



## **MOHAWK COUNCIL OF KAHNAWÀ:KE**

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### **JOB OPPORTUNITY**

**POSITION:**

**Construction Project Manager, Executive Office**

**DURATION:**

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

**DESCRIPTION:**

See Attached Job Description

**SALARY:**

Hours of Operation  
Hours per week

\$1,417.50 to \$1,601.25 Per Week  
8:30 a.m. to 4:00 p.m.  
37.5 hours per week

**DEADLINE FOR  
APPLICATION:**

**Thursday, April 3, 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](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 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	
<b>Job Title:</b>	Construction Project Manager
<b>Division:</b>	Executive Office
<b>Reports To:</b>	Executive Infrastructure Officer
<b>Date of Job Description</b>	January 10, 2025
<p><b>Purpose:</b></p> <p>Support the Executive Infrastructure Officer (EIO) in overseeing and executing complex major capital projects of varying size and scope for the Mohawk Council of Kahnawà:ke.</p> <p>In collaboration with the Director of Capital, manages construction projects from start to finish, ensuring they are completed on time and within budget.</p>	
Roles & Responsibilities	
<p><b>To oversee, develop, and implement projects and initiatives for the Executive Infrastructure Officer.</b></p> <ul style="list-style-type: none"> <li>• Develop and implement projects using the MCK Project Management Framework and ensure alignment with MCK's Strategic Plan.</li> <li>• Develop comprehensive scopes of work and project plans, including timelines, budgets, and resource allocation.</li> <li>• Oversee pre-construction activities such as feasibility studies, permitting, and design coordination.</li> <li>• Ensure project goals align with organizational objectives and client requirements.</li> <li>• Lead, mentor, and manage project teams, including Engineers, Architects, internal MCK teams, and subcontractors.</li> <li>• Assign roles and responsibilities within the team to optimize efficiency and performance.</li> <li>• Serve as the main point of contact for clients, stakeholders, and contractors.</li> <li>• Facilitate regular communication to ensure alignment and address concerns.</li> <li>• Adjust plans as necessary to accommodate changes or unforeseen challenges.</li> <li>• Identify, assess, and mitigate project risks.</li> <li>• Implement and enforce safety protocols on all sites.</li> <li>• Conduct regular site inspections to ensure adherence to design specifications and quality standards.</li> <li>• Address and resolve construction issues promptly.</li> </ul>	



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- Maintain high standards of workmanship and project delivery.
- Foster a collaborative, solution-oriented work environment.

### **Manages the administrative and financial functions of construction projects.**

- Develop and manage project budgets, ensuring cost control and financial performance.
- Monitor expenditures and address variances with corrective measures.
- Allocate resources effectively to meet project needs.
- Approve invoices, change orders, and other financial documents.
- Prepare and present project status reports and updates.
- Create and maintain detailed project schedules, tracking milestones and deadlines.

*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**

- A University degree or diploma in Engineering, Architecture, construction management, or quantity surveying (or an equivalent combination of academic and practical experience) plus three (3) years of related experience.

OR

- High School Diploma, plus five (5) to seven (7) years of project management experience.

### **Knowledge, Skills, Abilities**

- Knowledge of project management principles and practices in the field of public infrastructure.
- Knowledge of construction processes.
- Excellent interpersonal skills and a highly motivated self-starter.
- Sound organizational, research, and analytical skills to develop and provide sound advice and contingency planning for various projects.
- Strong oral and written communication skills.
- Excellent facilitation and leadership skills.
- Ability to use initiative, sound judgment, and problem-solving techniques.
- Ability to plan, strategize, and work both independently and with a team.



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- Detail oriented.
- Sound knowledge of MS Office systems (Word, Excel, PowerPoint, Outlook) project management software and willingness to learn new programs.
- A valid Quebec driver's License is a requirement.
- 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.
- 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 workweek is performed in an office environment.
- Some site visits as needed.
- Moderate stress and productivity pressure associated with multiple priorities and tight deadlines.
- Ability to work in a fast-paced environment.
- Occasional travel.

### 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: \_\_\_\_\_



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Date: \_\_\_\_\_