures on an annual basis and to ensure that a road maintenance program is carried out.
- In case of emergency illness or absence due to vacations the Roads Supervisor shall inform the Public Works Director so that alternate arrangements can be made.

Qualifications:



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1. O.S.S.D. required, post secondary education considered an asset
2. Ability to operate heavy equipment. ie. grader certification, high hoe, front end loader, garbage truck, etc.
3. Physical ability to complete tasks involving heavy pushing, pulling and lifting on a regular basis
4. Mechanically and electrically inclined
5. Excellent communication skills both written and verbal
6. Strong problem-solving skills and ability to troubleshoot
7. Knowledge of General construction practices related to roads infrastructure projects
8. Knowledge of health and safety legislation relevant to position
9. Demonstrated ability to effectively follow directions and complete tasks within given deadlines
10. Ability to demonstrate computer skills in MSWord , Excel, Outlook an asset
11. Self-motivated and able to work with minimal supervision
12. Willing to work outdoors in uncontrolled weather conditions and construction environment
13. Valid BZ driver's license required, (higher classes are considered an asset), clean driver's abstract
14. Transportation of Dangerous Goods and First Aid/CPR Certification required or willing to obtain
15. Required to work weekends, evenings, and to be on-call

*The successful candidate will be required to submit a clear Criminal Record Check (Level 1) as a condition of employment.



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Hiring of Indigenous people will be given preference, please identify.

Interested Applicants, please submit a Cover Letter, Resume, three work related references,

COTTFN Human Resources Department humanresources@cottfn.com

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NOTE: We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request for candidates taking part in all aspects of the selection process.