



**Posted: February 13<sup>th</sup>, 2023**  
**Internal/External**

## **EMPLOYMENT OPPORTUNITY**

As outlined in the Curve Lake First Nation Human Resources Manual, applications are now being accepted for the following **Full Time Permanent** (39.5 hours/week) position.

### **EQUIPMENT/WATER OPERATOR Public Works**

The purpose of this position is:

- To undertake a variety of public works operations and the operation and maintenance of band owned water systems as required
- To provide a variety of operational, construction, snow and ice removal services to First Nation properties, facilities and roads, and the properties falling within the scope of the First Nations construction contracts.
- Shall perform assignments in accordance with the Seven Grandfather Teachings

#### **DUTIES:**

The duties and responsibilities of this position are categorized into five main functions:

1. General
  - Discusses plans, priorities and schedules with the Foreman, including the most useful equipment and materials to be used for all jobs
  - Carries out work assignments using a variety of vehicles, heavy equipment, hand and power tools and all tools for the Operation and Maintenance of Band owned water systems as required
  - Cooperating with contractors on projects that are contracted out
  - Maintaining the First Nations roads, properties and water systems in good condition
  - Responsible for adhering to occupational health and safety procedures
  - Performs such other related duties as may reasonably be required by the Foreman
  - Attend relevant training as required/directed.
2. Roads
  - Cut grass
  - Clean garbage
  - Sweep sidewalks
  - Install signs
  - Grade gravel roads
  - Trim trees
  - Clear drains
  - Spread sand
  - Repair signs
  - Clear brush from ditches
  - Repair pot holes
  - Repair street lights
  - Clear road kill
  - Paint lines
  - Asphalt patching



- Perform winter maintenance and emergency response, including plowing, sanding, salting and ice removal
3. Curve Lake Building Maintenance
    - Caulk windows and doors
    - Replace light bulbs
    - Trim trees and bushes
    - Move office furniture
    - Clean eave troughs
    - Cut grass and trim
    - Snow removal
    - Repair drywall and paint
    - Replace faulty outdoor lights
    - Remove garbage and debris
    - Sand parking lots
    - Waste site maintenance
    - Dust control
  4. Special Projects
    - Dig trenches and backfill
    - Dig damaged water lines
    - Open and close columbarium
    - Clear trees and underbrush
    - Assist in all community function
    - Install walkways and maintain
    - Bulky item pick up
    - Community garbage pick up
    - Maintain parks and beaches
    - Attend meetings and training year round
    - Flood and disaster clean up
    - Cemetery operations and maintenance
    - Water testing, treating and maintenance of Pump house, and Band owned water systems. Periodic hours, for scheduled maintenance, on a weekly, monthly, quarterly and yearly basis are included in the regular course of duties
  5. Other
    - Hauling, loading and spreading gravel
    - Construction site and paving preparation
    - Collecting and disposing of trash
    - Culvert cleaning
    - Tree removal
    - The repair and installation of road signs, fences and culverts
    - Welding and general vehicle maintenance
    - Setting up for Community Events such as the Annual Pow-wow

**QUALIFICATIONS: (APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

**EDUCATION:**



- Ontario Secondary School Graduation Diploma (Level IV – Grade 12)
- Ability to operate a variety of equipment in a safe, efficient and effective manner
- Mechanical skills, knowledge of equipment and its capability
- Must possess a valid Class-D license with a Z-brake endorsement
- Must acquire an Operator In Training (OIT) Water Treatment Certificate during probation, and continue to train towards a Class 2 Water Treatment Certificate issued by OWWCO as required under Ontario Drinking Water Regulations 170/03 and 128/04

#### **RATED REQUIREMENTS:**

##### **Knowledge, Skills & Abilities:**

- Initiative and judgment
- Knowledge and understanding of Occupational Health and Safety in a workplace environment
- Knowledge of Curve Lake First Nation Government Services Policy and Procedures
- Ability to operate and maintain (small engine) operating equipment
- Possess good oral and written communication skills
- Good public relation skills
- Ability to multi-task and meet deadlines
- High respect for confidentiality
- Must be punctual and dependable
- Must demonstrate professionalism throughout the performance of duties
- Ability to identify operating problems

##### **Personal Suitability:**

- Be honest and trustworthy
- Be respectful
- Possess awareness and sensitivity to the history, language, culture and traditions of the people of Curve Lake First Nation
- Be flexible
- Demonstrate sound work ethics
- Must demonstrate and ensure a high level of personal and professional conduct

#### **TERMS OF EMPLOYMENT:**

This is a **Full Time Permanent** position for beginning immediately. Annual salary range for this position is **\$41,156** to **\$44,814**.

#### **APPLICATION:**

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website ([www.curvelakefirstnation.ca](http://www.curvelakefirstnation.ca)) under documents.

**Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:**

Government Service Building  
22 Winookeeda Street  
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045  
Fax: 705.657.8708  
[www.curveLakefirstnation.ca](http://www.curveLakefirstnation.ca)

Agnieszka Mlynarz, Human Resources Assistant  
Curve Lake First Nation Government Services Building  
Curve Lake, Ontario K0L 1R0  
Phone (705) 657-8045 Fax (705) 657-8708  
[Recruitment@curveLake.ca](mailto:Recruitment@curveLake.ca)

**Deadline for Applications: Monday February 27<sup>th</sup> 2023 @ 12:00pm (noon)**

Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

**While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.**

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.