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## CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION EMPLOYMENT OPPORTUNITY

### PUC ASSISTANT – FULL TIME (3rd Repost)(HOURLY)

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**PROGRAM AREA:** PUBLIC WORKS  
**POSITION TITLE:** PUC ASSISTANT  
**REPORTING PROTOCOL:** REPORTS TO PUBLIC WORKS MANAGER

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**POSITION DESCRIPTION:** The PUC Administration Assistant is a project administration position for the Chippewas of Kettle & Stony Point Public Works Department. They are responsible for providing senior level administrative services for infrastructure contractor arrangements, purchasing, inventory, financial reporting, and office administration to support the Public Works Department.

The position requires familiarity with public works operations, infrastructure asset management, work order systems, regulatory compliance, ISC requirements, and technical documentation.

#### **EDUCATION:**

- College Business Diploma with minimum 2-3 years of experience in a fast-paced administrative role supporting public works, municipal infrastructure operations, or civil engineering services.
  - OR
- College diploma or certificate in Office Administration, Public Works Management, Environmental Technology, Infrastructure Management, or a related technical field.

#### **SKILL REQUIREMENTS:**

- Must have previous financial, budgeting, and project administration work experience.
- Experience with analysis of financial contracts and contribution agreements.
- Experienced with creating internal reports supporting Program Manager.
- Knowledge of federal programs and reporting requirements related to Indigenous Services Canada (ISC) infrastructure funding and community capital projects is considered an asset.
- Understanding of infrastructure, contract tendering and applicable regulations.
- Infrastructure asset management principles.
- Knowledge of the CKSPFN Employment Policies and Procedures and Financial Management By-Laws.
- Understanding of engineering drawings, site plans, and utility layouts.
- Familiarity with facility maintenance, inspections, and preventative maintenance practices.
- Excellent communication skills; verbal and written.
- Professional with excellent emotional intelligence and customer service.
- Abides by Occupational Health and Safety policies, procedures, and safety regulations, Federal and Provincial legislation, and CKSPFN's employee manual.

- Proficient experience working with Microsoft computers programs, Microsoft office, excel and accounting programs.
- Ability be work in a faced-paced team environment conducive to change.
- Must have own transportation.
- Valid driver's license 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 and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates.
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A COVER LETTER DETAILED RESUME AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES, CLOSING DATE – **April 2, 2026, 4:00PM** TO: Chippewas of Kettle & Stony Point First Nation.

Enter in the subject line of the email **ATTN: HR – PUC ASSISTANT**

**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: 519-786-2108**

*A full Job Description is available: contact 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