



Employment Opportunity

Position: HEO Foreman / Supervisor
Supervisor: Construction Manager
Location: Remote Site – Various Locations
Closing Date: Ongoing, until position filled

TNDC is seeking a qualified individual to fill the position of HEO Foreman / Supervisor at one or more of our job sites in northern British Columbia. The work is to provide effective planning and leadership to ensure efficient and productive operations within the fleet. Shift rotation is dependent on the project needs, working 12 hours per day. The successful candidate will be a key player in a highly progressive and motivated team.

Responsibilities

- Implement and maintain a safe workplace program and ensure that safety is the highest priority.
- Effectively lead teams to achieve departmental goals on a daily, weekly, seasonal and long-term basis. Teams will include equipment operators, heavy equipment operators and labourers.
- Coordinate with other Foremen and management to ensure department-wide goals and daily operations are met. Ensure department-wide resources are used efficiently.
- Work with the Supervisor(s) and other Fleet Operations Foremen to establish daily, weekly and seasonal schedules that consider overall priorities, current equipment availability, and current staffing levels and abilities. Modify and adjust these schedules as needed to stay current and accurate.
- Ensure all team members are performing daily equipment checks. Make sure all safety and maintenance issues are reported.
- Safely and proficiently operate and/or oversee the operation of light vehicles such as pickups and heavy equipment such as bulldozers, loaders, excavators, graders and backhoes.
- Complete daily work requests and assignments in a safe and timely manner.
- Attend meetings (Safety Toolbox, Management, Client, etc.)
- Ensure all team members properly complete timecards.
- Complete team member performance evaluations in accordance with established HR procedures.
- Train subordinate employees on performance, documentation and activities that affect the achievement Operations Division metrics.
- Provide timely and accurate/factual data related to all metrics.
- Report and document incidents in a timely manner.
- Perform other duties as required.

Qualifications and Experience

- Must have a shifter's ticket.
- A minimum of 5 years of experience as a heavy equipment operator (such as those outlined above).
- Must possess a valid ground disturbance ticket.
- At least six months of prior supervisory/leadership experience is required.
- Driver's abstract is required.
- Excellent written and oral communication skills with attention to detail.
- Strong computer skills with MS Word, Excel and scheduling programs.
- Team player who works well with others.
- Experience working in a remote mining setting is preferred.

Conditions of Employment

- Ability to pass a mandatory pre-employment drug and alcohol screening.
- Valid driver's license required.

Please apply to:

Human Resources, Tahltan Nation Development Corporation

Box 250 | IR #9 | Hwy 37N

Dease Lake, BC V0C 1L0

Fax: 250.771.5454

Email: jobs@tndc.ca

Only applicants selected for an interview will be contacted. Tahltans and Tahltan associates are encouraged to apply.