Heiltsuk Tribal Council

EXTERNAL JOB POSTING

Job Posting No. 014-2026

Public Works Manager

ABOUT THE OPPORTUNITY

In accordance with the established strategic plans, goals, and objectives of the Heiltsuk Tribal Council, and in relationship with partners, the key mandate of this management position is to ensure the organization implements its short, mid, and long-range housing strategy to achieve its goals and objectives in relation to public works operations and its related staffing and maintenance and preventative maintenance programs and services to promote quality of place and quality of life for residents.

As a boots-on-the-ground manager, the Public Works Manager will oversee the management and delivery of municipal-type services including water treatment and distribution, wastewater collection and treatment, drainage systems maintenance, roadways maintenance, and byways and greenways and parks and cemetery, and marinas and warfts. Key responsibilities include planning, organizing, directing, and controlling, and evaluating key areas of operations and maintenance, budgets, and the performance management of employees. Other key responsibilities include compliance reporting, reporting to funders, authorized engagement with partners to support funding agreements and services procurement, planning for succession, and making technical recommendations.

ABOUT YOU

You have experience in civil-works and municipal-type infrastructure operations management, as well as demonstrated experience planning and managing budgets. You have professional skills and demonstrated experience working with municipal-type infrastructure. You have a minimum of 7 years' progressive experience managing and developing teams. Your past successes keep you confident in taking on new challenges. You have an established professional network and demonstrated success in managing relationships with employees and partners. You understand the logistics and regulatory compliance requirements related to the work. You have a post-secondary diploma, and you are looking for a mid-to-long-term commitment. ***Your competencies include:***

- Integrity
- Risk Assessments
- Safety Legislation
- Civil /Municipal Work
- Budget Management
- Scheduling and Planning
- Interpersonal ability
- Communication
- Staff Management

YOUR QUALIFICATIONS INCLUDE

- Certified Public Works Supervisor Level I or II (asset), or other education relevant to the field of work.
- Project management experience in municipal works (asset)
- Minimum seven (7) years' direct experience in operating and maintaining municipal-type services of which at least three (3) years should be in a supervisory role.
- Proven knowledge of road maintenance, sewer systems, seasonal public works, heavy equipment and snowplow operations, including airport snow plowing.
- Experience coordinating infrastructure projects and collaborating with contractors and technical experts.
- Experience with budgeting, financial reporting, and resource allocation.
- Knowledgeable in areas of safety regulations and OHS and WHIMS guidelines and risk management.
- Cultural competency and willingness to learn about Heiltsuk traditions and First Nations governance.

- Strong organizational, planning, and time management skills in remote or resource-limited settings.
- Demonstrated ability to lead teams, resolve conflicts, and build strong working relationships.
- Excellent communication skills and the ability to provide sound, confidential advice to leadership.
- Experience in strategic planning and execution, contracting, negotiating, and change management.
- Diplomacy in pressure situations with calm, steady demeanor; builds positive relationships with all.
- Ability to participate in and facilitate group meetings; professional verbal/written communication.
- Identification and resolution skills; strong attention to detail and a high degree of accuracy.
- Proficiency with Microsoft Office suite.
- Ability to obtain and maintain satisfactory Police Information Check (criminal records).
- Class 5 driver's license, and ability to obtain and maintain satisfactory driver's abstract.

The following are considered assets:

- Formal training in budget planning with multiple funding sources.
- Knowledge of First Nation's governance, history and context.
- Experience in a similar organization and/or a similar role.
- Knowledge of Indigenous Services Canada programs

We recognize the value of diverse educational experiences including cultural, academic, work, and lived experience. We encourage those who closely match the qualifications listed to apply. ***Heiltsuk members and Indigenous applicants are encouraged to apply.***

ABOUT THE COMPENSATION

This is an overtime exempt position. As a salaried management role, the successful candidate may earn a salary ranging from ***$80,000.00 to $105,000.00*** annually, pending qualifications, education, skills and experience. This employee will work a regular schedule of 40 hours per week, and on occasion will work beyond these hours, and all remuneration paid to the successful candidate is intended to cover all hours worked. In addition to a time-off-in-lieu of overtime award, and professional opportunities, other benefits include a comprehensive group benefits package and pension matching, and generous time off awards.

HOW TO APPLY

Please submit your application to:

Human Resources Recruitment
Heiltsuk Tribal Council
jobs@heiltsuk.ca

Posting Closes: September 20, 2026, at 4:00 p.m. **Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge. A six-month probationary period is required.

Please identify in your email subject line that you are applying to "014-2026 Public Works Manager."

We thank individuals for applying, but only those internal applicants selected for an interview will receive a reply**.**