



# HIAWATHA FIRST NATION EMPLOYMENT OPPORTUNITY

**Posting Type:** Internal

**Position Title:** Public Works Labourer

**Location:** Hiawatha, ON

**Duration:** Full-Time Permanent (40 hours a week)

**Posting Closes/Deadline:** September 25, 2021 at 11:59 pm

**Tentative Interview Date:** September 27-30, 2021

**Salary Range:** \$42,809-\$47,566

## **About Us:**

Hiawatha is a vibrant First Nation community located on the beautiful north shore of Rice Lake. We are located approximately 20 minutes from Peterborough, ON and 45 minutes from Cobourg, ON. There are approximately 850 registered citizens with approximately 235 residing in Hiawatha. In the summer months our population increases significantly. Hiawatha is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity and growth.

## **Position Summary:**

The Public Works Labourer is responsible for carrying out various labour activities as assigned by the Infrastructure Manager, for the purpose of ensuring that all HFN property and equipment is maintained in a clean, healthy and safe condition. The Public Works Labourer will also endeavour to ensure the regular maintenance of the grounds within HFN throughout the year. This position will serve as the back up custodian as needed. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

## **Reporting:**

This position will report directly to the Infrastructure Manager. This position will have no direct reports. This position will have to interact with other internal departments and citizens of Hiawatha.

## **Main Responsibilities:**

- Following property maintenance schedule for each site
- Reporting minor and major maintenance and health and safety issues to the appropriate person, supervisor and Health and Safety Committee, where applicable
- During the winter months, ensuring that plowing, sanding and salting schedules are maintained to ensure safety and access to buildings
- During the summer months ensuring that grounds maintenance schedules are followed, and grounds are maintained to ensure appeal and safety for citizens
- Ensuring that all HFN standards are adhered to
- Ensuring that all Health and Safety requirements are completed and adhered to
- Ensuring that all care and caution is taken in relation to various hazards during the different activities and during
- Following maintenance, replacement and repair schedules for equipment;
- Ensuring that safety checks are done in regard to equipment and before using the equipment each time
- Maintaining all inventory of equipment
- Reporting any concerns on the quality and effectiveness of the equipment to Infrastructure Manager
- Reporting any missing equipment to the Infrastructure Manager and/or other appropriate persons (First Nation Administrator, Police, etc.)
- Receiving and performing duties as required by work orders
- Completing work orders and providing all required information to Administrative Assistant/Infrastructure Manager
- Cleaning and other custodial work as required
- Maintaining effective communication with Infrastructure Manager/Administrative Assistant and client (coworkers, etc.)
- Other duties as assigned

*We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.*

### **Requirements:**

- Ontario Secondary School Diploma; and
- Minimum two-year related experience; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Health and Safety Training an asset (i.e. slips, trips and falls, safety at heights, WHIMIS, etc.)
- Specialized and relevant certifications (i.e. HEO, carpentry, mechanical, chain saw, etc.) an asset
- Must provide a satisfactory CPIC
- Valid Driver's License and reliable transportation

### **Knowledge, Skills and Abilities:**

- Experience with various cleaning equipment and techniques
- Ability to identify and wear appropriate PPE and other safety equipment
- Ability to multi-task and set priorities
- Ability to work in a team and individually
- Excellent time management skills
- Ability to maintain strict confidentiality

### **Behavioural Competencies:**

- Empathetic and non-judgemental
- Honest, respectful and trustworthy
- Results Oriented
- Personal Effectiveness
- Demonstrate sound work ethic
- Demonstrate keen attention to detail
- Proven ability to work with people of diverse education, cultural and language backgrounds

### **Working Conditions:**

- Extended periods of sitting, standing and walking
- Required to lift and carry up to 75 lbs
- Required to climb using safe climbing techniques
- Local travel with some extended travel from time to time
- Interaction with employees, management and the community
- May have to deal with upset clients from time to time
- Occasional overtime
- Required to work irregular hours which may include early mornings, evenings or weekends
- Working with tight deadlines and without much notice

### **Application Process:**

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Hiawatha First Nation  
431 Hiawatha Line  
Hiawatha, ON  
K9J 0E6  
ATTN: Zachary Friar, HR Coordinator

By email: [hr@hiawathafn.ca](mailto:hr@hiawathafn.ca)

By fax: 705-295-4424

For more information or a detailed job description, please contact Zachary Friar at (telephone) 705-295-4421 ext. 209 or (email) [hr@hiawathafn.ca](mailto:hr@hiawathafn.ca)

To find out more about Hiawatha First Nation, please visit our website at [www.hiawathafirstnation.com](http://www.hiawathafirstnation.com)

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*