



HIAWATHA FIRST NATION EMPLOYMENT OPPORTUNITY

Position Title: Public Works Seasonal Worker

Position Type: Internal/External

Location: Hiawatha, ON

Duration: 1 year term (with possibility of extension)

Various Hours (Apr-Sep 40 hrs/week, Oct-Mar as needed)

Posting Closes/Deadline: November 23rd at noon

Tentative Interview Date: November 26, 2018

Salary Range: \$16.00 per hour

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 638 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 Seasonal Worker is responsible for carrying out various seasonal 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 incumbent must follow the strategic plans of the organization and adhering to the HFN vision and values.

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 on an on call basis;
- Ensuring the summer months ensuring that grounds maintenance schedules are followed, and grounds are maintained to ensure appeal and safety for citizens as directed by Public Works lead;
- 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
- Promoting the vision, mission and values of Hiawatha First Nation

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 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, etc.) an asset
Must provide a satisfactory CPIC
Valid Driver's License and reliable transportation

Knowledge, Skills and Abilities:

- Experience with various 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

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
123 Paudash Street
Hiawatha, ON
K9J 0E6
ATTN: Kelly Maracle, HRO

By email: hr@hiawathafn.ca

By fax: 705-295-4424

If you have questions or would like a detailed job description, please contact:

Kelly Maracle, Human Resources Coordinator
By Phone: 705-295-4421 ext. 15
By Cell: 613-920-1676
By email: hr@hiawathafn.ca

For more information about us, please check out our website 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*