



Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Public Works Coordinator

Location: Sarnia, ON

Duration: Permanent

Posting Closes/Deadline: April 17th, 2026

Tentative Interview Date(s): April 23rd & 24th, 2026

Scope of the Position

The Public Works Coordinator is responsible for delivering and monitoring the Public Works Programs and ensuring execution of high-quality programming in alignment with the policies and procedures established by the First Nation Council. The Public Works Coordinator provides supervision to all members of the public works team including Labourers, and Seasonal Workers. The Coordinator is responsible for the overall operations and maintenance of AFN's water system, parks, streets, storm water, vehicle / equipment maintenance, and First Nation facilities.

Responsibilities

Public Works Program and Service Delivery:

- Deliver and execute high-quality programs and services in alignment with legislative and community requirements
- Maintain departmental oversight of facilities, contracts for equipment, vehicles and materials and associated maintenance
- Coordinate public works work orders, scheduling and planning to ensure the timely and accurate delivery of maintenance, operations or emergency repair of facilities, water systems, parks, streets/roads, parking lots, storm water and vehicles / equipment
- Coordinate and track public works work orders
- May also operate vehicles such as snowplow/dump truck or heavy equipment as needed operationally
- Assist with coordination of community events
- Promote a positive image of Public Works to the public

People Management:

- Provide supervision to the Public Works staff
- Supervise and support direct reports to ensure and foster wellbeing in a cooperative working environment in accordance with policies, procedures, and systems in place
- Coordinate all aspects of task assignment and completion, scheduling, including time off requests and ensuring adequate staffing coverage
- Ensure staff compliance with all relevant policies and procedures

Finance & Administration:

- Ensure the effective utilization of program funding and resources
- Provide monthly and maintenance reports to the Manager of Community Services
- Monitor and report on the public works budget as required
- Attend management, Committee, Council, and community meetings as may be required

Minimum Requirements

- Certificate / diploma with specialized training in a recognized community college or program in an associated field is an asset

- 3 to 5 years of experience in Public Works infrastructure operation, maintenance and construction and the safe operation of related tools and equipment
- 3 to 5 years of experience (work or lived) in First Nations, understanding the needs, challenges, and political environment
- Previous staff supervisory experience is an asset
- A clear Criminal Record Check and Vulnerable Sector Check
- Must possess and maintain a valid 'G' Province of Ontario Driver's license, clean driving record, valid 'F' license considered an asset
- Knowledge of Commercial Vehicle Operators Registration (CVOR)
- CPR/First Aid Certification is required

Knowledge, Skills, and Abilities

- Thorough knowledge of First Nations public works initiatives / services and how that impacts the AFN community
- Knowledge of First Nations bylaws, politics and specific issues related to public works
- Knowledge of and ability to apply core First Nations values to coordinate culturally appropriate services
- Able to support the vision, purpose, and values of AFN
- Operational knowledge of hand and power tools, general maintenance equipment and vehicles, and various other mechanical tools
- Knowledge in road, street and sidewalk maintenance and repair (including winter operations)
- Effective supervisory, mentoring and delegation skills
- Able to communicate effectively using oral, written, visual and non-verbal communication skills
- Well-developed interpersonal skills; strong interest in public works and the provision of public works programs and services

Personal Attributes

- Maintain strict confidentiality in performing the duties of this position
- Demonstrated high degree of personal integrity and credibility and the ability to represent AFN with professional competence
- Interest in First Nation health care, wellbeing, and community

Other Considerations

In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985,c. H-6, s16 (1-3)).

Preference may be given to First Nation candidates with relevant on reserve employment and/or those with knowledge and understanding of Aamjiwnaang and history and community.

Application Process

If you are interested in this opportunity, kindly forward your resume and cover letter via mail, email, or fax to:

Aamjiwnaang First Nation
978 Tashmoo Avenue
Sarnia, ON
N7T 7H5

Attention: Ashley Fisher, Human Resources Officer
humanresource@aamjiwnaang.ca
519-336-0382 fax

For more information, check us out online at www.aamjiwnaang.ca