

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

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Website: www.kahnawake.com

Job Description

GENERAL INFORMATION	
Job Title:	Recycling Truck Driver #TR 15
Division:	Operations and Community Planning, Public Works, Waste Management Department
Date of Job Description:	
Terms:	Fixed-Term
Job Reports to:	Waste Manager Department Manager

THE INCUMBENT	
Name of Incumbent:	
Date of Hiring:	May 1, 2017
Name of Supervisor:	Holly McComber

GENERAL JOB DESCRIPTION
Under the supervision of the Waste Manager Department Manager, performs duties for recycling depot operation for the community of Kahnawà:ke

RESPONSIBILITIES	TASKS
To collect and transport recyclable materials	<ul style="list-style-type: none"> ➤ Follow assigned recycling collection and transportation route and ensure that collection has been completed at each location for each route using either light vehicles or heavy truck. ➤ Ensure all materials that require manual loading are collected. ➤ Distribute information pamphlets /notices on bins as needed. ➤ Ensure the recycling truck is fueled at the start and topped off at the end of each day as required. ➤ Complete fuel receipt as per the Public Works administration requirements to the Public Works administrator. ➤ Sort recyclable materials into their proper containers at the recycling facility. ➤ Assist with the loading of vehicles with sorted materials for delivery or pickup, as required. ➤ Assist clients with material drop-offs as required. ➤ Assist with the cleaning of the Recycling depot facility and grounds as required.

<p>Operates under the Public Works heavy equipment operation rules and regulations.</p>	<ul style="list-style-type: none"> ➤ Submit weight tickets from deposit depots at the end of each day. ➤ Assist mechanics during in-field & in-house repairs ➤ Perform daily preventive maintenance on assigned vehicle and report to the manager, any defects or needed repairs. ➤ Perform weekly greasing and washing of vehicle. ➤ Ensure assigned vehicle is free from debris, dust and other obstructions in cab/driver area on a regular basis. ➤ Ensure unauthorized persons do not board the recycling truck. ➤ Ensure the truck has been secured and keys are returned to the Manager's office. ➤ In the event of an accident, complete accident report and contact the Waste Manager Department Manager ASAP. ➤ Record daily employee activities and submit weekly timesheet for payroll processing. ➤ Verify the proper working order of the lights, break mechanism and emergency equipment. ➤ Verify tire pressure, oil, fuel levels, and windshield washer solvent. ➤ Ensure up-to-date and /accurate registration is on the truck. ➤ Carry out routine maintenance activities and report repair requirements to Manager; ➤ Clean the interior/exterior on a daily basis, ensuring front and side windows and mirrors are clean. ➤ Prepare and submit weekly truck inspection reports for approval.
<ul style="list-style-type: none"> ➤ Performs other job related duties as directed by immediate supervisor. 	

<p>ACCOUNTABILITY</p>	
<ul style="list-style-type: none"> ➤ To provide safe operation of all MCK owned heavy equipment; ➤ To provide high quality recycling collection services to the community; ➤ To show tact, discretion and courtesy when dealing with supervisors, co-workers, clients and contacts; ➤ To maintain confidentiality; ➤ To adhere to MCK Administration Manual-Personnel Policy and Kanien'keha initiatives; ➤ To abstain from smoking while using community equipment; ➤ To ensure that the recycling truck is in a safe and clean condition in accordance with rules and regulations; ➤ To adhere to MCK Administration Manual-Personnel Policy and Kanien'keha initiatives. 	

QUALIFICATIONS	
Education and Experience Required	<ul style="list-style-type: none"> ➤ High School Diploma, plus five (5) years relevant experience with a valid Quebec Class 3 driver's license.
Skills Requirements	<ul style="list-style-type: none"> ➤ 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. ➤ Physically fit and able to lift heavy objects and materials ➤ General knowledge of vehicle inspection and mechanical maintenance requirements. ➤ Ability to multitask and deal with the public in a courteous manner ➤ Work independently and in a team-oriented environment ➤ Familiarity with Public Works operational practices, administrative procedures, and MCK Administration/Personnel Policy. ➤ Ability to communicate in the Kanien'keha and French languages is an asset. ➤ Willingness to learn Kanien'keha is required.

THE IMMEDIATE SUPERVISOR

THE INCUMBENT

DIRECTOR OF HUMAN RESOURCES