



## MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSÈ RAOTIRIHWÀ'SHÓN:'A RONTERIHWATSTERÍSTHA'

<b>Core Job Information</b>	
<b>Job Title:</b>	Civil Superintendent
<b>Division:</b>	Capital Construction
<b>Reports To:</b>	Director of Capital
<b>Date of Job Description</b>	February 2026
<b>Purpose</b>	
<p>To oversee and manage field operations for civil construction projects. Is responsible for coordinating daily site activities, ensuring compliance with project plans and specifications, maintaining safety standards, and delivering projects on time and within budget. Effectively manage crews, subcontractors, and resources.</p>	
<b>Roles &amp; Responsibilities</b>	
<p><b>To organize and supervise construction projects, work sites and crews.</b></p> <ul style="list-style-type: none"> <li>• Oversee and direct all on-site civil construction activities, including earthworks, concrete, structural, paving, utilities, and related scopes.</li> <li>• Supervise field crews, subcontractors, and suppliers to ensure quality workmanship, productivity, and adherence to project schedules.</li> <li>• Supervise and mentor civil crews, ensuring effective communication and collaboration</li> <li>• Monitor project progress and provide daily/weekly reports on work status, resource needs, and potential issues.</li> <li>• Troubleshooting on-site challenges, resolving conflicts, and adapting plans to address unexpected delays or issues</li> <li>• Enforce company and regulatory safety standards, conducting toolbox talks, safety inspections, and corrective actions as needed.</li> <li>• Interpret and implement construction drawings, specifications, and contracts.</li> <li>• Collaborate with Project Managers, Engineers, and other stakeholders to resolve technical and scheduling challenges.</li> <li>• Manage equipment, materials, and workforce allocation to optimize efficiency.</li> <li>• Ensure compliance with environmental, health, and safety regulations.</li> <li>• Support project closeout activities, including task lists, inspections, and as-built documentation.</li> <li>• Track expenses, approving invoices, and managing resources to keep the project within budget.</li> <li>• Maintain updated/complete journal of all projects.</li> <li>• Assist in short/long-term planning of Capital Construction projects.</li> </ul>	



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- Train and assign subordinate personnel on projects.
- Perform annual staff evaluations of construction employees.
- Identifies additional personnel training needs and makes appropriate recommendations.
- Maintain an active inventory of all Capital equipment and stock.
- Coordinate and schedule repair and maintenance for all Capital equipment and SAAQ inspections for vehicles.
- Prepares technical reports and perform construction cost estimates.

**To help provide engineering services to the Mohawk Council of Kahnawake, the Community and organizations that need engineering-related assistance.**

- Assist the MCK or other organizations during emergency operations.
- Assist in conveying information to the public through bulletins or notices of emergencies (flooding, water breaks, etc.) and projects that affect the community.

***The statements herein reflect general details to describe the principal functions of 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**

- Bachelor's degree in engineering, Construction Management, or related field preferred plus three (3) years relevant experience.
- OR
- Relevant professional certifications (e.g., Certified Construction Manager (CCM), Construction Superintendent Certification, DEC Civil Engineering Technologist) are advantageous.
- OR
- High School Diploma, plus ten (10) years' relevant experience.

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

- Sound knowledge of the principles and practices related to project development, planning, and management in relation to the civil engineering field.
- Sound knowledge of construction practices and procedures, safety codes and regulations, and cost estimation and control procedures.
- Sound knowledge of equipment operator/operations skills and limitations are required.



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- Sound supervisory skills.
- Strong leadership and problem-solving skills.
- Knowledge of Microsoft 365 applications, including Teams, OneDrive, SharePoint, Outlook, Word, and Excel.
- Sound computer skills
- Sound written and oral communication skills.
- Must possess a valid Quebec driver's license.
- 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 in an indoor and outdoor environment.
- Moderate stress due to workload.
- Occasional overtime.

### 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 innovative 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: \_\_\_\_\_