



## **MOHAWK COUNCIL OF KAHNAWÀ:KE**

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### **JOB OPPORTUNITY**

**POSITION:**

**Outdoor Recreation Facility Worker, Sports & Recreation Unit**

**DURATION:**

Fixed Term, Full-Time (TBD – March 31, 2026)  
Six (6) Month Probation Period

**DESCRIPTION:**

See Attached Job Description

**SALARY:**

\$837.00 to \$945.75 Per Week

Hours of Operation

8:30 a.m. to 4:00 p.m.

Hours per week

37.5 hours per week

**DEADLINE FOR APPLICATION:**

**Thursday, June 12, 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

**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:

<https://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>	Outdoor Recreational Facility Worker
<b>Division:</b>	Sports & Recreation Unit
<b>Reports To:</b>	GM of Sports Complex and Facilities
<b>Date of Job Description</b>	January 2025
Purpose	
<p>The Outdoor Recreational Facility Worker provides outdoor and indoor maintenance/labour services to the Kahnawà:ke Parks Department, aimed at ensuring safe and efficient outdoor facilities operations; provides support to the Operations and Minor Sports Coordinator and Sports Complex staff as needed.</p>	
Roles & Responsibilities	
<p><b>To operate and maintain ice surfacing, snow grooming, and trail-making machinery</b></p> <ul style="list-style-type: none"> <li>• Responsible for making, maintaining, and upkeeping multiple ice surfaces.</li> <li>• Responsible for making, maintaining, and upkeeping multiple groomed snow trails.</li> <li>• Responsible for preventative maintenance, including flooding, edging, and shoveling due to weather.</li> <li>• damage to ice surfaces.</li> <li>• Responsible for the maintenance of tools, equipment, and vehicles used.</li> </ul>	
<p><b>To operate and maintain grass cutting, field marking, and brush cutting machinery</b></p> <ul style="list-style-type: none"> <li>• Responsible for preventative maintenance such as weeding, seeding, and filling in holes on sports fields.</li> <li>• Responsible for the maintenance of bleachers, benches, picnic tables, and other facility seating.</li> <li>• Responsible for cutting grass and removing garbage at parks and recreational spaces, including the Beach and Mini Putt.</li> <li>• Responsible for painting fields, putting out nets, and marking lines on the baseball diamond and soccer field in the absence of the Rink Attendant.</li> <li>• May act as a backup to the Rink Attendants.</li> </ul>	
<p><b>Outdoor labor and maintenance</b></p> <ul style="list-style-type: none"> <li>• Responsible for clearing snow on the outdoor rink.</li> <li>• Responsible for watering and maintaining the outdoor rinks.</li> <li>• Responsible for clearing snow around the Kahnawà:ke Sports Complex and ensuring emergency exits are clear of snow and ice.</li> </ul> <p><b>Indoor labor and maintenance (when the weather is not ideal for working outside):</b></p> <ul style="list-style-type: none"> <li>• Supporting indoor maintenance and janitorial services at the Kahnawake Sports Complex.</li> <li>• Cleaning glass, mopping, removing garbage, minor repairs, and indoor projects as needed.</li> </ul>	



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### **To ensure that a healthy, safe, and hygienic work environment is maintained**

- Enforces work safety standards and ensures precautions are used at all times.
- Consults with authorities during safety, health, or other inspections, and enacts suggestions.
- Maintains log, reports repairs needed for machinery and equipment to 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 one (1) year of relevant experience.

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

- Sound knowledge and understanding of equipment safety and maintenance techniques.
- Good interpersonal skills.
- Ability to communicate efficiently, to use sound judgment, take initiative, and apply various problem-solving techniques.
- Computer literacy and the willingness and ability to undergo any computer training provided to ensure proficiency with Microsoft Word, email, and software systems.
- 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 Kanien'kéha and French languages is an asset.
- The willingness to learn Kanien'kéha is a requirement.

### **Working Environment**

- Forty (40) hour work week, in an outdoor and indoor environment.
- Ability to adapt to outdoor working conditions.
- Must be available to work varying shifts, nights, weekends, and occasional overtime may be required.
- Moderate to high stress.
- Frequently required to stand, walk, and occasionally required to climb or balance, bend, stoop, kneel, or crouch.
- 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 near or at 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: \_\_\_\_\_