



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

POSITION: Technical Services Manager, Capital Unit

DURATION: Indeterminate, Full-Time
Nine (9) Month Probation Period

DESCRIPTION: See Attached Job Description

SALARY: \$1,427.50 to \$1,601.25 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: Tuesday, March 18, 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 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: 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'TÉNHSE RAOTIRIHWÀ'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
Job Title:	Technical Services Manager
Division:	Capital Unit
Reports To:	Director of Capital
Date of Job Description	February 2025
Purpose:	
<p>Is responsible for planning, directing and overseeing the operations and fiscal strength of the Technical Services department of the Mohawk Council of Kahnawà:ke. To plan and maintain the work systems and procedures that enable and encourage the optimum performance of the staff and other resources.</p> <p>Responsible for overseeing and leading the Civil Engineering Technicians.</p>	
Roles & Responsibilities	
<p>To manage and direct the effective performance of the Technical Services department in accordance with the Mohawk Council of Kahnawake's policies and procedures</p> <ul style="list-style-type: none"> • Manages the overall operational and activities of the department. • Working with the Capital Unit Supervisor, ensures that the work crews follow the Capital Unit Safety Policy rules and recommendations from the Senior Engineer, Safety Inspectors or engineering consultants. • Follows current construction regulations and building practices from Bureau de normalization du Québec (BNQ) and applicable bodies for quality and public safety. • Follows guidance from KEPO to reduce or mitigate environmental impacts on projects. • Uses performance management and development processes that provide an overall context and framework to encourage employee contribution and includes goal setting, feedback, and performance development planning. • Provides oversight and direction to the employees in the Technical Services department in accordance with the organization's policies and procedures. • Coaches, mentors, and develops staff, including overseeing new employee onboarding and providing career development planning and opportunities. • Identifies, distributes, and supervises day-to-day workloads within Capital projects. • Monitors and adjusts work schedules, ensures acceptable progress and verifies timeline milestones. • Establishes and maintains relevant controls and feedback systems to monitor the operation of the department. 	



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To provide project and construction management services to the Mohawk Council of Kahnawake and to the community and organizations in Kahnawake.

- Collaborates with engineers, architects, etc. to determine the specifications of the projects.
- Negotiates contracts with external vendors to reach beneficial agreements.
- Determines needed resources from start to finish with attention to budgetary limitations.
- Plans all construction operations and schedules intermediate phases to ensure deadlines will be met, in coordination with the Capital Unit Supervisor.
- Acquires equipment and material, and monitors stocks to timely handle inadequacies.
- Hires contractors and other staff and allocates responsibilities.
- Supervises the work and provides guidance when needed.
- Evaluates progress and prepares detailed reports.
- Follows all health & safety standards and reports issues.
- Uses appropriate verification techniques to manage changes in project scope, schedule, and costs.
- Reports and escalates any issues to management as needed.
- Manages the relationship with the client and all stakeholders.

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

- Bachelor's Degree in Engineering, Building Science or relevant field, plus three (3) years of relevant experience.
- OR
- DEC in Civil Engineering Technology or equivalent certification, plus five (5) years of relevant experience.
- OR
- High School Diploma, plus ten (10) years of relevant experience.

Knowledge, Skills, Abilities

- Valid Class 5 Quebec driver's license
- In-depth understanding of construction procedures, materials, and project management principles.
- Comprehensive knowledge of quality and health & safety standards.
- Proven experience as a construction project manager.
- Excellent communication and negotiation skills.
- Excellent organizational and time-management skills.



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- Sound supervisory, human relations, motivational, and team management skills.
- Excellent project management skills.
- Excellent written and oral communication skills.
- Thorough knowledge of Microsoft Office, and AutoCAD.
- Strong knowledge of Kahnawà:ke's policies and programs governing all infrastructure services activities and resource availability.
- Thorough knowledge of how infrastructure services activities and services integrate with other community programs.
- Conducts business with internal and external clients in a tactful, discreet and courteous manner.
- Maintains confidentiality.
- 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 in an office environment.
- Moderate stress due to workload.
- Occasional overtime may be required.

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: _____



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