

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake



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

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

HUMAN RESOURCES UNIT

Tel.: (450)632-7500

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Website: www.kahnawake.com

Job Description

GENERAL INFORMATION	
Job Title:	Roads & Highway Department Laborer #TR 5
Division:	Operations and Community Planning, Public Works, Roads and Highway
Date of Job Description:	October 2008
Terms:	Indeterminate
Job Reports to:	Roads & Highway Department Manager

THE INCUMBENT	
Name of Incumbent:	
Date of Hiring:	
Name of Supervisor:	Richard Jacobs

GENERAL JOB DESCRIPTION
Under the supervision of the Roads & Highway Department Manager, provides general labor and maintenance services to the Public Works Unit.

RESPONSIBILITIES	TASKS
To provide labor for roads & highways, and other maintenance services to the Public Works Unit and its operations.	<ul style="list-style-type: none"> ➤ Performs tree/weed trimming or grass cutting duties. ➤ Performs rural road repairs (potholes) and asphalt repairs on paved roads. ➤ Assists in the execution of gravel shoulder repairs. ➤ Reports broken traffic signs and performs installation and repairs. ➤ Provides traffic signalization tasks. ➤ Assists Buildings & Parks Maintenance Department with manual repairs to community assets. ➤ Assists Infrastructure & Operations Maintenance with water main repairs.
To perform surveillance on the local roads and	<ul style="list-style-type: none"> ➤ Participates in weekly rotation of on-call duty for emergency calls from local authorities. ➤ Performs surveillance of all road networks reporting any

<p>highways, ensuring that a high level of safety is maintained.</p>	<p>maintenance related deficiencies during on and off hours</p> <ul style="list-style-type: none"> ➤ Submits a daily activity report for each shift, upon completion of the weekly surveillance shift. ➤ Removes debris from roadways, i.e., broken mufflers, scrap iron/lumber, hubcaps, broken glass, etc... ➤ Provides roadside assistance to stranded motorists, contacting either the Kahnawake Peacekeepers, or local towing companies and remains on site until either arrives. ➤ Takes inventory of burnt street light fixtures and reports to supervisor for follow up on repairs. ➤ Monitors drainage performances of culverts and ditches, addresses blockages and reports major blockages to supervisor for follow up.
<p>To provide routine maintenance and care for assigned department vehicles</p>	<ul style="list-style-type: none"> ➤ Safely operates and maintains assigned vehicle, hand tools and motorized equipment in department. ➤ Fuels equipment at the start of each day and topped off at the end of each day, including detailed information on the receipt as per the Public Works administration requirements. ➤ Assists mechanics during in-field and in-house repairs. ➤ Performs daily preventive maintenance on assigned vehicle and reports any defects or repairs needed to ensure the safe operation of the vehicles or equipment. ➤ Performs weekly washing of vehicle, during idle times or upon request. ➤ Ensures that assigned vehicle is free from rolling debris, dust and other obstructions in cab and driver area on a regular basis.
<p>To follow Public Works operating procedures</p>	<ul style="list-style-type: none"> ➤ Records daily employee activities and submits a weekly timesheet for payroll processing. ➤ Submits equipment log on a weekly equipment timesheet for internal invoicing purposes detailing a separation of equipment charge hours between the various client programs. ➤ Submits a monthly timesheet, detailing hours worked, including overtime hours worked and time off.
<ul style="list-style-type: none"> ➤ Perform other job related duties as directed by immediate supervisor. 	

ACCOUNTABILITY

- To provide high quality Roads & Highways maintenance services to the community local road network (including village areas and farm roads).
- To tour road network and report with haste any safety hazard;
- To deal with the public in a courteous manner;
- To maintain confidentiality;
- To adhere to MCK Administration Manual-Personnel Policy and Kanien'keha initiatives.

QUALIFICATIONS

Education and Experience Required	<ul style="list-style-type: none">➤ High School Diploma, plus five (5) years relevant road construction and public works experience.
Skills Requirements	<ul style="list-style-type: none">➤ Strong knowledge of the Kahnawake road network and the distinction between local and provincial road networks for record keeping purposes.➤ Excellent knowledge of general safety codes and practices associated with Roads & Highways maintenance.➤ Ability to multitask, and work in a team-oriented environment as well as independently➤ Familiarity with Public Works operational practices and administrative procedures➤ Must possess a valid Class 5 Quebec driver's license or higher.➤ Ability to speak the Kanien'keha and French languages is an asset.➤ The willingness to learn Kanien'keha is required.

THE IMMEDIATE SUPERVISOR

THE INCUMBENT

PERFORMANCE MANAGEMENT COORDINATOR
HUMAN RESOURCES UNIT