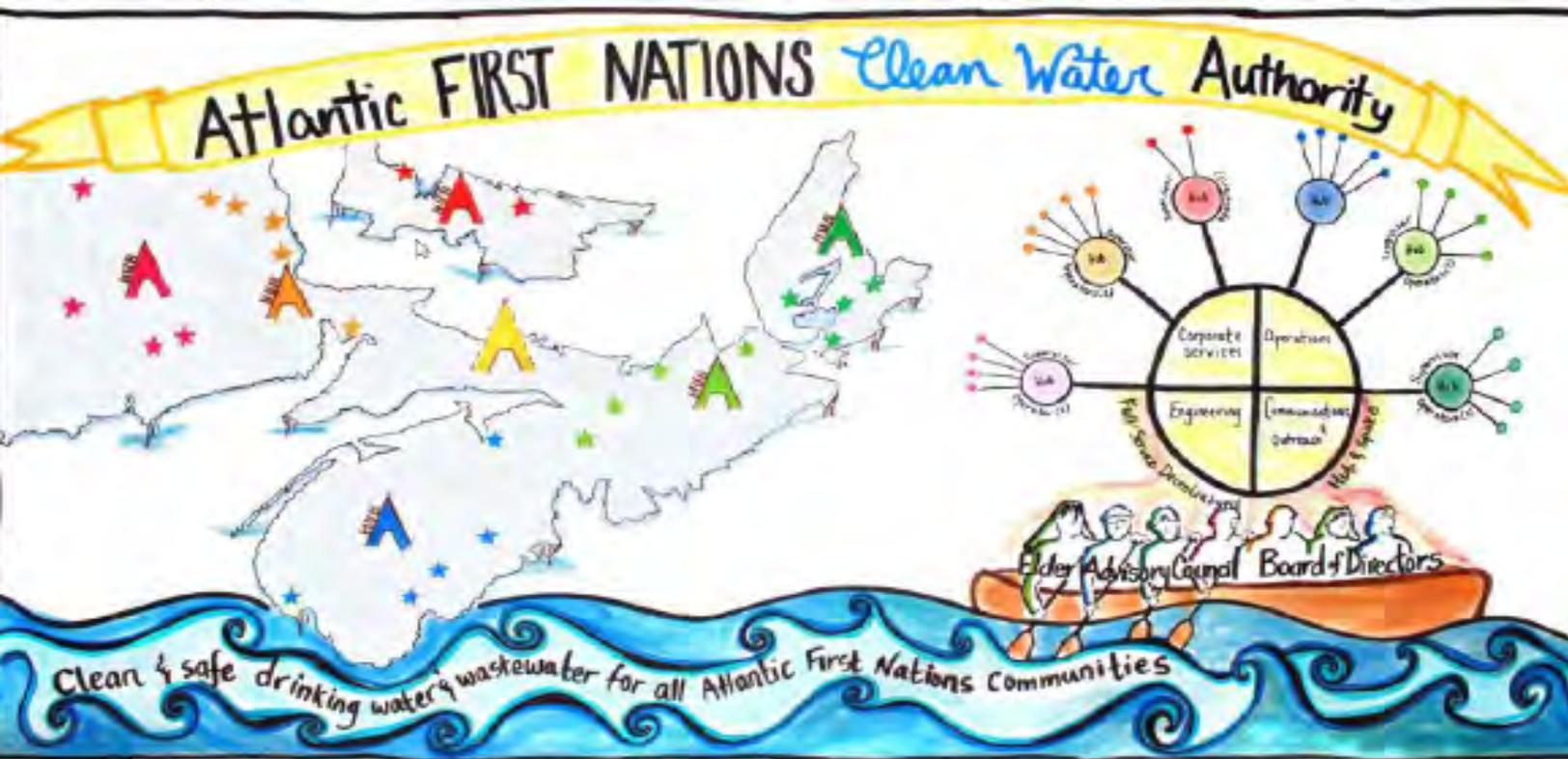


Leaders

INTERNATIONAL

Executive Search



Manager of Operations





The Organization

The Atlantic First Nations Water Authority (AFNWA) represents progress, innovation, and a long-term solution for water and wastewater issues that affect Atlantic First Nations communities. Incorporated on July 18, 2018 as a non-profit organization under the Canada Not-for-profit Corporations Act, the AFNWA is a ground-breaking First Nation owned organization that will provide water and wastewater services to participating communities. This approach will ensure a culturally appropriate, service oriented, and technically strong First Nations water utility which will own, operate, and maintain water and wastewater systems on their reserves.

As of April 2020, fifteen (15) First Nations communities have confirmed their commitment to the AFNWA by signing Band Council Resolutions (BCRs) indicating their desire to formally participate. These communities, located within Nova Scotia, New Brunswick and Prince Edward Island represent 61% of the total Atlantic First Nations by population. An additional seven (7) Atlantic First Nations communities have declared their interest, with others in the region being potential candidates. Using a scalable delivery model, the AFNWA governance and organizational structure shows promise for a model which can be utilized by other First Nation communities across Canada.

Supported by the Atlantic Policy Congress of First Nations Chiefs, the management structure of the AFNWA is aligned to deliver full water and wastewater services for First Nation communities with a central main office and decentralized approach to operations. This model reflects current best practice for service delivery to First Nation communities in Canada. It incorporates a hub and spoke approach to operations for optimal service delivery and to foster a deeper relationship with the communities served by the utility.



The Role

Reporting directly to the Chief Executive Officer, the Manager of Operations will be accountable for the operation of water and wastewater systems for the AFNWA. With responsibility for overseeing effective day-to-day activities, staff supervision, and all hands-on operational aspects of the organization, the Manager of Operations will have the ability to make the necessary decisions to ensure success in service delivery. This senior leader will build collegial relationships and collaborate with the senior management team to develop corporate and operational strategies, and to facilitate/implement these efforts across the organization.

The Manager of Operations will oversee all aspects of the Operations Department which will provide a series of operational and technical services that support the short term and long-term management of the water and wastewater system assets. These activities include operations and maintenance, development of standard operating procedures, mentoring and training of operators, regulatory compliance and reporting, and development and implementation of water safety plans. The Manager of Operations will transform service delivery from the current reactive state to a proactive state and embed a culture and values in the workforce to realize this objective.

In combination of both technical experience and community leadership, the Manager of Operations will elevate levels of service to conform with industry best practice for First Nation communities in the east coast. There is a significant value in this role attached to environmental stewardship and Indigenous Knowledge. Therefore, it is critical that the Manager of Operations incorporate First Nations traditional knowledge to further strengthen relationships and reflect the culture of the First Nation communities.



The Candidate

The Manager of Operations will be a change agent, ready to transform water systems and deliver quality and value for First Nation communities. The right candidate will be dedicated and passionate about being part of a brand-new organization and building a sustainable approach from the ground up. They will be a well-seasoned individual with experience in capacity building and working in Indigenous communities.

Through a respectful, constructive and positive energetic style, guided by the organization's objectives and strategic initiatives, the Manager of Operations will provide the leadership, management and vision necessary to ensure the organization has the proper operational controls, administrative and reporting procedures, and people resources in place to grow the organization effectively and ensure operating efficiency.

Responsibilities

General

- As a member of the senior management team, responsible for the direction, supervision, performance and development of all staff in the Operations Department and for contributing to decisions affecting the Department in accordance with departmental and organizational policies, procedures and guidelines.
- Develop and execute an organizational plan for the Department ensuring the requisite staff complement for the technical, administrative, supervisory and line personnel capable of effectively delivering mandated service within the policy and operating budget guidelines.



The Candidate (cont.)

General (cont.)

- Provide leadership in innovation and process improvement in the department to continually improve value to end users.
- Ensure effective systems for service delivery and emergency response to provide for safe and reliable service.
- Responsible for the preparation, implementation and execution of short- and long-term objectives of the Department. Provide technical review and recommendation regarding operational issues, consultant's reports and capital works initiatives.

Financial

- Direct and supervise the preparation of the budgets for the Department including recommendations for extraordinary expenditures, capital works requirements and staff complement within the Department. Monitor expenditures, quarterly financial statements and execute approved expenditures in the Department.
- Ensure current estimates for expenditures are developed within AFNWA guidelines.
- Consult with the Manager of Engineering on water and wastewater system planning, water and wastewater treatment, asset management and capital improvement requirements.
- Responsible to ensure that expenditures are appropriately controlled, recorded and reallocated to meet changing requirements.

Regulatory Compliance

- Ensure conformance to appropriate statutes and enforce appropriate regulations. Review and recommend changes to regulations as required.

The Candidate (cont.)

Regulatory Compliance (cont.)

- Develop and implement all Departmental policies and procedures ensuring conformance to the Environment Act, Fisheries Act, Guidelines for Canadian Drinking Water Quality, federal Wastewater System Effluent Regulations, Occupational Health & Safety legislation, Safe Drinking Water for First Nations Act and all other legislative requirements.
- Ensure all responsibilities are met as they pertain to Water Safety Plans and established standard operating procedures.

Operations and Maintenance (Water and Wastewater Treatment Plants/Facilities)

- Responsible for the operation, maintenance and management of water and wastewater treatment facilities, emergency water supplies, and related infrastructure (including reservoirs, pumping stations, control chambers, etc.), industrial control systems, and water distribution and wastewater collection systems.
- Develop and implement strategic preventive maintenance programs and ensure that service, maintenance, materials and design standards are appropriate.
- Ensure there is an appropriate maintenance management system to record productivity and costs in order to adequately report on management information to allow appropriate business decisions.
- Ensure infrastructure records are properly maintained and that information systems are available to deliver data to field staff.
- Act in the capacity of General Manager or for other Departmental Managers as required.
- Perform other duties as may be assigned.

Certifications

- Must be a Certified Engineering Technologist or Trade Journeyman; Professional Engineer Designation is preferred
- Must have a valid driver's license
- Must be willing to undertake and maintain the following training:
 - Water Wastewater Operator Level 1-4
 - First Aid
 - Globally Harmonized System (GHS) (Formerly WHMIS)
- Additional safety training as identified based on legislative and operational requirements

Education

- Post-secondary degree or diploma in Civil Engineering or a related field
 - Other equivalent combinations of education and related experience will be considered

Knowledge, Skills, and Abilities

- Seven years of senior management experience.
- Knowledge of Indigenous communities' structure, culture, and protocols.
- Extensive knowledge of design, construction, rehabilitation, operating and maintenance practices for water and wastewater systems.
- Knowledge of water and wastewater treatment technology and operation best practices including thorough understanding of Supervisory Control and Data Acquisition [SCADA] systems.
- Demonstrated management, administrative and negotiation skills.
- Demonstrated knowledge of work management and financial management processes and business systems necessary to successfully operate in a utility setting.
- Knowledge of employee relations and labour practices.
- Demonstrated experience dealing with elected officials, residents and media.
- Experience delivering presentations to different audiences (First Nations communities, Board of Directors, conferences)
- Knowledge of relevant statutes, water and wastewater utility regulations, by-laws, and policies.
- Ability to work co-operatively and effectively in both team and leadership roles to accomplish organizational goals.
- Demonstrated skill in communications including report preparation and presentations.
- Working knowledge of Geographic Information Systems (GIS)
- Working knowledge of emergency response planning.
- Skill in using computer applications.
- Knowledge and experience in budgeting and program planning.
- Ability to work extended hours in emergency situations.
- Ability to work under challenging situations to accommodate time limits and program changes.
- Leadership and management abilities with proven knowledge and skills in administration practices.
- Must have a thorough knowledge of the occupational hazards and the safety precautions and regulations that are applicable to the position's area of work.
- Previous work related to First Nations water and wastewater operations considered an asset.
- Ability to speak Mi'Kmaq or Wolastoqiyik considered an asset.



The Location The East Coast

The AFNWA is connected to various Indigenous communities throughout the East Coast of Canada. In this role you will have the opportunity to travel around the region and visit multiple locations throughout Nova Scotia, New Brunswick, and Prince Edward Island; the ancestral lands and unceded territories covered by the “Treaties of Peace and Friendship” which Wəlastəkwiyyik (Maliseet), Mi’kmaq and Passamaquoddy Peoples first signed with the British Crown in 1726.

There is an extensive diversity of Indigenous cultures in the East Coast. The Union of Nova Scotia Indians Tribal Council represents the five First Nation communities within Cape Breton (We’koqma’q, Wagmatcook, Membertou, Eskasoni, and Chapel Island First Nations) along with Acadia First Nation on the Mainland. The remaining seven communities in Nova Scotia are represented by the Confederacy of Mainland Mi’kmaq. The Mi’kmaq Peoples are also located in Prince Edward Island and New Brunswick which also is the traditional territory of the Maliseet Peoples. Within the communities there are many young thriving families living on and off reserves. In this region you may enjoy Indigenous festivals, events and pow wows which celebrate and embrace native language and uphold Indigenous heritage.

In the summer there are also various festivals based on the abundance of art and culture the East Coast has to offer such as the Acadian Festival, Annapolis Valley Apple Blossom Festival, Shediac Lobster Festival and much more. The population is mixed and multilingual, with many Acadian families holding onto their French roots, alongside Indigenous and English language speakers.



The Location The East Coast

Surrounded by water, the national presence in water and marine science research in the Maritimes is extraordinary . A hub of post-secondary education, these provinces are home to many post- secondary institutions – University of New Brunswick, Dalhousie University and Acadia University, all of which boast Oceanography and Environmental science research programs.

The East Coast is also known for its transportation and trade by rail and boats with its proximity to the ocean and closely surrounding provinces. There is a strong and active boating community, where many people’s livelihoods are dependent on the sea’s resources. The East offers a very unique environment full of natural beauty, along with rich history and culture. From hiking and camping in Cape Breton all the way to modern and dynamic city life in Moncton, there is something for everyone.



To Apply

This is an exciting leadership role that offers the unique opportunity to lead change in water management and help First Nations grow their operations for further future success. For more details, please contact:

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To apply, please submit a PDF Cover Letter and Resume directly to Leaders International outlining your interest, qualifications and experience.

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