



Employment Opportunity

Position Title:	Pit operations Manager
Department:	Westhills Aggregates LP
Status:	Permanent Full Time
Location:	Westhills Facilities

Job Summary:

The Pit operations Manager will provide skilled labour, operate assigned equipment and manage the pit including but not limited to assisting the General Manager to develop the overall construction plan, create and execute the daily work plan with clear objectives and goals, labour scheduling, labour management, inventory scheduling, tracking and controls, protection of company assets and maintain a clean and safe working environment. Ensures all company policies and safety requirements are executed and adhered to.

Core Competencies:

Must always be prepared to get dirty, jump in and help, provide skilled labour, operate various equipment and/or simultaneously manage the pit including but not limited to:

- Reviews and thoroughly understands the pit design drawings, design specifications, schedules, contract details, work flow and generally all aspects of the pit.
- Creates a positive and encouraging working environment.
- Communicates effectively and professionally in both verbally and written correspondence.
- Prepares daily report documentation at the end of every work day and other related correspondence.
- Responsible for the day-to-day operations of assigned projects by the General Manager.
- Provides relentless focus and attention delivering consistent and high quality work.
- Ensures the entire site is safe, organized, clean and free of clutter.
- Actively communicates and coordinates all activities with Management, Crew, Sub-contractors and administration staff.
- Assist the General Manager with overall construction plan including pit schedule is achieved.
- Management of all assigned project and/or site related matters.
- Drives operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; identify trends; determining system improvements; implementing change.
- Available after hours as is reasonable for emergencies and items of critical nature.
- Is the lead driver in all aspects of safety including training, adherence to policy, execution of policy, and creating a culture of safety

Key Competencies:

- Completion of the twelfth grade
- Valid driver's license;
- Quality Control
- Fiscally Conscious
- 1-3 years' managerial/supervisory experience in industry
- Problem Solving and decision making
- Safe work practice;
- Safety Governance
- Communication

Personality Traits:

- Attention to detail
- Confidentiality
- Work in fast paced environment
- Excellent time management and Organization skills
- Excellent Interpersonal skills
- Flexibility
- Interpretation and collection of data

**Human Resources
Penticton Indian Band**

Email: jobs@pib.ca

DEADLINE: March 20, 2019 by 4pm