



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSE RAOTIRIHWASHÓN:'A RONTIRIHWATSTERÍSTHA'

Core Job Information	
Job Title:	Lead Civil Draftsperson
Division:	Capital Unit (Infrastructure Division)
Reports To:	Senior Civil Engineer
Date of Job Description	February 2026
Purpose:	
<p>The Lead Civil Draftsperson plays a key technical role in the delivery of municipal infrastructure projects. In addition to producing high-quality drawings and models, this position is responsible for establishing, implementing, and maintaining drafting standards, Civil 3D workflows, and best practices for the Infrastructure Division.</p> <p>Working closely with engineers, surveyors, technicians, and project staff, the incumbent is expected to bring practical experience, sound technical judgment, and leadership to improve drawing consistency, efficiency, and quality across all civil projects, including roadway design and municipal water, sewer, and drainage infrastructure.</p>	
Roles & Responsibilities	
<ul style="list-style-type: none"> • Produce, revise and update 2D drawings and 3D models for municipal infrastructure using AutoCAD Civil 3D and ArcGIS in accordance with municipal and BNQ/MTQ standards. • Develop technical drawings that comply with current standards. • Responsible for all drawing organizations, CAD file management, developing internal drafting standards and standardization of CAD templates. (moved from bottom of list to her) • Generate existing and proposed surfaces from survey data to develop proper slopes and earthwork models. • Draft road alignments, profiles, and cross-sections for roadway reconstruction, paving, water, sewer and storm drainage projects. • Collaborate with engineers and project managers to resolve design issues and meet drawing production schedules. • Prepare drainage and ditching plans, calculate line items, and assist in preparing tender and construction documents. 	



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- Review survey information, field notes, design sketches, and engineer inputs to ensure accuracy and conformity with design concepts.
- Assist the engineers to perform general preliminary project cost estimates.
- Prepare as-built drawings, update infrastructure base plans, and maintain accurate record documentation.
- Collaborate with engineers, inspectors, and construction teams to support design revisions and field markups.
- Visit construction sites to take measurements or validate information.
- Perform other related duties as required.

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

- College Diploma in Civil Engineering Technology or equivalent, Drafting, or a related field with 3-8 years of relevant experience in municipal or civil infrastructure design and drafting.
- Demonstrated experience establishing CAD standards, templates, and workflows.
- Strong experience in preparing Civil 3D pipe slopes, drainage, and roadway design drawings.
- Experience integrating survey data and preparing construction-ready drawings.

Knowledge, Skills, Abilities

- Proficiency in AutoCAD Civil 3D is required.
- Familiarity with ArcGIS and AutoTURN is an asset.
- Strong understanding of municipal civil infrastructure design practices.
- Competent with Microsoft Office tools (Excel, Word, Outlook).
- Able to read and interpret survey plans, cross-sections, and technical drawings.
- Knowledge of BNQ, MTQ, and CCDG standards is considered an asset.
- Strong leadership, initiative, and problem-solving abilities.
- Excellent attention to detail and quality control.
- Excellent teamwork and communication.
- Ability to plan, strategize, and work both independently and in a team.
- Ability to manage multiple projects and meet deadlines.
- Fluency in English.



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- French proficiency is considered an asset.
- Must possess a valid Quebec Class 5 driver's license.
- Possess a valid ASP construction card.
- 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 typically performed in an office environment, with occasional site visits.
- May occasionally be required to work outside normal hours to support project deadlines.
- Moderate stress and productivity pressure are associated with multiple priorities and tight deadlines.
- Ability to work in a fast-paced, collaborative environment.

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: _____



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