

# Capital Projects Supervisor

**Employer:** Ketegaunseebee Garden River First Nation  
**Posted:** 19 months ago  
**ES Job ID:** 14338  
**Sector(s):** Executive and Management, Skilled Trades

**Closing Date:** June 08, 2023  
**Location:** Garden River  
**Duration:** N/A

## Job Description:

Position: Capital Projects Supervisor  
Starting Range: ALIGN WITH GRFN PAYBANDS  
Location: ADMINISTRATION BUILDING  
Report to: CAO

Working in the field on construction sites, under the direction of the CEO, this position will execute the planned construction and repairs of infrastructure assets including, housing, commercial buildings subdivisions. This position will also be responsible for liaising with subcontractors / suppliers on each project while also supervising the assigned human resources.

## DUTIES INCLUDE:

- . Participate in the lifecycle planning of capital construction project plans in collaboration with the Band Manager, sponsoring departments heads, community focus groups and Chief and Council;
- . Assist with funding applications for community infrastructure development ideas recommended by the Band Manager and C&C of GRFN;
- . Supervise all on-site construction activities on a daily basis;
- . Lead field level review and correction of productivity issues and monitor work performance and efficiency of employees and subcontractors;
- . Ensure compliance with Safety Programs to create safe work environment throughout the jobsite and adhere to the safety and record keeping requirements;
- . Document and report all injuries, fill out Notice of Injury/Accident reports;
- . Advise CEO of potential problems, work interferences or schedule difficulties while assisting in circumventing/resolving such conflicts;
- . Complete progress reporting to CEO on all active and planned projects;
- . Complete and submit final project close out reports submitting at a minimum to the Band Manager, Sponsoring Departmental Manager and Funders;
- . Maintenance of knowledge and compliance with the provisions of the Occupational Health and Safety Act and regulations and all workplace health and safety policies, programs and practices;
- . Performing other duties as may be required or assigned;

**Required Skills:**

- Graduated from High School - minimum. Post-Secondary education is preferred.
- Sound knowledge of all tools and equipment normally associated with construction
- Good physical fitness to move with ease throughout - sitting, standing, walking intervals.
- Familiarity with a transparent internal leadership model
- Demonstrated understanding of roles and responsibilities of project teams
- Demonstrated sensitivity to, and knowledge to, the First Nation cultural values and traditions;
- Demonstrate confidence in spotting construction productivity issues and taking action to resolve them expeditiously
- Strong ability to build relationships, lead others into action, and work exceptionally well under pressure
- Demonstrate a strong knowledge of materials and resource allocation, construction tools, and execution according to plan specifications
- Willingness to accept changes in work practices and technology;
- Ability to work independently and collaboratively as a member of a team;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Must undergo a criminal record check prior to employment (At applicant expenses)

**How to Apply:**

\*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:  
June 08, 2023 @ 12:00pm (Noon). Please address the envelope and/or email \"Capital Projects  
Supervisor-2023-69\" 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)

Fax: 1-705-945-1415

COME JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE FOR KETEGAUNSEEBEE.

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS AND EXISTING EMPLOYEES.  
SELF-IDENTIFICATION IS ENCOURAGED.

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