

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake

P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

Tsi Nikaio'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY

<u>POSITION:</u>	Operations Maintenance Worker, Public Works
<u>DURATION:</u>	Indeterminate, Full-Time Six (6) Month Probation Period
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$1,208.25 to \$1,365.00 Per Week
Hours of Operation	7:00 a.m. to 2:30 p.m.
Hours per week	37.5 hours per week
<u>DEADLINE FOR APPLICATION:</u>	Thursday, July 18, 2024 - 4:00 p.m.
<u>REQUIREMENTS:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED</u> <ul style="list-style-type: none">✓ Applicant checklist✓ Letter of intent✓ Resume

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: Applications@mck.ca

NOTE: All forms and requirements are listed on our website: www.kahnawake.com/jobs

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Aboriginal candidates.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



Core Job Information	
Job Title:	Operations and Maintenance Worker
Division:	Public Works, Infrastructure Operations and Maintenance
Reports To:	Supervisor, Infrastructure Operations and Maintenance
Date of Job Description	June 14, 2024
<p>Purpose: Under the direction of the Supervisor, Infrastructure Operations and Maintenance undertakes the responsibility of repairing and maintaining Kahnawake’s water & sewage infrastructure, promotes the efficient use of drinking water through appropriate maintenance of water supply systems, and maintains the sanitary sewer system in good conditions.</p>	
Roles & Responsibilities	
<p>To maintain the potable water distribution network.</p> <ul style="list-style-type: none"> • Flushes water distribution systems as scheduled by supervisor; • Maintains the community’s 270 fire hydrants and winterizes once per year in autumn; • Operates the community’s 400 street valves and notes any jammed or damaged valves for future repair or replacement; • Inspects and tests equipment at SLS-13 booster station; • Notifies immediate supervisor in the event of serious problems; • Responds to community member requests for information or complaints within the area of responsibility; • Assists with leak detection inspections as scheduled by supervisor. 	
<p>To maintain the sanitary sewer system network.</p> <ul style="list-style-type: none"> • Corrects sewer back-ups within a reasonable amount of time that causes the least amount of inconvenience to the client; • Flushes the community’s 438 sewer mains once per year; • Assists with professional camera inspections as scheduled by supervisor; • Performs daily inspections on the eight (8) remote sewage stations to check influent, well levels, pump & controls operations. 	



To undertake minor grounds maintenance duties at sewage lift stations, water filtration plant, and SLS-13 booster station.

- Performs grass cutting and other grounds and plant maintenance duties on a regular basis, according to seasonal requirements;
- Ensures that both the interior and exterior of facilities are kept clean and free of graffiti or other damages;
- Cleans garbage or other debris from around the property grounds to prevent damage to the grass-cutting equipment and to ensure protection of the environment;
- Verifies the adequacy of diesel engine performance, fan belts, radiators, filters, temperatures, fuel tanks, and oil levels and pressures;
- Makes necessary adjustments to all plant equipment i.e., changes oil, filters, gaskets, fuses, lubrications, and regulators;
- Monitors and repairs motors, pumps, and compressors;
- Assesses equipment status and communicates the need for major & minor repairs to the supervisor;
- Performs specified daily, weekly, monthly, and quarterly scheduled maintenance and repair activities as per work orders provided by the supervisor.

To maintain storm drainage systems.

- Inspects all catch basins in the community notes repairs to be scheduled;
- Cleans catch basins, particularly the main outfall areas;
- Identifies catch basins that may require contracted services where pressure cleaning is needed.

To maintain wells, septic systems, and remedial measures.

- Inspects septic and overflow systems. Informs supervisor if cleaning is needed;
- Inspects filter systems and notifies Supervisor if a service call is needed;
- Responds to difficulties with the wells relating to supply, pressure or quality.

To follow the Public Works operating procedures.

- Records daily employee activities and submits a weekly timesheet for payroll processing;
- Performs daily preventive maintenance on assigned vehicle and promptly reports any defects or required repairs needed;
- Performs weekly greasing and washing of vehicle, either during idle times or after hours;
- Cleans and washes assigned vehicle on a regular basis;
- Performs other job-related duties as directed by the Immediate Supervisor.



The statements herein reflect general details to describe the principle 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

- High School Diploma, plus five (5) years relevant maintenance, mechanical or construction experience.

Knowledge, Skills, Abilities

- A sound knowledge and skills associated with the principles and practices related to repairs and maintenance of water mains, fire hydrants, sewer mains, and storm drainage flushing and cleaning;
- A basic knowledge of mechanics to maintain diesel engines, compressors, and pumps;
- A good understanding of Kahnawake's water filtration and sewage treatment systems and plant facilities;
- To become familiar with the Mohawk Council operational procedures;
- To ensure, through an efficient maintenance service to the water & sewer infrastructures and their assets, that all Community road networks are maintained at the least cost to the community;
- To preserve the health and safety of the community;
- To minimize sewer back-ups and discharge wastewater into watercourse or groundwater;
- To minimize waterworks leaks and breaks;
- Must possess a valid Quebec driver's license;
- Conducts business with internal and external clients in a tactful, discreet, and courteous manner;
- Maintains confidentiality;
- Adhere to the MCK Administration Manual-Personnel Policy 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 in an outdoor (and indoor) work environment;
- Occasional overtime may be required;
- Evening and weekend work hours as required;
- Ability and willingness to work in extreme and seasonal weather conditions;
- Moderate stress levels and productivity pressures associated with carrying out and completing tasks;

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- Must also be able to lift and/or move up to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds;
- Working with equipment, instruments or machinery that may be potential source of accident or injury.

Commitment Statement:

I serve my 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: _____