



ONE ARROW FIRST NATION EMPLOYMENT OPPORTUNITY

Public Works Manager – Full-time Position

One Arrow First Nation is seeking a dynamic and committed individual to join our team in the following employment opportunity. The Public Works manager will report to the Director of Community Development and is responsible to manage all public works jobs while effectively motivating and directing the Public Works personnel in undertaking all the work that is required to service One Arrow First Nation community.

Core Competencies:

- Experience and knowledge overseeing a First Nation public works department.
- Strong leadership working with staff to develop, manage performance, and motivate quality and safe working practices.
- Monitor and evaluate staff performance requirements and personal development.
- Plan and schedule daily and seasonal infrastructure maintenance.
- Develop, monitor and complete monthly reports on expenses and variance to fiscal budget.
- Utilize appropriate use of purchase orders.
- Order supplies for in and out of shop use
- Maintain inventory listing.
- Manage assets, including monitoring, maintaining, and repairing all equipment, materials, and facilities.
- Always demonstrate effective communication with respect and professionalism with staff, community members and management.
- Attendance at all necessary meetings including with staff, managers and council as directed.
- Complete incident reports and adhere to OH&S safety practices.
- Adhere to the One Arrow First Nation Personnel Policy and Procedures, the Fit for Duty Policy and Code of Confidentiality and Ethics.
- Must be available to assist in emergencies and may be required to undertake other duties as assigned from time to time by the Director or Director of Operations.

Qualifications:

- Grade 12 education.
- 5 - 10 years work experience in Public Works or related field.
- Heavy Equipment operator certification is considered an asset
- Minimum 2 years supervisory or management experience
- Experience as a mechanic and operator of all types of small and heavy equipment
- General understanding of theory, principles, practices and techniques of public works, water and sewer and utilities maintenance functions.
- Ability to analyze maintenance issues and problems.
- Knowledge of occupational health & safety requirements.
- Must have ability to complete written and verbal reports.
- Must be physically capable of performing a wide variety of physical tasks, lift, push, pull or carry (50lb) objects.



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Other:

- As a condition of employment must provide satisfactory results for the following:
 - A current Criminal Record Check through the CPIC;
 - Saskatchewan Drivers license, SGI Driver's Abstract and meet One Arrow insurance requirements;
 - Comply with Fit for Duty policy and participate in mandatory pre-employment drug and alcohol test.

How To Apply:

Submit a cover letter, resume and three professional references to:

Shawna Greyeyes,
Human Resource Manager
One Arrow First Nation
Email: shawna.greyeyes@onearrow.cloud

Deadline for Applications:

May 11, 2026