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## CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

### EMPLOYMENT OPPORTUNITY - FULL TIME

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<b>PROGRAM AREA:</b>	PUBLIC WORKS DEPARTMENT
<b>POSITION TITLE:</b>	GATEHOUSE OPERATOR
<b>REPORTING PROTOCOL:</b>	REPORTS TO THE PUBLIC WORKS MANAGER

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**POSITION SUMMARY:** The Public Works Gatehouse Operator will assume all duties and responsibilities related to the Gatehouse for the Public Works Solid Waste & Recycling transfer station. The Gatehouse Operator will be responsible for the protection of company assets by thoroughly and accurately checking traffic/merchandise of incoming and outgoing vehicles for the facility. They must be available for all scheduled shifts, weekends, and enjoy working outdoors.

#### **ABILITIES REQUIRED:**

- Excellent Human Relations/Public Relations skills essential.
- Maintain a positive, efficient and effective presence within and for the community.
- Must have a proficient level of communication skills, verbal and written.
- Must have excellent customer service skills
- Willing to work outside/in booth in various weather conditions.
- Must be able to complete daily forms/login sheets to be submitted into Public Works Manager.
- Ability to work with little or no supervision.

#### **EDUCATION**

- Grade 12 diploma an asset but not required
- One-year experience in related position an asset but not required
- Some Post-Secondary programs related in the Construction field is an asset but not required
- Building and property maintenance experience
- Valid driver's license is an asset but not required

#### **PREFERENTIAL HIRING REQUIREMENTS:**

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC.
- Successful applicant must provide a copy of their Diploma and other related certificates if applicable
- Applicants must consent to a full background check upon hiring.

**PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME  
AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES  
BY AUGUST 11<sup>th</sup>, 2022 BY 4:00PM**

**ATTN: HR Department – Public Works Gatehouse Operator**

**Email to: [hr.assistant@kettlepoint.org](mailto:hr.assistant@kettlepoint.org)**

**Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1**

**Fax to: 519-786-2108**

*For a full Job Description email the HR Assistant at: [hr.assistant@kettlepoint.org](mailto:hr.assistant@kettlepoint.org)*

*Interviews will be scheduled shortly after the closing date.*

**ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT.**