



# MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIO'TÉNHE RAOTIRIHWASHÓN:'A RONTERIHWATSTERÍSTHA'

<b>Core Job Information</b>	
<b>Job Title:</b>	Project Manager
<b>Division:</b>	Asset Management Unit (AMU)
<b>Reports To:</b>	Director of Asset Management
<b>Date of Job Description</b>	January 2026
<b>Purpose:</b>	
<p>The Project Manager plays a key role in supporting MCK by ensuring the effective planning, execution, and delivery of asset-related projects. Works closely with the Director of Asset Management to drive the implementation of strategic initiatives such as the Asset Management master plan and the Extended Asset Condition Reporting System. This position contributes to enhancing the quality and efficiency of services, reducing operational burden on senior leadership, and optimizing asset utilization through structured planning and preventive practices.</p>	
<b>Roles &amp; Responsibilities</b>	
<b>Lead asset project planning and execution</b>	
<ul style="list-style-type: none"> <li>• Collaborates with the Director in the planning, implementation, monitoring, and reporting of both recurrent and new asset management projects.</li> <li>• Leads and manages specific initiatives such as the coordination of the Extended Asset Condition Reporting System and implementation of the Asset Management master plan.</li> <li>• Identifies asset management project needs within Kahnawà:ke.</li> <li>• Manages asset management projects and programs and ensures that the goals and objectives are being actively pursued and met.</li> <li>• Ensures that appropriate actions are taken to advance implementation of the strategic direction.</li> <li>• Dedicates full-time efforts to proactive planning and implementation of asset projects.</li> <li>• Maintains organized and up-to-date project documentation.</li> <li>• Manages project budgets, resources and schedules.</li> <li>• Acts as a key project lead, reducing the operational workload of the Director by ensuring timely and efficient project execution.</li> </ul>	
<b>Strengthen operational processes and service quality</b>	
<ul style="list-style-type: none"> <li>• Ensures continuous improvement in service quality and effectiveness of asset management practices.</li> </ul>	



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- Is responsible for the application of the annual processes, including insurance renewals and funding request submissions.
- Reviews and compiles current information related to proposed projects, policies, activities and other requests which might have an impact on the community of Kahnawà:ke.
- Coordinates and consults with other internal units, such as the Environment, to ensure alignment and integration of efforts.
- Manages contracts and maintains strong relationships with external service providers to ensure quality and timely project delivery.

### **Optimize asset performance and budget management**

- Enhances predictability and accuracy of budgets by reducing unplanned tasks through increased planning.
- Promotes preventative maintenance strategies to reduce long-term costs and increase asset lifespan.
- Supports improvement of return on assets (ROA) through better utilization, planning, and reduced inefficiencies.

***The statements herein reflect general details to describe the principal functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.***

### **Education & Experience**

- University degree in Business Administration, Project Management, Building or Construction Engineering or a related field.
- Minimum of 2 years of experience in asset or infrastructure and/or project management, preferably within a municipal or community setting.

OR

- High School Diploma, plus five to seven (5-7) years relevant experience.
- Project Management Professional (PMP) certification or equivalent is an asset
- IFMA certification is an asset.
- Lean Six Sigma certificate is an asset.

### **Knowledge, Skills, Abilities**

- Comprehensive knowledge of the Mohawk Council of Kahnawà:ke's policies, procedures, and office operations is an asset.
- Strong understanding of asset lifecycles, preventive maintenance, and capital project execution.
- Well-rounded understanding of facilities operations built environment design, and infrastructure planning.



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- Demonstrated ability to engage with and manage multiple stakeholders, service providers, and cross-functional teams.
- Proficiency in project planning, budgeting, and reporting tools.
- Excellent communication, collaboration, and problem-solving skills.
- Sound knowledge of MS office systems (Word, Excel, PowerPoint, Outlook, MS project) and willingness to learn new programs.
- Must possess the following skills: facilitation, interpersonal, leadership, time management, technical writing and negotiation skills.
- Ability to take initiative and follow through.
- Knowledge and experience using asset management software (e.g., GIS, asset tracking tools) is a strong asset.
- Knowledge of asset management policies and regulations is an asset.
- Demonstrates professionalism, discretion, and courtesy when interacting with internal and external clients, fostering positive and respectful working relationships.
- Maintains confidentiality.
- Adhere to the MCK Policies and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

### Working Environment

- Five-day work week is performed in an office environment.
- Moderate stress due to workload.
- Occasional overtime.
- Maintains a flexible work schedule to meet the demands of Executive Management.

### Commitment Statement

I serve the Kahnawake community with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

### Signatures

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_