

JOB POSTING

O/M SUPERVISOR

DFN Administration is looking for an Outgoing and Assertive person (male or female) to oversee the operation and maintenance program.

The Primary Objective is:

- To work with Administration, Department Managers and council to ensure that Public Services are being operated and maintained to the community's expectation and satisfaction.
- To ensure that funding received and generated is being used in the most cost-effective way (most work for the least amount of dollars)
- To look for additional dollars for training for the current or new workers.
- Must be willing to train on administrative duties, basic operation and maintenance skills in all areas
- Basic Computer skills are required and willing to train further
- To meet and work with: ISC (INAC), Circuit Rider, outside Service Providers, Vendors, Consultants etc....
- To Work within limited budgets or look for additional funding

You may pick up a copy of the job description at the band office.

Submit your **Letter of Interest and Resume** to Robin Dawson at the band office or email: dfn.administrator@kingcome.ca

Closing: May 3, 2018 at 4:30