



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

POSITION: Roads & Highway Department Laborer, Public Works

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

DESCRIPTION: See Attached Job Description

SALARY: \$1,045.88 to \$1,181.63 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: Monday, March 17, 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 Class 5 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: kahnawake.com/job-opportunities

- **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 Indigenous candidates.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



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RONWATIIO'TÉN HSE RAOTIRIHWA'SHÓN:'A RONTERIHWATSTERÍSTHA'

| Core Job Information | |
|---|------------------------------------|
| Job Title: | Roads & Highway Department Laborer |
| Division: | Public Works Unit |
| Reports To: | Roads & Highway Department Manager |
| Date of Job Description | February 2025 |
| Purpose: | |
| Provides general labor and maintenance services to the Public Works Unit. | |
| Roles & Responsibilities | |
| To provide labor for roads & highways, and other maintenance services to the Public Works Unit and its operations. | |
| <ul style="list-style-type: none"> • Performs tree/weed trimming or grass cutting duties. • Performs rural road repairs (potholes) and asphalt repairs on paved roads. • Assists in the execution of gravel shoulder repairs. • Reports broken traffic signs and performs installation and repairs. • Provides traffic signalization tasks. • Assists Buildings & Parks Maintenance Department with manual repairs to community assets. • Assists Infrastructure & Operations Maintenance with water main repairs. | |
| To perform surveillance on the local roads and highways, ensuring that a high level of safety is maintained. | |
| <ul style="list-style-type: none"> • Participates in weekly rotation of on-call duty for emergency calls from local authorities. • Performs surveillance of all road networks, reporting any maintenance-related deficiencies during on and off hours • Submits a daily activity report for each shift, upon completion of the weekly surveillance shift. • Removes debris from roadways, i.e., broken mufflers, scrap iron/lumber, hubcaps, broken glass, dead animals, etc. • Provides roadside assistance to stranded motorists, contacting either the Kahnawake Peacekeepers, or local towing companies, and remains on site until either arrives. • Takes inventory of burnt street light fixtures and reports to supervisor for follow up on repairs. • Monitors drainage performances of culverts and ditches, addresses blockages and reports major blockages to supervisor for follow up. | |



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To provide routine maintenance and care for assigned department vehicles

- Safely operates and maintains assigned vehicle, hand tools and motorized equipment in department.
- Fuels equipment at the start of each day and topped off at the end of each day, including detailed information on the receipt as per the Public Works administration requirements.
- Assists mechanics during in-field and in-house repairs.
- Performs daily preventive maintenance on assigned vehicle and reports any defects or repairs needed to ensure the safe operation of the vehicles or equipment.
- Performs weekly washing of vehicle, during idle times or upon request.
- Ensures that assigned vehicle is free from rolling debris, dust and other obstructions in cab and driver area on a regular basis.

To follow Public Works operating procedures

- Records daily employee activities and completes a timesheet for payroll processing.
- Submits equipment log on a weekly equipment timesheet for internal invoicing purposes, detailing a separation of equipment charge hours between the various client programs.

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

- High school diploma plus five (5) years of relevant road construction and public work experience.

Knowledge, Skills, Abilities

- Strong knowledge of the Kahnawà:ke road network and the distinction between local and provincial road networks for record keeping purposes.
- Excellent knowledge of general safety codes and practices associated with Roads & Highways maintenance.
- Ability to multitask.
- Work in a team-oriented environment and independently in certain situations.
- Familiarity with Public Works operational practices and administrative procedures.
- Ability to deal with the public in a courteous manner.
- Good oral and written communication skills.
- Good judgment and common sense.
- Must possess a valid Class 5 Quebec driver's license or higher.
- 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.



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- 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, work is performed in an outdoor environment.
- Evening and weekend work hours as needed.
- Occasional overtime.
- Moderate stress due to workload.
- Ability and willingness to work seasonal weather conditions.
- 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.
- Working with equipment, instruments, or machinery that may be a potential source of accident or injury.

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: _____