



Hiawatha First Nation

Hiawatha First Nation Employment Opportunity

Position Title:	Full-time Public Works Labourer Job#2026-31 (Internal/External)
Salary Range:	\$25.39 - \$28.19 / hour
Hours per Week:	40 hours
Location:	Hiawatha, ON
Posting Date:	September 24, 2026
Posting Closes/Deadline:	October 1, 2026 at 11:59pm
Tentative Interview Timeline:	October 2026

About Us:

Hiawatha First Nation provides services to the citizens of Hiawatha. These services include health, social, administrative, membership, public works, lands and education. It is essential that these services are provided in a way that supports the Hiawatha's vision statement and the 7 Grandfather teachings of humility, honesty, bravery, wisdom, truth, respect and love.

Hiawatha First Nation is an inclusive, collaborative workplace culture, where Employees are valued and supported. As part of that the **Permanent Full-time Total Compensation Package, Hiawatha offers the following;**

- **Competitive compensation and comprehensive benefits:** including health and dental coverage and a defined contribution pension plan with employer matching up-to 4%, and Employee Assistance Program (EAP)
- **Statutory (Stat) Days: 14 paid Statutory Holidays per year** (exceeding the minimum standard of 9 Statutory days)
- **Vacation: 3 weeks of paid Vacation to start** (prorated in first year)
- **Christmas Shut Down: up-to 7 additional paid days** off during the Christmas shutdown (Shutdown aligns with local School Boards)
- **Personal Days: 5 paid Personal days per year** for added flexibility and balance
- **A strong commitment to employee Well-being:** including paid **Cultural** training, Spring Feast, Fall Feast, Employee events, luncheons, and Employee appreciation initiatives
- **Professional development and career growth opportunities:** to support Employee long-term success

Position Summary:

The Public Works Labourer is responsible for carrying out various labour activities as assigned by the Public Works Lead, 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 Manager, however will take day-to-day direction from 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:

1.0 To ensure HFN properties and locations are cared for by:

- a. Following property interior/exterior maintenance schedule for each site;
- b. Reporting minor and major maintenance and health and safety issues to the appropriate person, supervisor and Health and Safety Committee, where applicable;
- c. During the winter months, ensuring that plowing, sanding and salting schedules are maintained to ensure safety and access to buildings;
- d. During the summer months ensuring that grounds maintenance schedules are followed, and grounds are maintained to ensure appeal and safety for citizens;
- e. Ensuring that all HFN standards are adhered to;
- f. Ensuring that all Health and Safety requirements are completed and adhered to;
- g. Ensuring that all care and caution is taken in relation to various hazards during the different activities and during

2.0 To ensure HFN equipment is cared for by:

- a. Following maintenance, replacement and repair schedules for equipment;
- b. Ensuring that safety checks are done in regard to equipment and before using the equipment each time;
- c. Maintaining all inventory of equipment;
- d. Reporting any concerns on the quality and effectiveness of the equipment to Public Works Lead;
- e. Reporting any missing equipment to the Public Works Lead and/or other appropriate persons (Executive Director, Police, etc.)

3.0 Perform administrative duties by:

- a. Receiving and performing duties as required by work orders;
- b. Completing work orders and providing all required information to Administrative Assistant/Public Works Lead;
- c. Maintaining effective communication with Public Works Lead/Administrative Assistant and client (coworkers, etc.)

4.0 Other duties as assigned

Requirements:

- Ontario Secondary School Diploma or work experience which Hiawatha deems to be equivalent
- 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, WHIMIS, etc.)
- Specialized and relevant certifications (i.e. HEO, carpentry, mechanical, chain saw, working at heights etc.) an asset
- Must provide a satisfactory CPIC
- Valid G Driver's License and reliable transportation
- Must be able and willing to work weekend and/or evenings as required for special events (up to 2 days monthly, and more on some occasions)

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 50 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
- Required to be on call as needed
- Fast paced at times

If you are interested in this opportunity and possess the job requirements, please forward your up-to-date and current resume quoting the position title and job number, with a cover letter via email jobs@hiawathafn.ca on or before the posting closing date listed above.

Internal postings are for current employees and Citizens of Hiawatha. Internal applicants who are Citizens are reminded to please identify on your cover letter that you are a Hiawatha Citizen. Please be aware that for postings that are posted as Internal/External, preference will be given first to qualified internal applicants.

Please be aware that tentative interview date(s) are subject to change and are posted for planning purposes only. In addition, Hiawatha is grateful for all who have shown interest in our First Nation and who have taken the time to apply, however, only those chosen for an interview will be contacted.

Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy

To find out more about Hiawatha First Nation, please visit our website at www.hiawathafirstnation.com

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.