

STRENGTH  
PEACE  
UNITY

# Mohawk Council of Kahnawake



P.O. Box 720  
Kahnawake Mohawk Territory J0L 1B0

*Tsi Nīkaió'tenhséró:tens Ne Onkweshón:'a Rotiió'tens*

**HUMAN RESOURCES UNIT**

Tel.: (450)632-7500  
Fax: (450)638-5958  
Website: [www.kahnawake.com](http://www.kahnawake.com)

## INTERNAL/EXTERNAL

### JOB OPPORTUNITY

<b><u>POSITION:</u></b>	Interim Landfill Coordinator, Public Safety
<b><u>DURATION:</u></b>	Fixed-Term, Full-Time Three (3) Month Probation Period
<b><u>DESCRIPTION:</u></b>	See Attached Job Description
<b><u>SALARY:</u></b> Hours of Operation Hours per week	\$1,016.25 to \$1,148.25 Per Week 8:30 am – 4:00 pm 37.5 Hours per week
<b><u>DEADLINE FOR APPLICATION:</u></b>	Thursday, June 23, 2022 - 4:00 p.m.
<b><u>REQUIREMENTS:</u></b>	<b>ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED.</b> <ul style="list-style-type: none"><li>✓ A Signed Privacy Waiver allowing a security check to be performed.</li><li>✓ A clear photocopy picture ID (Driver's license)</li><li>✓ Applicant Check list</li><li>✓ Letter of intent</li><li>✓ Resume</li><li>✓ Three (3) professional references (Name &amp; contact information)</li><li>✓ Provide Proof of Educational Credentials. See attached job description for qualifications.</li></ul>

**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 applications are submitted complete as requested. Incomplete applications may not be considered.
- When e-mailing please ensure you call to confirm your application was received before the deadline
- A preference will be given to Aboriginal candidates.

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## Job Description

GENERAL INFORMATION	
<b>Job Title:</b>	Interim Kahnawà:ke Landfill Coordinator
<b>Division:</b>	Public Safety Division
<b>Date of Job Description:</b>	January 2012
<b>Terms:</b>	Fixed-Term
<b>Job Reports To:</b>	Executive Operations Officer

THE INCUMBENT	
<b>Name of Incumbent:</b>	
<b>Date of Hiring:</b>	
<b>Name of Supervisor:</b>	Kevin Kennedy

GENERAL JOB DESCRIPTION:
Under the supervision of the Executive Operations Officer, the Landfill Coordinator will manage, plan, organize and document Landfill Department activities to ensure effective and efficient verification, distribution and monitoring of authorized Landfill materials in accordance with the Kahnawà:ke Clean Soil Policy/Landfill Policy on Clean Soil or in accordance with any Landfill related policy in force in Kahnawà:ke.

RESPONSIBILITIES	TASKS
To manage and supervise the activities and operations of the Kahnawà:ke Landfill Office.	<ul style="list-style-type: none"> <li>➤ Plans, schedules and coordinates all services offered by the landfill Department, ensuring that tasks &amp; assignments are completed in a timely manner;</li> <li>➤ Directs and supervises the Landfill Inspector;</li> <li>➤ Handles all correspondence and filing;</li> <li>➤ Monitors all payments and submits invoices and deposits to Accounting Department;</li> <li>➤ Handles all Public Relations and Communications for the Landfill Office;</li> <li>➤ Is authorized to execute permit suspension process.</li> <li>➤ Regularly monitors routine expenditure, reviews variances between budget and actual expenditures, ensuring effective maintenance of Landfill Department budgets;</li> <li>➤ Prepares reports and submits annual budget to the Director of Lands for approval.</li> </ul>

<p>To manage the inspection, verification, and monitoring of landfill related materials, transportation and operations, in and around the Territory, ensuring compliance with any applicable Landfill related policy, procedures and/or regulations in force in Kahnawà:ke.</p>	<ul style="list-style-type: none"> <li>➤ Ensures monitoring of all landfill activities throughout Kahnawà:ke;</li> <li>➤ Processes requests for landfill from residents;</li> <li>➤ Processes outside contractors requests to deposit landfill on the Territory;</li> <li>➤ Ensures that each contractor understands and complies with any applicable Landfill related policy, procedures and/or regulations in force in Kahnawà:ke;</li> <li>➤ Ensures that each contractor reviews, understands and signs a Memorandum of Agreement;</li> <li>➤ Creates schedules and plans for truck deliveries of landfill;</li> <li>➤ Confirms that each truck transporting landfill carries a valid permit with an original Kahnawà:ke Landfill Department seal;</li> <li>➤ Regularly performs random spot-checks on permitted trucks and trailers to ensure that all landfill being transported complies with any applicable Landfill related policy, procedures and/or regulations in force in Kahnawà:ke</li> <li>➤ Schedules and coordinates receptor and source site inspections;</li> <li>➤ Documents the results of site inspections in coordination with the Kahnawà:ke Environment Protection Office;</li> <li>➤ Schedules and coordinates soil testing procedures and interpretation of test results;</li> <li>➤ Collects and tracks all tickets, permits, etc. used by contractors;</li> <li>➤ Produces a written report of daily activities on landfill sites;</li> <li>➤ Prepares necessary forms, reports, permits and any other documentation related to the Kahnawà:ke Landfill Department;</li> <li>➤ Performs random soil sampling for testing as required or as mandated by the Kahnawà:ke Environment Protection Office;</li> <li>➤ Consults with the Director of Lands and the Environment Protection Coordinator to approve applicants for residential, commercial and development of large scale or other excavation projects;</li> <li>➤ Responsible to liaison with the Land Management Committee and prepare necessary documentation required for direction or decision by the LMC;</li> <li>➤ Consults with Director of Lands, Environment Protection and Land Management Coordinators to process applications for common lands;</li> <li>➤ Liaise with MCK Capital Construction, MCK Public Works and other MCK Units/Departments to ensure compliance with any applicable Landfill related policy, procedures and/or regulations in force in Kahnawà:ke;</li> </ul>
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To supervise and train Landfill personnel.	<ul style="list-style-type: none"> <li>➤ Provides guidance, direction and supervision to staff within the Landfill Department;</li> <li>➤ Coordinates the on-going training of the landfill staff for monitoring, assessment and soil sampling;</li> <li>➤ Conducts quarterly reviews and annual performance appraisals;</li> <li>➤ Addresses and resolves staff issues;</li> <li>➤ Facilitates and coordinates regular planning and staff meetings;</li> <li>➤ Ensures compliance with all policies and procedures and the completion of routine administrative tasks;</li> </ul>
<ul style="list-style-type: none"> <li>➤ Performs any other job related duties as directed by the Immediate Supervisor.</li> </ul>	

<b>ACCOUNTABILITY</b>	
<ul style="list-style-type: none"> <li>➤ To ensure all aspects of the landfill operation are compliant with established procedures and permits;</li> <li>➤ To execute permit suspensions;</li> <li>➤ To deal with internal and external clients in a tactful, discrete and courteous manner;</li> <li>➤ To maintain confidentiality;</li> <li>➤ To adhere to the MCK Administration Manual-Personnel Policy and the Kanien'kéha language initiatives;</li> </ul>	

<b>QUALIFICATIONS</b>	
<b>Education and Experience Required</b>	<ul style="list-style-type: none"> <li>➤ DEC in Pure and Applied or Health Science, plus three (3) years relevant experience;</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>➤ High School Diploma, plus five (5) years relevant experience;</li> </ul>
<b>Skill Requirements</b>	<ul style="list-style-type: none"> <li>➤ Knowledge of the environmental and land issues facing Kahnawà:ke;</li> <li>➤ General office skills in management, communication, computers and writing;</li> <li>➤ Knowledge of general accounting procedures;</li> <li>➤ Ability to assist in the development of departmental policies and arrangements;</li> <li>➤ Ability to communicate in the Kanien'kéha and French languages is an asset;</li> <li>➤ Willingness to learn the Kanien'kéha language is required;</li> </ul>

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THE IMMEDIATE SUPERVISOR

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THE INCUMBENT

\_\_\_\_\_  
DIRECTOR OF HUMAN RESOURCES