



Job Title:	Project Support Technician
Division:	Kahnawà:ke Environment Protection Unit (KEPO)
Reports To:	General Manager of Field Science
Name of Incumbent:	TBD
<p>Purpose:</p> <p>The Kahnawà:ke Environment Protection Office (KEPO) is seeking a motivated individual to assist with numerous projects taking place in 2019-2020. Two areas of focus are the Maritime Awareness Information System pilot project (MAIS) and the Recreation Bay Rehabilitation.</p> <p>The MAIS is an initiative aimed at improving access to information concerning shipping vessel movements in the waters around Kahnawà:ke. KEPO is collaborating with Transport Canada to develop an on-line platform that will allow community members to track real-time vessel movements, vessel information, weather, environmental data and other data relevant to the community with the intent of improving safety, access to the North Wall and emergency response.</p> <p>The Recreation Bay detailed design is nearing completion and KEPO is now moving to the implementation phase. This exciting project is aimed at improving the environmental diversity in the bay and improving recreational activities in this area.</p> <p>The incumbent will be responsible for assisting in the implementation of these and other projects.</p>	
<p>Cultural Identity Attributes:</p> <p>The individual is comfortable communicating with individuals and groups in a variety of situations. They have strong technical skills coupled with an ability to work independently. They are knowledgeable working with computer systems and comfortable working outdoors. An attention to detail and effective analytical skills are also required.</p>	
<p>Roles & Responsibilities:</p>	
<p>To implement the Marine Awareness Information System pilot program (MAIS) in Kahnawà:ke.</p> <ul style="list-style-type: none"> • Work with external consultants and local partners to set up computer work stations in the community to access the MAIS platform; • Test and troubleshoot the system and provide feedback to program partners; • Participate in regular conference calls and meetings to discuss system improvements and enhancements; • Engage community members including promoting the MAIS and teaching basic and advanced users how to interact with the system; 	

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake



P.O. Box 720

Kahnawake Mohawk Territory J0L 1B0

'Isi Nīkaió 'tenfiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT

Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

- Document and report on community use, system practicality, future enhancements, and other performance measures.

To assist with the implementation of the Recreation Bay remediation project.

- Communicate project progress to community members and assist with community events;
- Work with KEPO project manager, consultants and contractors to provide oversight of project construction;
- Oversight includes verifying environmental compliance, monitoring project completion, participating in troubleshooting and liaising with community members, contractors and consultants.

To assist with other projects as required.

- Assist with other initiatives including but not limited to invasive plant control, Emerald ash borer management activities, education initiatives, environmental monitoring and community engagement.

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.

Accountability:

- Maintain proactive communications with community members, KEPO staff, consultants, contractors and funding agents;
- Communicate concerns and issues to supervisor promptly;
- Conduct business with internal and external clients in a tactful, discrete and courteous manner;
- Maintain confidentiality;
- Adhere to the Mohawk Council of Kahnawà:ke Administration Manual-Personnel Policy and Kanien'kéha language initiatives

Education & Experience:

➤ Bachelor's degree in Environmental Science Computer Science, Geography or a related field; plus, one (1) year relevant experience;

OR

➤ DEC in Environmental Science Computer Science, Geography , or a related field, plus two (2) years relevant experience;

OR



➤ High School Diploma, plus five (5) years relevant experience.

Knowledge, Skills, Abilities and Other Attributes:

- Interest in and knowledge of environmental issues;
- Strong organizational, coordination, communication, writing, and computer skills;
- Comfortable speaking in front of an audience;
- Willingness to manage moderate overtime to perform fieldwork, meet deadlines, attend meetings, events, training, or presentations;
- Ability to work in an office and field environment in a variety of climatic conditions;
- Knowledge of Geographic Information Systems an asset;
- Previous construction experience is an asset;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.

Working Environment:

- Five-day work week (8:30 – 4:00) including in the office and in the field;
- Occasional overtime may be required.

Competencies:

Self - Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
TBD	TBD	TBD	TBD	TBD	
Adaptability	Planning and Organizational Knowledge	Leadership	Language & Culture		
TBD	TBD	TBD	TBD		

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.

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Signatures:

Employee's Signature: _____

Supervisor's Signature: _____

Director of Human Resources: _____