



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

<u>POSITION:</u>	Operations & Maintenance Worker, Public Works Unit
<u>DURATION:</u>	Fixed Term Seasonal, Full-Time (April 22 -October 24, 2025) Six (6) Month Probation Period
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$1,230.00 to \$1,389.75 Per Week
Hours of Operation	7:00 a.m. to 2:30 p.m.
Hours per week	37.5 hours per week
<u>DEADLINE FOR APPLICATION:</u>	Monday, April 7, 2025 - 4:00 p.m.
<u>REQUIREMENTS:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE</u> THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED

- ✓ Applicant checklist
- ✓ Letter of intent
- ✓ Resume
- ✓ Valid 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:
<https://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 RAOTIRIHWA'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
Job Title:	Operations & Maintenance Worker
Division:	Public Works Unit
Reports To:	Supervisor, Infrastructure Operations and Maintenance
Date of Job Description	March 2025
Purpose	
<p>Is responsible for repairing and maintaining Kahnawà:ke's water & sewage infrastructure, and promotes the efficient use of drinking water through appropriate maintenance of water supply systems and the sanitary sewer system.</p>	
Roles & Responsibilities	
<p>To maintain the potable water distribution network.</p> <ul style="list-style-type: none"> • Flushes water distribution systems as scheduled by the supervisor. • Maintains the community's fire hydrants and winterizes once per year in the fall. • Operates the community's street valves and notes any jammed or damaged valves for future repair or replacement. • Inspects and tests equipment at the SLS-13 booster station. • Notifies the immediate Supervisor in the event of serious problems. • Responds to community member requests for information or complaints within their responsibility. • Assists with leak detection inspections as scheduled by the supervisor. 	
<p>To maintain the sanitary sewer system network.</p> <ul style="list-style-type: none"> • Corrects sewer back-ups within a reasonable amount of time, causing the least amount of inconvenience to the client. • Flushes all of the community's sewer mains once per year. • Assists with professional camera inspections as scheduled by the supervisor. • Performs daily inspections on the remote sewage stations to check influent, well levels, pump & controls operations. 	
<p>To perform minor grounds maintenance duties at sewage lift stations, water filtration plant, and SLS-13 booster station.</p> <ul style="list-style-type: none"> • Performs grass cutting and other grounds and plant maintenance duties on a regular basis, according to seasonal requirements. • Ensures that both the interior and exterior of facilities are kept clean and free of graffiti or other damage. • Clean garbage or other debris from around the property grounds to prevent damage to the grass cutting equipment. • Verifies the adequacy of diesel engine performance, fan belts, radiators, filters, temperatures, fuel tanks, and oil levels and pressures. • Makes necessary adjustments to all plant equipment, i.e., changes oil, filters, gaskets, fuses, lubrications, and regulators. • Monitors and repairs motors, pumps, and compressors. 	



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- Assesses equipment status and communicates the need for major & minor repairs to the supervisor.
- Performs specified daily, weekly, monthly, and quarterly scheduled maintenance and repair activities as per work orders provided by the supervisor.

To maintain storm drainage systems.

- Inspects all catch basins in the community, notes repairs to be scheduled.
- Cleans catch basins, particularly the main outfall areas.
- Identifies catch basins that may require contracted services where pressure cleaning is needed.

To maintain well, septic systems and remedial measures.

- Inspects septic and overflow systems and informs supervisor if cleaning is needed.
- Inspects filter systems and notifies supervisor if a service call is needed.
- Responds to difficulties with the wells relating to supply, pressure, or quality.

To follow the Public Works operating procedures.

- Records daily employee activities and submits a weekly timesheet for payroll processing.
- Performs daily preventive maintenance on assigned vehicle and reports promptly any defects or required repairs needed.
- Performs weekly washing of vehicle, either during idle times or after hours.
- Performs other job-related duties as directed by the Immediate Supervisor.

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 five (5) years relevant maintenance, mechanical or construction experience.

Knowledge, Skills, Abilities

- Sound knowledge and skills associated with the principles and practices related to repairs and maintenance of water mains, fire hydrants, sewer mains, storm drainage flushing and cleaning.
- A basic knowledge of mechanics to maintain diesel engines, compressors, and pumps.
- A good understanding of Kahnawake's water filtration and sewage treatment systems and plant facilities.
- Familiarity with Public Works operational practices and administrative procedures.



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- Ability to multitask.
- Ability to work in a team-oriented environment and independently in certain situations.
- 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 Quebec driver's license.
- A class 1 or class 3 driver's license is an asset.
- 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 work week is performed in an indoor/outdoor work environment.
- Moderate stress due to workload.
- Occasional overtime may be required in the evenings and on weekends to address emergency responses, as needed.
- On-Call rotation on a monthly basis.
- Exposure to dangerous chemical substances.
- Factors frequently found in the work setting for this occupation include exposure to contaminants, i.e., pollutants, fumes, dust, odors, etc.
- Exposure to hazardous conditions.
- Required to climb or balance, bend, stoop, kneel, or crouch.
- Working near or at equipment, instruments, machinery, or power/hand tools that may be a potential source of accident or injury.
- 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.

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: _____



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Supervisor's Signature: _____

Date: _____