



Public Safety Supervisor

Muskoday First Nations is seeking a Full-time Public Safety Supervisor!

Under the general direction of the Public Safety Manager or Councillor, this position is responsible for daily on-going monitoring and observation of Muskoday First Nation (MFN) Security and Surveillance Departments, while ensuring the security and integrity of the assets, staff, and community. The ideal candidate is an energetic professional with proven experience, knowledge, skills, and abilities to govern over a high paced, pressured filled environment. The selected candidate will be accountable for the security and surveillance staff, assigning duties, scheduling, briefing/monitoring of employees and overseeing occurrences as they develop and the overall reporting as required. As a Public Safety Supervisor, you will foster a safe and efficient work environment while maintaining an open-door policy. The Public Safety Supervisor will ensure adherence to the MFN's policies and procedures while motivating, and leading by example and supports.

Public Safety Supervisor Job Duties

- Update and create policy and procedures and create reporting documents and systems.
- Supervise, manage and delegate Security and Surveillance Operators daily tasks, duties and always maintain awareness.
- Oversee safety protocols, conduct risk assessments, provide training, monitor compliance, investigate incidents, and ensure emergency preparedness in the workplace.
- Communicate effectively and interact with internal and external departments while delivering exceptional customer service to MFN members, first responders including MFN CSO's, RCMP, Ambulance and MFNVFD.
- Must be reliable, diligent and maintain a high level of integrity and confidentiality.
- Safeguard confidential information and prevent its improper disclosure or use while also ensuring all staff abide by their oaths of confidentiality.
- Investigate, report, and document all irregular, unusual, suspicious, or illegal activities.
- Construct written reports which are legible and concise and over see and ensure all staffing reports are completed the same way by the end of each shift by each Security and Surveillance employee involved.
- File all reports and video evidence appropriately throughout each shift whenever deemed necessary and ensure the proper MFN departments affected are aware and briefed.
- Maintain and verify logs, enter information into trackers and timesheets, prepare and verify departmental reports including funding, grants and annual reports.
- Monitor, document and report violations, unauthorized accesses and trespasses.
- Store records securely for evidence purposes.
- Monitor and report on the conditions of Security and Surveillance facilities and equipment; perform preventative maintenance on equipment as required.
- Provide training and coaching to all new team members & on going departmental Training to the team.
- Schedule for the team, oversee the leaves via Payworks.
- Assist the management team with projects as needed including attending CCG meetings and other required MFN Committees.
- Ensure health and safety directives are followed and other statutory regulations.
- Attend court duties as required.
- Meet with the provider as required to keep systems up to date and in good working condition.
- Research, apply and secure additional funding as required for the Public Safety Team.
- Performs other duties as directed by the Employer, Portfolio Councillor or designate manager.

Knowledge, Skills, and Abilities:

- Knowledge of the operations of the Security and Surveillance equipment.
- Knowledge and application of investigation and apprehension principles.
- Surveillance skills and ability to construct and write detailed reports.
- Create reporting systems to ensure all Public Safety teams are connected and communicating.
- Mental Clarity – fully active and engaged clarity to work through problems and stay productive throughout the day.

- Sharp memory recall, quick thinking, and unclouded judgement.
- Integrity and Professionalism.
- Confidentiality.
- Ability to deescalate situations to come to a positive outcome.

Requirements

- Knowledge of the CSO program, policies and job duties in order to work in collaboration.
- Knowledge of the RCMP Community Tripartite Agreement in order to work in collaboration.
- Knowledge of scheduling employees over 24/7 schedules.
- Ability to work all shifts (including evenings, weekends, and holidays)
- Responsible for the supervision and performance management of Security and Surveillance Operators.
- A minimum of 2 (two) or more years of Surveillance / Security related fields or gaming related positions, with preference to Supervisory experience of 1 (one) or more years
- Strong leadership, analytical, observational, organizational, and interpersonal skills
- Exceptional verbal and written communication skills
- Proactive and solution-oriented skills with strong problem-solving, and conflict resolutions skills
- Knowledge of computer applications – MS Word, Excel, Access, Power Point and Outlook
- Ability to exceed internal and external customer expectations through timely, effective, and service oriented communication.
- Strong leadership, analytical, observational, organizational, and interpersonal skills
- Exceptional verbal and written communication skills
- Proactive and solution-oriented skills with strong problem-solving, and conflict resolutions skill
- Ability to work with minimal supervision.
- **Successful applicant must provide a CPIC and Vulnerable Sector Check**
- **A valid Drivers licence (submitted to SGI for screening) is required.**

Work Conditions:

- After hour calls.
- Detailed report writing and concise writing.
- Unable to leave the site when on surveillance duty.

Remuneration: Salary is dependant on qualifications & experience.

Please apply with a resume and cover letter by **April 7th, 2026 at 4:00 PM**

Send resumes to:

Ernie Dreaver, Human Resources Officer
Box 99
Muskoday, Sask. S0J3H0

EMAIL: resume@muskodayfn.ca

FAX: 306-764-7272

- ❖ Muskoday First Nation appreciates the interest of all applicants; however, only those selected for an interview will be contacted.
- ❖ Late applicants will not be considered for the position.