

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake



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

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

HUMAN RESOURCES UNIT

Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

Job Description

GENERAL INFORMATION	
Job Title:	General Labourer
Division:	Asset Management
Date of job Description:	November 2018
Terms:	Fixed Term (one-year contract)
Job Reports to:	Director of Asset Management

THE INCUMBENT	
Name of Incumbent:	
Date of Hiring:	
Name of Supervisor:	Kanento Patton

GENERAL JOB DESCRIPTION:
Under the supervision of the Director of Asset Management provides general building maintenance service to all Mohawk Council of Kahnawà:ke owned buildings, structures and grounds.

RESPONSIBILITIES	TASKS
Performs community building maintenance tasks.	<ul style="list-style-type: none">➤ Organizes, and executes the daily activities with approval from the supervisor and in cooperation with other employees;➤ Assembles and/or repair/move office furniture when requested to do so;➤ Performs requested inspections daily, make note of any damages and address in a timely manner, empties trash containers of all MCK property;➤ Addresses emergency repairs (drywall, painting, roofing, etc.) on any MCK building in a timely and cost-effective manner;➤ Ensures that all mechanical systems, ventilation, plumbing, electrical are in good working order➤ Ensures that keys and security codes are kept confidential;➤ Recommends the proper tools to use on the job;➤ Performs general maintenance and repairs of equipment;➤ Ensures that assigned vehicle is properly maintained and reports any repairs to proper department.

Performs MCK building and grounds maintenance tasks.	<ul style="list-style-type: none"> ➤ Takes note of any damage or vandalism to any park equipment and arranges repairs in a timely manner; ➤ Ensures that all equipment operates in a safe manner and reports to mechanic any problems noticed; ➤ Performs landscaping to grounds around community buildings, parks and green spaces; ➤ Plants yearly (planter boxes) ➤ Ensure that proper documentation is kept with respects to internal invoices for services rendered. <ul style="list-style-type: none"> ➤ Performs and attends to Janitorial duties when requested. ➤ Attends to Alarm & Emergency calls.
Perform winter works tasks.	<ul style="list-style-type: none"> ➤ Ensure that all sidewalks are clear from snow to walk on, during and after regular hours; ➤ Spread salt or sand on MCK and other building walkways before and during regular office hours; ➤ Continues to perform emergency building maintenance during and after normal office hours as situations arise due to severe winter weather; <ul style="list-style-type: none"> ➤ Performs Janitorial duties when requested. ➤ Performs snow removal checks.
<ul style="list-style-type: none"> ➤ Performs other job-related duties as required by the immediate supervisor. 	

ACCOUNTABILITY	
<ul style="list-style-type: none"> ➤ To monitor and maintain sound operational and maintenance practices and procedures; ➤ To ensure equipment is maintained in a safe and secure manner; ➤ To ensure work is performed in an efficient and timely manner; ➤ To deal with internal and external clients in a tactful, discrete and courteous manner; ➤ To maintain confidentiality; ➤ To adhere to MCK Administration Manual-Personnel Policy and Kanien'keha initiatives. <p>Willingness to work before and after regular working hours.</p>	

QUALIFICATIONS	
Education and Experience Required	<ul style="list-style-type: none"> ➤ High School Diploma, plus two (2) years of relevant construction experience.
Skills Requirements	<ul style="list-style-type: none"> ➤ Knowledge of maintenance theories, principles and practices related to various fields and trades (such as carpentry, plumbing and heating); ➤ Knowledge of the MCK building inventory and properties, MCK operational policies, practices and administrative procedures.

	<ul style="list-style-type: none">➤ Knowledge of general reports and scheduling;➤ Ability to work with minimal supervision;➤ Five (5) day workweek; 7:00 a.m. to 3:30 p.m.; 37.5 hours per week; and 1:00 p.m. to 8:30 p.m. Rotating shift➤ Ability to manage overtime in evenings and on weekends to address emergency responses;➤ Ability to work in constant exposure to outdoor environment;➤ Must possess a valid Quebec Driver's License;➤ The ability to communicate in the French and Kanien'keha languages is an asset,➤ Willingness to learn Kanien'keha is required.
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THE IMMEDIATE SUPERVISOR

THE INCUMBENT

DIRECTOR OF HUMAN RESOURCES