



HIAWATHA FIRST NATION

EMPLOYMENT OPPORTUNITY

Job Number: 2026-10

Position Title: Public Works Labourer

Posting Type: Internal

Location: Hiawatha, ON

Duration: Contract (concludes March 2, 2027, possibility of full-time permanent after contract end date)

Posting Closes/Deadline: March 4, 2026 at 11:59 pm

Tentative Interview Date: March 9-13, 2026

Salary Range: \$25.39-\$28.20/hour (40 hours/wk)

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 1050 registered citizens with approximately 245 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 Public Works Lead and/or Public Works 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. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

Reporting:

This position will report to the Public Works Lead. 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 interior/exterior 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 Public Works Lead
- Reporting any missing equipment to the Public Works Lead and/or Public Works Manager and/or other appropriate persons (Executive Director, Director of Capital & Infrastructure, Police, etc.)
- Receiving and performing duties as required by work orders
- Completing work orders and providing all required information to Capital Projects and Infrastructure Coordinator/Public Works Manager/Public Works Lead

- Maintaining effective communication with Public Works Lead/Public Works Manager/Capital Projects and Infrastructure Coordinator and client (coworkers, etc.)
- Other duties as assigned

Requirements:

- Ontario Secondary School Diploma; and
- Minimum one-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, WHMIS, etc.)
- Specialized and relevant certifications (i.e. HEO, carpentry, mechanical, chain saw, working at heights 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
- Basic Construction, plumbing, electrical, mechanical knowledge
- Experience/license with heavy equipment operation
- Knowledge about water lines and repairing, knowing what you can touch and can't without proper licensing

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
- On call nearly 24/7
- Fast paced at times

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, 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

For more information please contact Zachary Friar at (telephone) 705-295-4421 ext. 209 or (email) hr@hiawathafn.ca.

To find out more about Hiawatha First Nation, please visit our website at 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*
- 🌟 *Internal postings are for current staff and citizens of Hiawatha, Internal/External postings will give preference to internal applicants first*

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.