



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

POSITION:

Mechanic, Public Works

DURATION:

Indeterminate, Full-Time
Six (6) Month Probation Period

DESCRIPTION:

See Attached Job Description

SALARY:

Hours of Operation
Hours per week

\$1,110.75 to \$1,254.38 Per Week
7:00 a.m. to 2:30 p.m.
37.5 hours per week

DEADLINE FOR APPLICATION:

Monday, December 2, 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'TÉNHSE RAOTIRIHWA'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
Job Title:	Mechanic
Division:	Public Works
Reports To:	Heavy Equipment & Town Garage Manager
Date of Job Description	May 22, 2024
Purpose: Provides professional mechanic services to the Town Garage operations of the Mohawk Council of Kahnawà:ke.	
Roles & Responsibilities	
<p>Carries out the regular maintenance and repair of all Kahnawà:ke owned cars, trucks, heavy equipment, light equipment (i.e. chainsaws, etc), school busses, emergency vehicles, and safety equipment, ensuring mechanical soundness.</p> <ul style="list-style-type: none">• Assesses damage and faulty mechanical operations and identifies repair requirements;• Identifies parts required to service vehicles and equipment and places orders or notifies supervisor of part requirements;• Obtains purchase approvals from immediate supervisor or program manager responsible for the vehicle under repair prior to ordering of parts;• Conduct labor and cost estimates;• Determines time required to complete individual repairs and equipment;• Determines the most appropriate and cost-effective vehicles and equipment to purchase from a mechanical viewpoint;• Performs the mechanical repair and maintenance work ensuring mechanical soundness;• Keep track of work performed with accurate records;• Performs on-site repairs to heavy equipment in special circumstances;• Completes all repairs to all MCK vehicles as deemed necessary and reported by the SAAQ inspector.	



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Provides mechanical advice and guidance in the acquisition of new vehicles and equipment, and in the purchase of parts and garage tools and equipment.

- Researches the most technically advantageous tools required to perform work from vehicle specification reports, articles, and hands-on testing;
- Provides recommendations based on findings for submission to management when requested;
- Recommends new tools and the introduction of new technology into the Town Garage to enhance efficiency and productivity;
- Troubleshoot reported problems and resolve them in a timely manner;
- Performs other job-related duties as required by the immediate supervisor.

The statements herein reflect general details to describe the principal 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

- DEP in Mechanics (vehicles and heavy equipment), plus three (3) years relevant experience with qualifications meeting "Certified Vehicle & Heavy Equipment Inspector".
- OR
- High School Diploma with vocational studies (i.e. mechanics), plus five years (5) years relevant experience, with qualifications meeting "Certified Vehicle & Heavy Equipment Inspector".

Knowledge, Skills, Abilities

- Professional and up-to-date knowledge of mechanical operation, parts and related prices, and repair procedures and techniques pertaining to various heavy equipment, automobiles, trucks, busses, and other motor-operated equipment;
- Sound inspection and certification skills and qualifications;
- Knowledge of the MCK vehicle inventory and MCK operational policies, practices, and administrative procedures;
- Ability to follow established procedures and practices and read instructions, etc.
- Good written and verbal communication skills;
- Good problem-solving skills;
- Ability to work with minimal supervision;
- Must possess a valid Quebec Driver's License;



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- 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 (5) day workweek; 7:00 a.m. to 3:30 p.m.; 37.5 hours per week performed in a garage environment;
- Ability to manage occasional overtime in the evenings and on weekends to address emergency responses;
- Ability to work in constant exposure to hazardous situations and some exposure to inclement weather conditions;
- Moderate stress due to workload.

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: _____