

# Employment Opportunity Public Works Foreman

## Open to local residents and Tlcho Region

The Community Government of Gamètì is seeking a Public Works Foreman (Foreman). Reporting to the Senior Administrative Officer, this position will oversee the management, administration, & delivery of all. Community Government public works programs & services to ensure that Gamètì residents receive effective & appropriate services.

While work actual hours may fluctuate, depending on service requirements, this position is expected to work a standard 40-hour week or more (as approved by SAO) & supervise a department of approximately 5-10 staff.

### The ideal candidate

- Must have a Valid Driver's License appropriate to the class of vehicles being operated (heavy equipment operation & regular trucks).
- Must be able to ensure assets (equipment, buildings, properties & vehicles) are in good repair daily (set & following inspection procedures).
- Must provide a Criminal Record Check.
- Should have proven verbal & written communication skills.
- We will train on any knowledge & reporting required (Microsoft Word, Excel & Outlook).
- **Skills** – Good customer service, team leadership & management skills, time management skills, effective verbal & listening communications skills.
- **Personal attributes** – be respectful, be flexible to work outside regular work hours, be consistent & fair, demonstrate sound work ethics, maintain standards of conduct.

Although not an excluding factor, additional consideration will be provided for candidates who are fluent in Tlcho.

The Community Government of Gamètì offers competitive salaries, benefits, & a positive work environment. Benefits coverage provided by NEBS. For further details, please contact Richard Leong, Senior Administrative Officer at (867) 997 3441 or email [sao@gameti.org](mailto:sao@gameti.org)

**Please submit a complete resume, cover letter & references** to the following address:

Community Government of Gamètì  
ATTN: HR/Payroll Joslyn Zoe  
P.O. Box 1  
Gameti, NT X0E 1R0  
Email: [hr@gameti.org](mailto:hr@gameti.org)

The Community Government of Gameti thanks everyone for your interest, however only those candidates selected for interviews will be contacted.