



# Job Posting (Full-time/Permanent) Community Works and Operations Manager

## Job Summary:

The Community Works and Operations Managers will plan, coordinate, monitor, direct and delegate Opaskwayak Cree Nations Community works and operations branch programs. He/she will have to address long term goals and objectives as set out by Onekanew and Onushekwak.

## Specific Duties:

- Ensure all Administrative and Financial Policies are adhered to by all employees within the Community Works and Operations Division.
- Lead communications initiatives for a variety of audiences both internally and externally.
- Ensure that employees carry out their duties and in accordance to their respective job description.
- Be available to the public and do general administrative duties.
- Handle public relations that pertain to the Community Works and Operations.
- Authorize payments for items that relate to Community Works and Operations.
- Answer all informal and formal letters to outlying agencies and organizations.
- Meet with O&O, Managers and Program Heads as Required
- Establish a work plan with Public Works Branch for weeks activities
- Attend Fire Branch Meetings.
- Attend C.W.O meetings and prepare material for review by Onekanew and Onushekwak.
- Analyze monthly Financial Statements for the branch of C.W.O and recommend tighter controls as required.
- Meet with Government Officials when necessary.
- Prepare applications for grants, special programs, and projects to the appropriate agencies and administer the quotes to their respective personnel.

## Qualifications:

- Post-secondary education in administration/engineering or equivalent education/ training
- Certificate in Project management is an asset
- Possessing general knowledge in building, mechanical and electrical maintenance is an asset.
- Minimum 5 years working in management in an office setting
- Willingness to travel and possess a valid driver's license
- A basic understanding of speaking, understanding, reading and writing in Cree is an asset.

**Salary to commensurate with education and experience.**

**Priority will be given to people with Aboriginal ancestry that meet the requirements.**

**Deadline: Wednesday, April 5, 2019 at 4:30 pm**

**How to apply:** Should you be interested in this position, please email, mail or drop cover letter and resume to:

Courtney Hester, Personnel Administrator  
P.O. Box 10880 \* Opaskwayak, Manitoba R0B 2J0  
Phone: 204-627-7100 \* Fax: 204-627-7063  
E-Mail: [courtney.hester@opaskwayak.ca](mailto:courtney.hester@opaskwayak.ca)

We thank you for your interest in wanting to work for the Opaskwayak Cree Nation. However, only those individuals that are qualified will only be contacted for an interview.