



CREE NATION OF CHISASIBI

P.O. Box 150

Chisasibi, Quebec J0M 1E0

Tel.: (819) 855-2878 Fax: (819) 855-2875

JOB OPPORTUNITY

TITLE: PUBLIC SAFETY OFFICER

CORE FUNCTION:

Under the direct supervision of the Director of Community Safety, the Public Safety Officer is responsible for overseeing and managing safety initiatives aimed at enhancing security and the well being of the community. The Public Safety Officer advises and informs the public on matters of injury prevention and occupational hazards.

DUTIES AND RESPONSIBILITIES:

1. Alongside the Director of Community Safety, this role will be responsible for implementing, updating, and coordinating the Emergency Preparedness Plan.
2. Must work in collaboration with the Fire Department, Police Department, Cree Health Board, Cree School Board and also with other entities to update and coordinate the Emergency Preparedness Plan as well as the evacuation plan.
3. Will collaborate with the Public Health Officer and Fire Department on housing concerns related to safety issues.
4. May work closely with other emergency organizations such as Fire Department, Police, SOPFEU and Cree Health Board when an emergency arises.
5. Will develop safety measures for recreational and community facilities.
6. Must visit all construction sites or business to ensure that safety regulations are being followed by the contractors or owners and will have the authority to shut down operations if **safety standards are not compiled with.**
7. Work in collaboration with Public Works Department to ensure Roads are maintained, traffic signs are posted, and fire hydrants are repaired promptly.



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8. Ensure that traffic paint on streets is properly maintained and kept visible.
9. Notifies public through media (radio, flyers, social media etc), about safety issues or emergency situations.
10. Will monitor the ice conditions and make a report to the community to inform them if the conditions are safe.
11. Work with Animal Control department and other departments regarding Wildlife concerns.
12. Advise residents of safety practices regarding use of proper storage of firearms, combustible materials and safety requirements.
13. Identify requirements for warning signs, traffic control, dog control and forest fire prevention.
14. Ensure safe practices regarding the storage arrangements for fuel reservoirs.
15. Along with the Fire Department carry out fire drills in schools.
16. Work alongside Fire and Police in search and rescue activities.
17. Along with the Director of Community Safety, will be required to prepare a budget and activity report.
18. Will have to supervise staff.
19. Must report defective street lights to the proper authorities.
20. Maintain an inventory list of all community equipment and resources.
21. Will be required to make presentations to the Chief and Council or at the AGA.
22. Maintain a positive, customer focused image of the Cree Nation of Chisasibi and respond to user concerns, problems, or complaints in a timely manner.



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23. Will represent the **Cree Nation of Chisasibi** in a polite and professional manner when dealing with community members.
24. Assist with other CNC Departments as workload dictates.
25. May be required to attend meetings to represent the Public Safety interests of the Cree Nation of Chisasibi.
26. Perform periodic inspections on Public Safety equipment to ensure readiness.
27. May perform other duties as requested by immediate supervisor.

EMPLOYMENT REQUIREMENTS:

- High school diploma plus college, university diploma or equivalent in related field
- Must have at least 5 years of experience in field
- Must have First Aid Certification
- Excellent communication Skills – verbal and written
- Ability to write report
- Strong supervisory skills
- Must take additional training
- Excellent computer skills
- Excellent organizational skills and the ability to manage difficult and different situations
- Able to speak English, Cree and French and asset.
- Able to work well under pressure and in stressful situations/conditions
- Ability to adapt to changing environment
- Must have Small Domestic Vessel-Basic safety (SDV-BS) certification
- Must have and maintain a Valid Driver's License Class 4A

EMPLOYMENT CONDITIONS:

- Regular Full-time (35 hours per week)
- Must be willing to be on call
- Fringe benefits
- Salary Range \$75,000 min – \$95,000 max depending on education and experience.



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PLEASE NOTE: when submitting your resume, please include copies of all Diplomas, Certificates, Valid Driver's License and Indian Status Card. All applicants must agree to perform a criminal background check.

Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:

**Barbara Spencer
Director of Human Resources
Cree Nation of Chisasibi
P.O. Box 150
Chisasibi, Quebec
J0M 1E0**

Or via email to: jobposting@chisasibi.ca

Posting Date: April 24, 2025
End of Posting: May 12, 2025

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 P.M.