

General Manager of Field Science

Duration:

Indeterminate, Full Time - Six (6) Month Probation Period

Division:

Kahnawà:ke Environment Protection Office

Salary:

\$75,036.00 - \$84,766.50 per year (37.5 hours per week)

Deadline To Apply:

December 8, 2025 4:00 pm



Details

Purpose:

The Manager is responsible for overseeing the daily operations of the Field Science Department, ensuring that goals are met efficiently, effectively, and in alignment with organizational priorities. This role provides leadership, direction, and support to staff, manages resources, and works collaboratively with other teams to deliver high-quality services and achieve strategic objectives.

Roles & Responsibilities:

To lead the implementation of projects and strategies for the protection of the natural environment of Kahnawà:ke, Tioweró:ton and Territories.

- Collaborate with the Director to establish the yearly goals and priorities for environmental studies, environmental protection plans, environmental remediation and enhancement activities, and environmental best practices.
- Participate in the development and implementation of environmental regulations and policies.
- Analyze and study environmental issues and trends that may impact the community.
- Actively seeks out funding opportunities and prepares submissions to secure project/program funding for the Field Science Department.
- Work with Project Coordinators to ensure projects are implemented and program funding requirements are met.
- Collaborate with the Consultation Committee, Consultation staff, and Chief and Council to exchange ideas and finalize consultation responses.
- Participate in information exchanges, consultations, and dialogues with external entities.
- Collaborate with the General Manager of Environment Protection to develop communication content and meet communication needs for the Field Science Department.

To lead the implementation of procedures and protocols for environmental inspections and follow-up.

- Collaborate with the Director to develop effective procedures and protocols for environmental inspections and follow-up.
- Ensure that environmental inspections are carried out safely and efficiently, and inspector reports and orders are complete.
- Provide input and recommendations for compliance and enforcement agencies to act where required.
- Track order compliance and follow-up actions.
- Liaise with MCK Units/Departments and other community organizations to discuss project planning requirements for environmental mitigation and to establish inspection schedules.

Leadership and operational management of the Field Science Department.

- Lead, motivate, and develop team members to meet performance standards, and foster a positive work environment.
- Provide regular feedback, coaching, and performance evaluations.
- Recruit, onboard, and train new staff members as needed.
- Plan, coordinate, and oversee daily departmental activities to ensure service quality and efficiency.
- Develop, implement, and monitor processes, procedures, and standards.
- Ensure compliance with all applicable regulations, policies, and safety standards.
- Contribute to departmental and organizational strategic plans.
- Analyze operational performance and implement improvements.
- Manage budgets, track expenditures, and optimize resource allocation.
- Maintain effective communication with employees, senior leadership, clients, and stakeholders.
- Work collaboratively across departments to support organizational goals.
- Prepare reports on performance metrics, trends, and outcomes.
- Use data to make informed decisions and improve results.
- Represent the organization at internal and external meetings or events.
- Manage special projects and initiatives as assigned.

Education & Experience:

- Post-secondary education in Environmental Sciences or related field.
- Minimum of 3-5 years of supervisory or management experience.

Knowledge, Skills, & Abilities:

- Strong leadership and people management skills.
- Excellent organizational, time management, and problem-solving abilities.
- Effective communication and interpersonal skills.
- Proficient in Microsoft Office Suite and other relevant software (i.e., ArcGIS).
- Ability to make sound decisions under pressure.
- Commitment to continuous improvement and professional development.
- Sound knowledge of Environment Protection Unit policies and procedures, and local environmental concerns, principles, and practices.
- Strong budget management skills.
- Strong project management skills.
- Ability to guide, direct, and supervise personnel.
- Demonstrates professionalism, discretion, and courtesy when interacting with internal and external clients, fostering positive and respectful working relationships.
- Maintains confidentiality.
- Adhere to MCK Employment 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, with occasional fieldwork.
- Moderate to high stress and productivity pressure.
- Occasional overtime.

Requirements:

Please address your application to MCK Human Resources. Forward your complete application via e-mail only to: **Applications@mck.ca**

- Ensure complete applications are submitted, including Letter of Intent and Resume. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Indigenous candidates.
- When adding attachments, please use PDF format. Any other formats may be blocked from our system.

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED

To Apply:

Email your applications with all the required documents to applications@mck.ca