



## **MOHAWK COUNCIL OF KAHNAWÀ:KE**

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### **JOB OPPORTUNITY**

**POSITION:**

**Housing Inspector, Housing Unit**

**DURATION:**

Fixed Term, Full-Time (April 2, 2025 – March 31, 2026)  
Nine (9) Month Probation Period

**DESCRIPTION:**

See Attached Job Description

**SALARY:**

\$1,099.88 to \$1,242.38 Per Week

Hours of Operation

8:30 a.m. to 4:00 p.m.

Hours per week

37.5 hours per week

**DEADLINE FOR  
APPLICATION:**

**Friday, February 7, 2025 - 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
- ✓ Driver's License

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

[Applications@mck.ca](mailto:Applications@mck.ca)

**NOTE:**

All forms and requirements are listed on our website:

[www.kahnawake.com/jobs](http://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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<b>Core Job Information</b>	
<b>Job Title:</b>	Housing Inspector
<b>Division:</b>	Housing Unit
<b>Reports To:</b>	General Manager of Housing Properties and Construction
<b>Date of Job Description</b>	November 2024
<b>Purpose:</b>	
Inspects the construction and maintenance of new and existing residential buildings to ensure that codes, standards, and design and program requirements are observed.	
<b>Roles &amp; Responsibilities</b>	
<b>Conducts residential building inspections to ensure compliance with contract documents, codes, and standards:</b>	
<ul style="list-style-type: none"> <li>• Inspect construction of buildings for conformance to drawings, specifications, building codes, or other applicable ordinances.</li> <li>• Inspect and test electrical or plumbing installations in buildings to ensure compliance with regulations of all levels of jurisdiction.</li> <li>• Inspect framework, concrete forms, reinforcing steel mesh and rods, and concrete to ensure quality standards and to verify conformance to specifications and building codes.</li> <li>• Inspect construction of sewer systems and pipelines.</li> <li>• Inspect existing buildings to identify and report on structural defects, fire hazards, and other threats to safety.</li> <li>• Inspect new or resale homes on behalf of clients and assess and provide reports on the physical condition of the property.</li> <li>• Assess the energy performance and potential energy savings of buildings.</li> </ul>	
<b>Collaborate with Housing Unit staff to administer housing programs including, but not limited to, construction document reviews, and policy and procedure development related to construction:</b>	
<ul style="list-style-type: none"> <li>• Examine plans, drawings, and site layouts for new buildings, building renovations, and other proposed structures.</li> <li>• Collaborates with the Housing Programs and Project Management Coordinator to assist clients with understanding the technical aspects of house plans and rationalize costing to aid with budgeting.</li> <li>• Plan, design, develop, implement, and evaluate workplace activities to ensure that workers and clients comply with company policies and government safety regulations.</li> </ul>	
<b>Collaborate with Kahnawà:ke Labor Office to improve construction site working conditions and local industry competencies:</b>	
<ul style="list-style-type: none"> <li>• Monitor construction sites to observe that safe working conditions are maintained and report deficiencies to Kahnawà:ke Labour Office.</li> <li>• Monitor the construction labor force to observe that competencies are maintained and report deficiencies to Kahnawà:ke Labor Office.</li> </ul>	



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***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**

- Home Inspectors license, Construction Safety Officer certification, Leadership in Energy and Environmental Design (LEED) certification, Natural Resource Canada registered Energy Advisor.
- OR
- A college diploma in Construction, Civil Engineering, or Architectural Technology plus three (3) to five (5) years of related work experience.
- OR
- Completion of secondary school, provincial certification in a skilled construction trade plus ten (10) years of experience as a qualified tradesperson.

### **Knowledge, Skills, Abilities**

- Sound knowledge and understanding of Mohawk Council of Kahnawà:ke (MCK) dept./unit programs, policies (Health & Safety, Water and Sewer, Land Management, MCK Admin. Manual-Personnel Policy, Mohawk Self Insurance Policy).
- Knowledge of Kahnawà:ke's Housing Program policies and procedures.
- Awareness of the socio-economic issues impacting the community.
- Sound knowledge of construction codes and standards.
- Ability to read construction documents and ensure compliance on site.
- Technical writing and computer skills required to produce professional reports, and the ability to learn various computer programs.
- Strong oral and written communication skills.
- Ability to work independently and participate in a team.
- Must possess a valid Quebec Driver's License.
- Sound time-management and scheduling skills required to manage multiple projects and deadlines.
- 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 and work is performed in an indoor office environment.
- Work is also performed in an outside work environment with exposure to variations in weather conditions and seasonal weather patterns.
- Moderate to high stress due to workload.



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- Occasional overtime.
- Exposure to sound and noise.
- Use of safety equipment.
- Exposure to heights.
- Exposure to dangerous chemical substances.
- Exposure to hazardous conditions.
- Physically able to stand, walk, use hands and fingers to handle objects, and reach with hands and arms.
- Occasionally required to climb or balance, bend, stoop, kneel, or crouch.

### **Commitment Statement:**

I serve the Kahnawà:ke 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: \_\_\_\_\_