

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

Fax: (450)638-5958

Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY

<u>POSITION:</u>	Compost Facility Worker, Waste Management, Public Works
<u>DURATION:</u>	Fixed-Term, Full-Time Six (6) Month Probation Period
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$822.38 to \$928.88 Per Week
Hours of Operation	7:00 a.m. to 2:30 p.m.
Hours per week	37.5 hours per week
<u>DEADLINE FOR APPLICATION:</u>	Friday, July 5, 2024 - 4:00 p.m.
<u>REQUIREMENTS:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED</u> <ul style="list-style-type: none">✓ Applicant checklist✓ Letter of intent✓ Resume

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: Applications@mck.ca

NOTE: All forms and requirements are listed on our website: www.kahnawake.com/jobs

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Aboriginal candidates.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**

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Job Title:	Compost Facility Operator
Division:	Operations
Reports To:	General Manager of Waste Management Department
Name of Incumbent:	TBD
Purpose:	
<p>Under the supervision of the General Manager of Waste Management, is responsible to ensure a safe and secure operation and delivery of services offered at the Compost Facility.</p> <p>Ensures the facility is maintained in a clean, safe way and operates in an efficient manner.</p> <p>Working as part of a team to collect, transport and process organic waste and the efficient operations of the Compost Facility. The operator will be responsible for the general maintenance and upkeep for all related equipment.</p>	
Cultural Identity Attributes:	
<p>A self-disciplined and logical individual that is accurate and possesses a strong attention to detail in approach, as well as organized, dependable, and self-reliant. Places high regard on work safety and maintaining high quality and standards. A candidate that takes pride and ownership in their position and is looking to improve efficiency at every level without compromising product quality and mission.</p>	
Roles & Responsibilities:	
To collect, transport, and process organic materials to produce quality compost material	
<ul style="list-style-type: none"> • Operates vehicles and equipment necessary for the collection and transport of organic materials; • Receive organics entering compost facility and assess incoming volume; • Direct incoming loads of organics to designated tipping area and ensure loads are tipped in a safe manner; • Inspection of materials for contamination and removal of contaminates/inorganic materials from loads prior to processing; • Oversee proper placement of yard waste and inspection for contaminates; • Install and operate equipment with attachments necessary for the processing of organic matter; 	



- Process raw organic material received at facility, which includes chipping, shredding, mixing of feedstock, watering, and turning of materials to ensure materials are well mix and bulk densities are achieved;
- Prioritize the construction and deconstruction of individual aerated piles;
- Perform daily compost reporting, which includes completion of daily material inspections, data entry for weight logs, temperature and moisture monitoring logs, bulk density logs, and material inspections for quality control;
- Monitor and document all aspects of the composting process;
- Perform routine compost materials testing onsite via field tests and a sample collection for off-site laboratory testing/analysis;
- Report all issues to the General Manager.

To ensure the maintenance, upkeep, and security of compost vehicles, equipment, facility grounds and buildings

- Ensure facility opens and closes at designated hours of operation;
- Organize and maintain indoor workspaces;
- Review security camera recordings in the event of an incident;
- Performs regular surveillance of the facility to ensure proper hazard-free storage of materials;
- Responsible to ensure compost yard and platform are clear of all obstacles and to ensure safe access to compost area;
- Performs and ensures the performance of regularly scheduled maintenance on all equipment;
- Perform basic preventive maintenance of vehicles and equipment service tasks such as cleaning, lubricating, and refueling equipment, minor adjustments, or repairs or requests repairs as required;
- Maintain pre/post equipment maintenance logs;
- Assists in loading and unloading equipment or to drive equipment to the work site in a safe and efficient manner;
- Regularly maintain the cleanliness of access roads and composting site;
- Perform regular compost facility yard maintenance, weeding, and brush cutting at the fence and perimeter;
- Maintain the cleanliness of the exterior perimeters of the compost facility fence;
- Carry out winter snow removal at site as necessary;
- Report building maintenance needs in a timely manner;
- Ensure facility and structures are secured at the end of each day.



To provide support and communications on services offered by the Waste Management Department

- Provide support to other waste management operations in executing tasks as needed;
- May provide supervision to casual laborers and other equipment operators on site;
- Ensure careful and accurate reports of all compost facility incidences, i.e., aggressive behavior and non-compliance to the immediate supervisor and Peacekeepers if needed;
- Assist with the distribution of pamphlets/notices or information on Waste Management Services – Transfer Depot, Recycling, and Composting operations as needed;
- Assist with other communications as needed;
- Ensure timely document submission to Waste Management Department office.

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.

Decision-Making Authority:

- Has the authority to limit or refuse material drop-off based on space and acceptability criteria;
- Has the authority to determine when there is a need for brush chipping;
- Determines the best approach when dealing with difficult situations;
- Determines when to contact the local authorities (Peacekeepers);
- Decides on best methods to safely store and process materials received at the Compost facility.

Accountability:

- To ensure duties are performed using safe work practices;
- To ensure safe work and workplace conditions are met and maintained for both employees and clients;
- To ensure accurate data collection and records of all required parameters;
- To ensure only acceptable materials are collected and stored at the Compost facility;
- To ensure the maintenance, upkeep, and security at the Compost facility grounds, buildings, and equipment during hours of operation;



- To report illegal dumping or other undesirable disposal practices to the Kahnawà:ke Peacekeepers;
- To ensure facility is secured at the end of each day;
- Execute duties in a tactful and timely manner to convey a positive image;
- Maintain confidentiality;
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives.

Education & Experience:

- High School Diploma with three (3) years relevant experience;
- Must possess a valid and clean driving record Class 3 with Air driver's license;
- Experience in operating heavy machinery including wheel loaders, skid steers and/or other equipment;
- Must obtain a Compost Facility Operator certification within one (1) year of being hired;
- Must have completed Workplace Hazardous Materials Information System (WHMIS) course or obtained within six (6) months of being hired and keep updated throughout employment;
- Fire Suppression training or obtained within six (6) months of being hired and keep updated throughout employment.

Knowledge, Skills, Abilities, and Other Attributes

- Must have a basic understanding of biological systems;
- Sound knowledge of computers /word and Excel programs;
- Ability to precisely and accurately collect and record process parameters;
- Ability to read and interpret data results from documents such as Lab testing results;
- Ability to read, input, and interpret monitoring data to control key process parameters and ensure QCA category compost;
- Ability to make accurate but basic mathematical calculations;
- Ability to operate composting and other related equipment in a safe and efficient manner;
- Capacity to recognize sounds and movements of machinery which may indicate faulty operation;
- Capable of performing general maintenance and minor repair on vehicles and equipment;
- Ability to organize and accurately prepare forms and reports;
- Must be able to multitask and prioritize workload effectively in a constantly changing environment;
- Willingness to participate in training and self-development programs;
- Be highly motivated and self-directed;
- Sound judgement and decision-making skills;
- Ability to adjust deadlines in duties due to changing priorities or weather conditions;



- Ensure a strong knowledge of services, policies, and procedures of the waste management department;
- 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 workweek schedule in an outdoor environment;
- Work outside, year-round work, in all types of weather and may be exposed to extreme temperatures and inclement weather;
- Unpleasant conditions and odors because of organic collection and dusty environment;
- Uses hands, arms, legs, and shoulders to lift, carry, and move equipment (daily);
- Physically able to perform requirements of the job;
- Able to lift up to 50 lbs. (Heavier Lifting May Be Required at Times);
- Operate large equipment (daily);
- Sitting at a desk using keyboard and office equipment (daily);
- Work in a shared and consultative manner with other employees, independently and in a team environment;
- Ability to manage moderate stress associated with dealing with the public;
- Holiday work is required to meet the needs of the Composting Operation and Waste Management Department;
- Must be available to work varying shifts, including holidays, some weekends, and overtime may be required to meet the needs of the Composting Operation.

Competencies:

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

Commitment Statement:

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I serve my community with its best interest in mind by endorsing departmental goals and implementation and by communicating the importance of reducing **waste** within the community. I will support the department by sustaining the programs and encouraging commitment and participation in waste reduction approaches and by demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team dedicated to supporting and encouraging sustainable waste disposal practices.

Signatures:

Employee’s Signature: _____

Date : _____

Supervisor’s Signature: _____

Date: _____

Performance Management Administrator’s Signature: _____