



EMPLOYMENT OPPORTUNITY

O&M ADMINISTRATIVE MANAGER

The Chief and Council is seeking an individual with strong qualities in interpersonal skills, managerial skills, organizational skills and communications skills to fill the position of Operation and Maintenance Administration Manager to oversee all custodial, operation and maintenance activity in all buildings under the jurisdiction of Sandy Lake Administration.

IMMEDIATE SUPERVISOR: Executive Director

DUTIES AND RESPONSIBILITIES

1. Identify staffing and activities to cover operations and maintenance in all buildings under the responsibility of the Administration including but not limited to: All school buildings; Teacherages; Education Administration Office; Sandy Lake Administration Office; Radio Station; Arena; and Water Treatment Plant.
2. Direct, supervise and evaluate the senior O and M staff member in each Operations and Maintenance division as identified in the Operation and Maintenance Lines of Authority chart;
3. Implement and maintain the supervision and safety requirements of all buildings and work area. Ensure that building and safety needs and requirements are adequately planned and met;
4. Ensuring the purchasing of all operation and maintenance materials and other requirements using cost effective methods;
5. Maintain full records of all O & M related programs by:
 - Develop and maintain an inventory system of all supplies and major items under O and M;
 - Ensure that a plan is in place for major items to be rotated and purchased on a timely schedule, major household items every 7 years, lawnmowers every 4 years, etc.)
 - Recording all estimated and actual costs of work or goods in accordance with accepted accounting practices;
 - Maintaining records of all tender quotations, contracts, correspondence, and inquiries;
 - Maintain appropriate documentation of work completed;
 - Prepare reports describing the work and costs of tasks outlined in the O and M contribution arrangement;
 - Maintain the Band's copy of the Capital Asset Inventory System;
 - Submit changes, additions and deletions to INAC
6. Create, and keep updated, yearly program activity plans outlining program goals, objectives and how implementation will be achieved;
7. Oversee development, implementation and effective completion of program staff's Monthly and Weekly project and activity plans;
8. Ensure submission of program staff monthly activity reports;
9. Draft and submit to the Executive Director, monthly written activity reports, summarizing:
 - Program and personal activity highlights of the previous month;
 - Next areas targeted for change or expansion; and;
 - Concrete plans for change.
10. Attend staff training as required;
11. Perform other related duties as required by the supervisor, and all duties assigned by the Chief and Council.

KNOWLEDGE AND SKILLS

Post secondary education in business management or trades or equivalent experience;
An understanding of finances, business, maintenance programs and INAC Capital Asset Inventory system and Contribution Arrangements;
Oral and written literacy in Oji-Cree an asset;
Strong English oral and written communication skills for proposal and report writing;
Computer literacy.

If you are interested in applying for this position, please submit your cover letter and resume to Joe C. Meekis, Executive Director before the deadline.

DEADLINE: 5 PM ON TUESDAY, MAY 10, 2016