



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

INTERNAL/EXTERNAL

JOB OPPORTUNITY

POSITION:

**Recycling Operations Worker, Waste Management
Department, Public Works**

DURATION:

Fixed-Term, Full-Time (ASAP – March 28, 2025)
Three (3) Month Probation Period

DESCRIPTION:

See Attached Job Description

SALARY:

Hours of Operation

Hours per week

\$822.38 to \$928.88 Per Week

7:00 a.m. to 2:30 p.m.

37.5 hours per week

**DEADLINE FOR
APPLICATION:**

Thursday, November 28, 2024 - 4:00 p.m.

REQUIREMENTS:

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE
DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED**

- ✓ 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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RONWATIIO'TÉNHSÉ RAOTIRIHWA'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
Job Title:	Recycling Operations Worker
Division:	Public Works, Waste Management Department
Reports To:	General Manager of Waste Management Department
Date of Job Description	November 5, 2024
Purpose:	
To provide recyclable materials collection, transportation, and materials processing services to the community of Kahnawà:ke.	
Roles & Responsibilities	
To provide curb side recycling and special items collections for the community of Kahnawake.	
<ul style="list-style-type: none"> • Assists with all aspects of the recycling operation. • Collects and transports recyclable and special collection materials in a safe manner according to the recycling collection procedures and related training. • Follows assigned recycling collection and transportation routes using the light vehicles and trailer. • Collects all recyclable and special collection materials that require manual loading. • Assists with the loading of vehicles with materials for delivery or collection, as required using the forklift if necessary. • Supports community members who require assistance to participate in recycling. • Assist with repairs to bins and ensuring the proper documentation of the repair is submitted to the waste management office. 	
To sort recyclables (in-house) and transfer recyclables to proper destinations.	
<ul style="list-style-type: none"> • Sorts recyclable and non-recyclable materials into their proper containers at the recycling facility for delivery. • Sort through cardboard, and with the use of the baler, prepare cardboard bales. • Obtains proper documentation/weight tickets required by the transfer/recycling facilities and forwards documents to the waste management office • Assists with loading of vehicles with sorted materials for delivery or pick up. • Assist clients who deliver their recycling at the Depot. • Assists with the cleanup of both the interior and exterior of the building daily. 	



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To communicate the recycling program to the community

- Assist to ensure only recyclable materials are collected in the blue bins using notification tags to provide comments on materials.
- Assists with the distribution of bins, information pamphlets/notices, and calendars as needed.

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.

Education & Experience

- High School Diploma with a valid Quebec Class 5 license.
- Forklift Operator Certification, or (5) years relevant experience.
- Hazardous Waste handling and storage certification, or equivalent experience.
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Knowledge, Skills, Abilities

- Strong knowledge of current recycling practices and have a sincere regard for the environment.
- Strong knowledge of the Kahnawà:ke road network and the distinction between local & provincial road networks for record-keeping purposes.
- Excellent knowledge of general safety codes and practices associated with heavy equipment operation.
- General knowledge of vehicle inspection and mechanical maintenance requirements.
- Ability to multitask and deal with the public in a courteous manner with sound oral communication skills.
- Work independently and in a team-oriented environment.
- Familiarity with Public Works operational practices, administrative procedures, and MCK Administration/Personnel Policy.
- Conducts business with internal and external clients in a tactful, discreet and courteous manner;
- Maintains confidentiality;
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

Working Environment

- Five-day work week in an indoor/outdoor environment.
- Work outside, year-round work in all types of weather, and may be exposed to extreme temperatures and inclement weather.
- Unpleasant work conditions and dusty work environment.
- Use of hands, arms, legs, and shoulders to lift, carry, and move equipment daily.
- Able to lift up to 50 lbs. (Heavier lifting required daily).



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- Physically able to perform requirements of the job.
- Able to manage working overtime and working on scheduled holidays.
- Ability to manage moderate stress associated with dealing with the public.

Commitment Statement:

I serve the Kahnawake community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting and nurturing new ideas and approaches, and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Signatures:

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____