



**Employment Opportunity
Facilities and Transfer Station Worker (2 Positions)
Natoaganeg Public Works Program
Competition 2024-CH-04**

Status: Full time term

Term: 12 Months

Hours of Work: 75 hours biweekly, rotating shifts, 4 days on/4 days off, subject to change due to operational requirements

Summary: Reporting to the Facilities Superintendent, the Facilities and Transfer Station Worker (FTW) is a multi-faceted role which maintains the community's facilities, public works and conducts waste management operations at the transfer station.

Responsibilities include, but are not limited to:

Transfer Station:

- Ensures the proper separation, sorting and storage of the community's recycling, hazardous, construction and white goods waste at the transfer station
- Maintains accurate tracking records of waste drop-offs
- Reports material quantities weekly to Facilities Superintendent
- Works with municipal waste services for waste pick-up from transfer station
- Receives and processes waste from community members
- Keeps the transfer Station grounds clear of debris and stores large items of waste material, equipment, or furniture inside the Transfer station for future pick up
- Performs snow shovelling around waste bins and entrances to office and transfer station as required
- Request snow plow services for transfer station driveway and parking lot

Facilities and Public Works:

- Performing minor repairs in and around the community Public Buildings,
- Adjusting and performing minor repairs to heating, cooling, ventilating, plumbing and electrical systems
- Maintenance to all public building and grounds
- Accompanying contractors called in to work at the building,
- Safe keeping and maintenance of assigned equipment and supplies
- Cuts grass and brush manually or with mobile equipment
- Clear snow and ice from public building walkways and parking areas
- Maintenance to community signage
- Adhering to all relevant Safety guidelines and practices to maintain a safe working environment

- Performs other duties requested by the Facility Superintendent

Qualifications:

- Preferred High School Diploma or equivalency
- Experience and ability to operation snow removal equipment including tractor with attachments
- Physically able to perform the duties of the position
- Safety-oriented

Required Competencies:

- Proven ability to maintain a high level of productivity,
- Demonstrated understanding of and commitment to safety at the workplace,
- The ability to multitask and meet the demands of conflicting priorities,
- Conscientious and attentive to details,
- Good communication skills,

Applicants are asked to submit a resume demonstrating the required qualifications and competencies for the position. Please reference competition 2024-CH-04 and forward to Careers@NatoaganegFirstNation.ca on or before October 11th, 2024, 2024. While we thank all who have applied, only those selected for interview will be contacted.