

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:	Heavy Equipment Operator / Maintenance Laborer #TR 14
Division:	Operations and Community Planning, Public Works, Town Garage
Date of Job Description:	October 2008
Terms:	Indeterminate
Job Reports to:	Heavy Equipment/Town Garage Manager/ Roads & Highway Department Manager

THE INCUMBENT	
Name of Incumbent:	
Date of Hiring:	TBD
Name of Supervisor:	Kenny Phillips/Richard Jacobs

GENERAL JOB DESCRIPTION
Under the supervision of the Public Works Heavy Equipment/Town Garage Manager/Roads & Highway Department Manager, will provide general labor and maintenance services to the Public Works Unit.

RESPONSIBILITIES	TASKS
To provide heavy equipment operation services to the Public Works Unit and its operations.	<ul style="list-style-type: none"> ➤ Operates/maintains heavy equipment, specifically: dump trucks, backhoe, wheel loader & attachments. ➤ Ensures equipment is fueled at the start/end of each day and topped off at the end of each day as required, including detailed information on the receipt as per the Public Works administration requirements. ➤ Assists mechanics during in-field & in-house repairs; ➤ Performs daily preventive maintenance on assigned vehicle & reports any defects or repairs needed; ➤ Performs weekly greasing/washing of vehicle, ➤ Ensures assigned vehicle is free from rolling debris, dust & other obstructions in cab/driver area on a regular basis.

<p>To provide roads & highways, & other maintenance services to the Public Works Unit and its operations.</p>	<ul style="list-style-type: none"> ➤ Participates in tree/weed trimming or grass cutting duties ➤ Performs rural road repairs (potholes) & asphalt repairs on paved roads. ➤ Assists in the execution of gravel shoulder repairs ➤ Reports broken traffic signs; performs installation/repairs ➤ Provides traffic signalization tasks. ➤ Assists Buildings & Parks Maintenance Department with manual repairs to community assets ➤ Assists Infrastructure & Operations Maintenance with water main repairs;
<p>To perform surveillance on local roads & highways.</p>	<ul style="list-style-type: none"> ➤ Participates in a 40-hour rotating workweek (24 hours by 7 days per week) with other department personnel from November through April each year. ➤ Performs surveillance of all road networks within the territory reporting any maintenance related deficiencies during off hours & addressing to the best of ability. ➤ Submits daily activity report for each shift, upon completion of the weekly surveillance shift. ➤ Removes any debris from roadways, such as broken mufflers, scrap iron or lumber, hubcaps, broken glass, etc... ➤ Provides roadside assistance to stranded motorists, contacting Peacekeepers or towing companies & remains on site until either arrives. ➤ Takes inventory of burnt street light fixtures; reports to supervisor for follow up on repairs. ➤ Monitors drainage performances of culverts/ditches, addresses blockages & reports major blockages to supervisor for follow up. ➤ After hours, contact on-call drivers & dispatches the "Local Roads" crews during snow storms.
<p>To perform snow removal duties for both Provincial & local roads & highways in Kahnawà:ke.</p>	<ul style="list-style-type: none"> ➤ Follows assigned route for snow removal operations. ➤ Clears fire hydrants of snow. ➤ Assists with the street drainage clearing during flood conditions as well as routine operations. ➤ Assists "Local Roads" crews with snow removal route once assigned route is completed to a degree of satisfaction. ➤ Executes pickup/removal of snow banks/piles to snow dump site. ➤ Assists Buildings & Parks Maintenance Department with removal of snow from community assets.
<p>To follow the Public Works operating procedures.</p>	<ul style="list-style-type: none"> ➤ Records daily employee activities & submits weekly timesheet for payroll processing. ➤ Submits an equipment log on a weekly equipment timesheet for internal invoicing purposes detailing a separation of

	<p>equipment charge hours between various client programs.</p> <ul style="list-style-type: none"> ➤ Obtains Foreman's signature on all weekly equipment timesheets (relevant to proper program). ➤ Submits a monthly timesheet, detailing hours worked, including overtime hours worked & time off. ➤ Rotates winter snow removal duties between the highway surveillance schedule & local roads on-call snow removal schedule on an annual basis or as program manager's schedule details.
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➤ Performs other job related duties as directed by immediate supervisor.

ACCOUNTABILITY	
	<ul style="list-style-type: none"> ➤ To ensure safe, clean roadways in Kahnawà:ke by monitoring road and weather conditions and requesting or participating in snow removal or de-icing when necessary ➤ To provide safe operation of all MCK owned heavy equipment; ➤ To provide high quality snow removal services to the community local road network (village areas and farm roads); ➤ To show tact, discretion and courtesy when dealing with supervisors, co-workers, clients and contacts; ➤ 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 construction experience with a valid Quebec Class 3 driver's license.
Skills Requirements	<ul style="list-style-type: none"> ➤ Strong knowledge of the Kahnawà:ke road network & the distinction between local & provincial road networks for record keeping purposes. ➤ Excellent knowledge of general safety codes/practices associated with heavy equipment operation & roads/ highways maintenance. ➤ Ability to multitask, deal with the public in a courteous manner ➤ Work in a team-oriented environment & independently in certain situations ➤ Familiarity with Public Works operational practices & administrative procedures & MCK Administration/Personnel Policy. ➤ Ability to communicate in the Kanien'keha and French languages is an asset. ➤ Willingness to learn Kanien'keha is required.

THE IMMEDIATE SUPERVISOR

THE INCUMBENT

THE IMMEDIATE SUPERVISOR

DIRECTOR OF HUMAN RESOURCES