



Penticton Indian Band

841 Westhills Drive
Penticton, British Columbia V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

Position Title:	Public Works Supervisor	Classification:	7	\$30 – 37 per hour Revised* (Based on education & experience)
Department:	Public Works	Type:	Supervisory	
Status:	Full-time, Permanent	Hours of work:	Up to 35 hours per week	
Responsible To:	Public Works Manager and, Director of Capital, Infrastructure & Engineering,			
Location:	PIB Administration Offices, 841 Westhills Drive, Penticton, BC V2A 0E8			
Deadline:	November 29, 2022			

Job Summary:

Reports to Public Works Manager and is responsible for organizing workflow and ensuring that employees understand their duties or delegated tasks. The incumbent supervises and monitors employee productivity and provides constructive feedback and coaching. The goal is to encourage a strong sense of community pride with all Public Works programs and services delivered and community properties maintained in an effective and efficient manner.

Core Competencies:

- Accountability & Dependability
- Teamwork
- Problem solving
- Communication
- Flexibility
- Continuous improvement
- Leadership
- Organization
- Ethics and Integrity

Duties/Responsibilities:

Job Responsibilities and work performed

- Supervise, co-ordinate and schedule the activities of workers at PIB public works and services including related apprentices, helpers, and labourers.
- Manage the operations in an effective and efficient manner
- Implements policies and procedures
- Assess and prioritize work in conjunction with the Public Works Manager
- Review and analyze maintenance reports
- Respond to manage crisis and ensure required measures are taken
- Establish methods to meet work schedules and co-ordinate work activities
- Requisition materials and supplies when required
- Resolve work problems and recommend measures to improve productivity
- Train or arrange for training of workers
- Recommend and implement staff deployment to improve maintenance, and facilities.
- Establish and maintain procedures
- Ensure effective consultation with Public Works Manager
- Supervise staff within the program area to ensure all assigned tasks are completed and public works facilities are functioning as required.
- Ensure all public works comply with all safety regulations and procedures
- Other duties as agreed upon by the Employee and their Manager.

Accountability

- Ensure compliance with all internal band policies and procedures (Human Resources, etc.)
- Strengthen relationship and engage with community.
- Protect people, community, and resources.
- Build capacity.

- Increase capital assets and resources.
- Decrease barriers.

Relationships

Internally

- Reports to Public Works Manager
- Human Resources as required.
- Collaborates with the Community as required

Externally

- DISC on a project basis
- PIB Entities
- External funding agencies on a project basis.

Decision Making

- High degree of trust and confidentiality.
- Detail oriented and accurately processing and prioritizing information.
- Exercise objectivity and transparency.
- Processes and systems are based on administrative policies and procedures

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Completion of secondary school is usually required

Other Certification, Licenses, Designations and/or Training

- Valid Class 5 BC Driver's License.
- Knowledge of a range of business and industry computer applications,
- Own transportation.
- Ability to pass a Criminal Record Check

Specific Job Skills and Levels

- Good interpersonal and communication skills - oral and written.
- Positive, professional working relations with staff, community, and public.
- Conflict resolution and moderation skills.
- Supervisory skills.
- Outstanding organizational and leadership skills.
- Property management including maintenance management.
- Understanding of the Syilx cultural and political environment would be an asset
- Cross cultural sensitivity and awareness and/or quickly develop an awareness of the community and local families as well as a local, regional, and territorial awareness.
- Willingness to learn Penticton Indian Band in-house policies, procedures, and programs

Minimum Level of Experience

- 1-2 years of experience in the occupation as a supervisor is required.

Personality Traits (Required to be successful in position)

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|---|--|
| • Approachable & Friendly. | • Patient. |
| • Considerate & Service Oriented. | • Compassionate & Empathetic. |
| • Honest and integrity | • Assertive. |
| • Fair and consistent | • Respectful and culturally sensitive. |
| • Demonstrate sound work ethics. | • Diplomatic |
| • Maintain standards of professional conduct; | • Detail attention |

Assets:

- Proven experience in maintenance management.

Working Conditions:

- Constant time pressures to organize and meet deadlines.
- High volume of communication demands (telephone calls, emails, fax)

- Exposure to stress related to time pressure, multiple demands, and client expectations and interactions which are occasionally hostile (unsatisfied client/member)
- Occasional travel as required.
- Overtime may be required.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

Deadline:

November 29, 2022

Send your Resume to Senior Manager, Human Resources

Rory Gabriel at jobs@pib.ca