

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake

P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

Tsi Nikaio'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY

POSITION:

Senior Civil Engineer, Capital Unit

DURATION:

Indeterminate, Full-Time
Twelve (12) Month Probation Period

DESCRIPTION:

See Attached Job Description

SALARY:

\$2,244.00 to \$3,178.88 Per Week

Hours of Operation

7:00 a.m. to 2:30 p.m.

Hours per week

37.5 hours per week

DEADLINE FOR APPLICATION:

Wednesday, January 3, 2024 - 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

NOTE: All forms and requirements are listed on our website:

www.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 Aboriginal candidates.**



Job Title:	Senior Civil Engineer
Division:	Operations, Capital
Reports To:	Director of Capital
Name of Incumbent:	TBD
<p>Purpose:</p> <p>Under the supervision of the Director of Capital, performs professional engineering work and project management duties related to supervising, designing, planning, budgeting, scheduling, tendering, construction, maintenance, reviewing and inspecting communal facilities and developments.</p> <p>Ensures and monitors quality in the implementation of those projects by assisting in the following areas: concept development, design, project management and quality control. Performs technical and feasibility studies and makes recommendations on the results, functions as project engineer and performs related work as required.</p>	
<p>Cultural Identity Attributes:</p> <p>Able to work with a common vision and goals that align with the organization directions and collaboratively with Unit personnel to achieve program goals. Has the aptitude for efficiency, problem-solving, and resourcefulness, with a deep commitment to the overall betterment of Kahnawake.</p> <p>A self-disciplined, logical, compliant, individual that is accurate and detailed in approach. A systematic individual who enjoys challenging situations and has a strong desire to achieve results.</p>	
<p>Roles & Responsibilities:</p>	
<p>To provide engineering services to the Mohawk Council of Kahnawake and to the Community and organizations in Kahnawake that require engineering related assistance.</p> <ul style="list-style-type: none"> • Manage and assume professional responsibility for various assigned major and minor Community projects to ensure these projects achieve the intended purposes, meet generally accepted engineering standards, and are completed within budget and on schedule while respecting environmental and safety requirements in Kahnawake; • Conduct design work and prepare specifications, drawings, and cost estimates; • Perform and supervise engineering plan checks and design review for adherence to codes and acceptable engineering standards and make various recommendations for improvement • Serves as Project Engineer on Capital Projects; • Provides technical supervision of work crews on infrastructure construction projects associated with Capital Construction; • Conducts construction inspection, monitors safety practices, and controls project budgets and schedules; • Prepares, reviews and approve contract documents, payments, and change orders; • Coordinates technical staff activities with other departments, consultants, contractors, suppliers, and project stakeholders; 	



- Prepares engineering reports and presents them to senior administration, developers, committees, and the public;
- Implements quality assurance programs utilizing tools necessary to achieve and maintain objective set according to codes, standards, and specifications;
- Develops and manages a management system for potable water, sanitary sewer and surface drainage networks.

To provide project management services to the Mohawk Council of Kahnawake (MCK) and to the Community and organizations in Kahnawake that requires engineering management related assistance.

- Acts as project manager in Mohawk Council projects such as building extensions or modifications, capital acquisitions and engineering oriented works;
- Plans and schedules the projects, establishes and monitors work schedule;
- Tracks progress and cost, foresees potential problems and provides possible solutions;
- Evaluates and reviews the overall effectiveness of the project management method;
- Ensures that projects are completed within the forecasted budgets and timelines;
- Prepares progress reports, which includes costs to date;
- Ensures that the capital project's engineering plans and schedules are followed correctly in the field;
- Ensures that as-built drawings are completed after project completions.

Leads and manages the Civil Engineers (and other assigned technical staff)

- Provides supervision, guidance, training and leadership to staff;
- Provides technical assistance;
- Supervises project progress;
- Provides effective performance management;
- Establishes performance indicators and ensures capacity building for staff;
- Empowers and facilitates teamwork.

The statements herein reflect general details to describe the principle functions for 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.

Decision Making Authority:

- In collaboration with The Director of Capital and Executive Infrastructure Officer, decides on specific priorities of infrastructure improvements based on the demand, condition, capacity, economic viability, and financing capabilities of the Community;
- Decides when updates to major roadway and utility planning studies should be done;
- Decides on performance and objective requirements for direct reports;
- Decides on solutions to design and construction related problems and projects;
- Decides of levels of service when contracting external consultants and contractors.



Accountability:

- Perform work in compliance with applicable laws, ordinances, rules & regulations, contracts, and other standards;
- Evaluate potential solutions and recommend cost-effective options;
- Design and construct a multitude of diverse projects to fulfill the long term needs of the Community;
- To mentor and assist in training all Engineers, Jr. Engineers, Technicians and Engineering Stage Students to ensure their constant professional development;
- Evaluates construction quality, changes, problems, and complaints and decide on appropriate actions;
- Develop, evaluate, and decide on design criteria for various construction projects;
- Evaluate and decide on most appropriate breakdown of project tasks and assign to staff, consultants, contractors, and/or Community work forces;
- Evaluate proposals/tenders, select and hire appropriate and qualified engineering consultants and contractors;
- Develop and present recommendations to Director, committees, and/or other stakeholders regarding project priorities, budget variances, scope of work, design concepts, and methods of implementation;
- To deal with internal and external clients in a tactful, discreet and courteous manner;
- Accountable to maintain confidentiality;
- To adhere to MCK Administration Manual-Personnel Policy and Kanienke'ha initiatives.

Education & Experience:

- Bachelor's Degree in Civil Engineering with five (5) years of design experience as well as supervisory experience;
- Valid membership in good standing from the Order of Engineers of Quebec.

Knowledge, Skills, Abilities & Other Attributes:

- Thorough knowledge of engineering principles as applied to municipal works including project development, planning, and management;
- Thorough knowledge of current methods of preparing designs, plans, specifications, cost estimates, reports and recommendations;
- Ability to use surveying instruments on a construction site;
- Ability to plan, assign, and supervise the work of professional, technical, and skilled employees;
- Good computer skills including Microsoft Office, spreadsheets, databases, and AutoCAD;
- Ability to work with contractors, consultants, developers, property owners, the media, and the general public;
- Ability to communicate effectively, both oral and written, through clear, concise technical reports and presentations;
- Good supervisory skills;
- Good problem solving skills;
- Good oral and written communication skills;



- Good organizational skills;
- Ability to work alone as well as in a team setting;
- Valid Quebec Drivers' License;
- Ability to communicate in the Kanien'keha or French languages is an asset;
- Willingness to learn Kanien'keha is required.

Working Environment:

- Normal office environment; five (5) day work week; 7:00 a.m. to 3:30 p.m.;
- Some outdoor work required for on-site inspections and trouble-shooting;
- Occasional overtime may be required;
- Considerable stress associated with productivity and deadline pressure.

Competencies:

Self - Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication
Intermediate	Intermediate	Intermediate	Intermediate	Intermediate
Adaptability	Planning & Organizing	Leadership	Language & Culture	
Intermediate	Intermediate	Intermediate	Core	

Commitment Statement:

I serve the community of Kahnawake with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new 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: _____