

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

Job Title:	Environmental Inspector
Division:	Kahnawà:ke Environment Protection Office (KEPO), Lands Unit
Reports To:	Debbie Morris
Type of Contract: PSA - Professional Service Contract	

Terms of Reference - Comprehensive Community Planning Coordinator

General Information

Job Title:	Seasonal Environmental/Film Inspector
Division:	Lands Unit
Department:	Kahnawà:ke Environment Protection Office (KEPO)/Lands Unit
Date of Job Description:	March 2017
Terms:	Fixed Term – Part-Time (8 months)
Job Reports To:	General Manager, Lands Operations

The Incumbent

Name of Incumbent:	
Date of Hiring:	
Name of Supervisor:	Debbie Morris

General Job Description

Under the supervision of the General Manager, Lands Operations and the Director of Lands, the incumbent will perform field inspections and monitoring. Ensures compliance with the Sanitary Conditions Law as it pertains to the environment. The incumbent will also ensure that inspection and monitoring duties are carried out pertaining to filming permits issued.

Responsibilities

Conducts Field Inspections

Tasks

- Conducts inspections as required for land transactions.
- Conducts film site inspections, prior to, during and after film permit issuance and filming.
- Completes Landfill Receptor Site Assessments
- Investigates reports of environmental impacts to the territory such as contamination in waterways, hazardous material spills, alterations to wet lands, etc.
- Completes site inspection reports.
- Carries out preliminary Environmental Site Assessments.
- Carries out all inspections in compliance with MCK laws, regulations and policies.
- Conducts soil sampling for testing.
- Conducts water sampling.
- Maintains a detailed data base of all site inspections conducted.

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Carries out Monitoring

- Participates in groundwater and surface water quality monitoring programs.
- Conducts regular surveillance within the territory to identify, report and monitor activities that negatively affect the environment.
- Monitors businesses/activities that have been permitted through the Sanitary Conditions Law.
- Monitors activities that have been permitted for filming.
- Ensures that businesses/activities permitted through the Sanitary Conditions Law strictly adhere to their requirements.
- Follows reporting procedures as defined by the Lands Unit.

- Performs other job related duties as directed by the Immediate Supervisor.

Accountability

- To conduct and accurately record the results of inspections and monitoring.
- To maintain a positive image of the Lands Unit and Environment Protection with other MCK Departments and the general public.
- To deal with internal and external clients in a tactful, discrete and courteous manner.
- To maintain confidentiality.
- To adhere to the MCK Administrative Manual-Personnel Policy and Kanien'kéha language Initiatives.
- To have a comprehensive and detailed knowledge of MCK policies and procedures relevant to Inspection duties.

Qualifications

Education and Experience Required

- DEP or DEC in a field related to environment, plus one (1) year relevant experience.
- High School Diploma, plus three (3) years relevant experience in land inspections, monitoring or other related field work.

Skill Requirements

- Strong attention to detail.
- Organizational skills.
- Good oral and written communication skills including ability to take thorough notes in the field.
- Good physical condition is required for fieldwork.
- Understanding of our community's environmental concerns.
- Moderate overtime or weekend work may be required from time to time.
- Demonstrates enthusiasm for the environment.
- Must possess a valid driver's license.
- Must have knowledge of the Kahnawà:ke Territory.
- Ability to work in varying weather conditions.
- Willingness to learn Kanien'kéha is required.