



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

POSITION: General Laborer, Asset Management

DURATION: Fixed-Term, Full-Time - One (1) year
Three (3) Month Probation Period

DESCRIPTION: See Attached Job Description

SALARY: \$822.38 to \$928.88 Per Week
Hours of Operation 7:00 a.m. to 2:30 p.m.
Hours per week 37.5 hours per week

DEADLINE FOR APPLICATION: Thursday, February 27, 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
- ✓ Valid Quebec 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

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:	General Laborer
Division:	Asset Management
Reports To:	Building Maintenance Supervisor
Date of Job Description	January 2025
Purpose	
<p>The General Laborer provides general building maintenance service to all Mohawk Council of Kahnawà:ke owned buildings, structures, and grounds.</p>	
Roles & Responsibilities	
<p>Performs community building maintenance tasks.</p> <ul style="list-style-type: none"> • Organizes, and executes the daily activities with approval from the supervisor and in cooperation with other employees. • Assembles and/or repairs/moves office furniture when requested to do so. • Performs requested inspections daily, makes note of any damage and addresses it in a timely manner, and empties trash containers of all MCK property. • Addresses emergency repairs (drywall, painting, roofing, etc.) on any MCK building in a timely and cost-effective manner. • Ensures that all mechanical systems, ventilation, plumbing, and electrical are in good working order. • Ensures that keys and security codes are kept confidential. • Recommends the proper tools to use on the job. • Performs general maintenance and repairs of equipment. • Ensures that assigned vehicle is properly maintained and reports any repairs to the proper department. 	
<p>Performs MCK building and grounds maintenance tasks.</p> <ul style="list-style-type: none"> • Takes note of any damage or vandalism to any park equipment and arranges repairs in a timely manner. • Ensures that all equipment operates in a safe manner and reports to the mechanic any problems noticed. • Performs landscaping on grounds around community buildings, parks, and green spaces. • Plants yearly (planter boxes). • Ensure that proper documentation is kept with respect to internal invoices for services rendered. • Performs and attends to Janitorial duties when requested. • Attends to alarms and emergency calls. 	
<p>Perform winter work tasks.</p> <ul style="list-style-type: none"> • Ensure that all sidewalks are clear from snow to walk on, during and after regular hours. • Spread salt or sand on MCK and other building walkways before and during regular office hours. • Continues to perform emergency building maintenance during and after normal office hours as situations arise due to severe winter weather. 	



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- Performs snow removal checks.

The statements herein reflect general details to describe the principal functions of 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, plus two (2) years of relevant construction experience.

Knowledge, Skills, Abilities

- Knowledge of maintenance theories, principles, and practices related to various fields and trades (such as carpentry, plumbing, and heating).
- Knowledge of the MCK building inventory and properties, MCK operational policies, practices, and administrative procedures.
- Knowledge of general reports and scheduling.
- Ability to work with minimal supervision.
- Ability to manage overtime in the evenings and on weekends to address emergency responses.
- Must possess a valid Quebec Driver's License.
- 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.
- The ability to communicate in the French and Kanien'keha languages is an asset.
- Willingness to learn Kanien'keha is required.

Working Environment

- Five (5) day work week; 7.5 hours per day – 37.5 hours per week.
- Hours may be flexible per supervisors' approval.
- Inside work climate and outdoor work environment where an incumbent is exposed to variations in weather conditions and seasonal weather patterns.
- Moderate stress levels and productivity pressures associated with carrying out and completing tasks.
- Occasional overtime and/or weekend work are required to complete special projects and handle emergencies, alarms, etc.
- Must also be able to lift and/or move up to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds and climb ladders.
- Working with equipment, instruments, machinery, or power/hand tools that may be a potential source of accident or injury.



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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 innovative 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: _____