



# GARDEN RIVER FIRST NATION IS HIRING



*In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.*

**Position: Lead Hand/Working Foreman**  
**Starting Range: \$24.03 – \$27.02 (Pending Education & Experience)**  
**Location: Public Works**  
**Duration: Full Time Permanent**

## POSITION SUMMARY

Reporting to the Public Works Manager, The Lead Hand/Working Foreman is responsible in leading the Garden River First Nation Public Works staff; including labourers and heavy equipment operators by coordinating activities, tasks and special projects.

## DUTIES

- Promote safe work environment
- Liaise with manager to provide direction and support to workers to achieve set goals and maximize efficiency.
- Assist with coordination, management and scheduling of specific activities to ensure that equipment and resources are efficiently utilized to meet department outcomes
- Assist in the delivery of special programs such as the Elder's Snow Removal Program
- Provide support in the development of new departmental policies and procedures
- Monitor inventory flow and identify tool requirements within the department
- Track materials that employees use, computer applications such as spreadsheets or inventory management software.
- Record equipment rental and activities that adhere to Funding Reporting Requirements
- Responsible for the team's overall safety and provide motivation for the team members to meet their goals
- Conduct daily pre-shift meeting
- Identify needs for safety training
- Complete safety and hazard assessments and participating in safety investigations
- Assist roads and labour crew with maintenance, as necessary
- Perform other duties as may be required or assigned

## QUALIFICATIONS

- Highschool and/or G.E.D. preferred
- Minimum two years in a supervisory role
- Required "DZ" License and clear drivers abstract to operate heavy equipment
- Ability to work outdoors in All conditions
- Demonstrated sensitivity and knowledge to the First Nation cultural values and traditions
- Ability to work independently and collaboratively as a team member
- Ability to use good judgement in assessing difficult situations
- Ability to work under pressure to meet deadlines
- Excellent organizational skills, time management skills, interpersonal and communication skills, both oral and written
- Computer skills, efficient with Microsoft Office Suite (Word, Excel, etc.) as well as internet and email
- Heavy equipment operator certification considered a plus
- Must undergo a criminal record check prior to employment **(At Applicant Expense)**

*\*For a copy of the full job description please email [employment@gardenriver.org](mailto:employment@gardenriver.org) and one can be forwarded\**

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by:

. Please address the envelope and/or email **"Lead Hand/Working Foreman – 2023-19"** and submit to:

Human Resources

Garden River First Nation

7 Shingwauk Street, Garden River, ON P6A 6Z8

Email: [employment@gardenriver.org](mailto:employment@gardenriver.org)

**Date Posted: March 9<sup>th</sup>, 2023**

*The Lead Hand/Working Foreman will promote safe work environments for their team. This position will function within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of Garden River FN.*

**PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.**

We thank all applicants for their interest; however only those selected for an interview will be contacted.



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