



KITIGAN ZIBI ANISHINABEG

P.O. Box 309, Maniwaki, QC J9E 3C9 Tel: (819) 449-5170 Fax: (819) 449-5673

September 19, 2024

JOB OPPORTUNITY 1st posting

Position:	Water and Sewer Operator
Location:	Kitigan Zibi Anishinabeg Band Garage
Work Schedule:	35 hours a week, Monday to Friday
Term:	Indeterminate, 6-month probationary period
Salary:	Level 6 (Range is based on experience)
Deadline:	October 4 th , 2024

Under supervision of the Public Works Supervisor, the Water and Sewer Systems Operator is responsible for safe drinking water for KZA members, they are responsible for the proper operation and maintenance of the KZA water and sewage system infrastructure program and responds to KZA members questions and conducts on-site inspections.

If you are interested in applying for the position, please forward your:

- a) Current cover letter and updated resume;
- b) Copies of education/training/degree(s) and/or any designation or certification attained is **mandatory** for this position;
- c) Proof of license
- d) Three references

Contact Information for submission via any of the methods below:

Myra Dumont, Human Resources Advisor

KZHSS 8 Kikinamge Mikan, Maniwaki, Quebec, J9E 3B4

Email: myra.dumont@kza.qc.ca or HR.advisor@kza.qc.ca

Fax: [819-449-7411](tel:819-449-7411)

DUE DATE FOR SUBMISSION: October 3rd, 2024 at 4:00 p.m.

It is the responsibility of the applicant to ensure that all documents are submitted on time and confirm if their application is received. Your contact information must be current and accurate. References will be contacted. Band Council retains the right to choose the candidate who best fits the position, regarding all candidates who pass the interview.



Kitigan Zibi Anishinabeg Water and Sewer Systems Operator JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Water and Sewer Systems Operator
Category	Technical
Sector	Administration
Location	Community Services
Terms	Indeterminate Full-time (6 months probationary period)
Hours	Regular (40 Hours)
Salary	Level 6 (58,527.22 – 73,097.75)
Immediate supervisor	Public Works Supervisor
Date of job description	September 2024
JOB SUMMARY	
	<ul style="list-style-type: none"> • Under supervision of the Public Works Supervisor, the Water and Sewer Systems Operator is responsible for safe drinking water for KZA members, and; • Is responsible for the proper operation and maintenance of the KZA water and sewage system infrastructure program; and • Responds to KZA members questions and conducts on-site inspections.

RESPONSIBILITIES	KEY DUTIES
Manages general maintenance and operations of the KZA potable water supply	<ul style="list-style-type: none"> • Inspects, operates, repairs and maintains wells and related buildings, pumps, equipment and controls, programming equipment, reservoirs, fire pumps/buildings, fire hydrants and valves that are part of the community water supply and distribution system; • Develops a weekly, monthly and yearly schedule for water and sewage infrastructure maintenance and operations; • Inspects and maintains water supply according to accepted Quebec and Canadian guidelines for safe potable water; • Flushes and rinses water distribution systems, as scheduled; • Maintains fire hydrants and winterizes by November 15 yearly; • Reviews plant and pump station operating plans, procedures and implements any required modifications; • Reports any issues that may impose excessive strain on water supply and quality to the AANTC Engineer; • Reports any problems or issues pertaining to water and sewer operations and maintenance to supervisor; • Operates community’s street valves and reports jammed or damaged valves for future repairs or replacement; • Inspects and tests equipment at wells and fire pump; • Assists with leak detection inspections; • Verifies and maintains proper chlorine levels and other essential treatment; such as sequestering agents for treating

	<p>excessive manganese in potable water;</p> <ul style="list-style-type: none"> • Conducts daily testing and sampling at every level to ensure safe and potable water for KZA members; • Logs and records all related data and forwards copies of logs to Supervisor (weekly); • Develops a schedule for flushing and rinsing of water systems; • Determines equipment requirements and duration of each job and arranges for proper specialty personnel to complete projects within estimated time frame; • Responds to system error signals and on call emergencies; • Verifies oil, fuel levels of machines, generators, and pumps; • Regularly inspects and maintains all fire hydrants, hydrant valve boxes, drilled well pumps; • Doses pumps with supply products using a variety of chemicals (i.e. chlorine, sequestering agents; etc.).
Maintains sanitary sewer system network	<ul style="list-style-type: none"> • Samples and tests effluents and influents and sends to lab; • Inspects pumps, flow meters controls and logs data; • Checks sludge levels in lagoons; • Arranges for the most cost efficient disposal of sludge; • Monitors chemical consumption and sends tests to lab monthly; • Performs daily inspections of sewage treatment; • Systematically operates street main water valves in conjunction with operation of hydrants and rinsing of distributions pipes; • Corrects sewer back-ups within a reasonable amount of time; • Flushes community's sewer mains once/ twice per year; • Assists with professional camera inspections.
Maintains sewage lift stations, water plant and pumping stations, wells and reservoir buildings, waste water lagoons	<ul style="list-style-type: none"> • Doses pumps with supply products using a variety of chemicals (i.e. chlorine, sequestering agents; etc.); • Performs daily, weekly, monthly, and quarterly scheduled maintenance and repair activities, as per work orders provided to Supervisor, including necessary adjustments to all plant equipment (i.e. changes oil and filters, gaskets, fuses, lubrications, regulators, generator performance, fan belts, radiators, filters, temperature gages, fuel tanks, pumps, motors, aerators and air compressors); • Inspects main pumps and performs telemetry readings and logs; • Checks temperature of motor and gearboxes for signs of overheating, vibration/or unusual noises or any irregularities; • Checks gearbox oil levels and bearing lubrication pressures; • Checks and clean impellers; as necessary • Assesses equipment status and reports any need for major and minor repairs; • Meets with Water and Sewer Inspector monthly and obtains proper advice, as needed.
Maintains storm drainage systems and	<ul style="list-style-type: none"> • Inspects all catch basins in the community, notes required repairs;

ditches	<ul style="list-style-type: none"> • Cleans storm basins, particularly the main outfall areas; • Identifies catch basins that may require contracted services where pressure cleaning is needed; • Identifies areas in storm drainage system and ditches that require maintenance.
Regularly spot checks water and sewer infrastructure grounds maintenance and reports to Roads and Bridges Foreman	<ul style="list-style-type: none"> • Ensures that both the interior and exterior of facilities are kept clean and free of graffiti or other damages; • Ensures that both the interior and exterior of facilities are kept clean and free of graffiti or other damages; • Checks that fire hydrants are painted, equipment and covers are chained, indicators are working and access is clear at all times; • Arranges for the repainting of water pumping stations; • Cleans garbage or other debris from around the property grounds to prevent damage to the grass cutting equipment and to ensure protection of water and sewer machinery and areas • Inspects all catch basins and reports to Road/Bridges Foreman.
Assists KZA homeowners with remedial measures and repairs and performs all other administrative duties	<ul style="list-style-type: none"> • Responds to homeowner calls/reports on blocked or restricted sewer pipes, septic tanks, wells and assesses problems and restores normal service and determines whether insurance covers costs; • Determines problem areas and when necessary, makes referrals to either a plumber or other service providers; • Repairs and maintains filtering system and responds to problems, as they occur; • Orders and obtains supplies from local supplier; • Performs daily preventive maintenance on assigned vehicle and reports promptly any defects or required repairs.

ACCOUNTABILITY	
<ul style="list-style-type: none"> • Accountable for the KZA safe drinking water supply according to Federal/ Provincial safety standards, including determining safe chemical levels in KZA water supply, and; • Accountable for the proper maintenance and servicing of the KZA water and sewer infrastructures systems; including minimizing sewer back-ups and discharge of wastewater into ground water and waterways. 	

WORKING RELATIONSHIPS	
Interpersonal Relationships	<ul style="list-style-type: none"> • Establishes and maintains positive and effective working relationships with co-workers, community members and external partners.
Leadership	<ul style="list-style-type: none"> • Shows leadership in managing contractors; • Reports equipment and maintenance problems and recommends professional and cost-effective course of action.
Team Work	<ul style="list-style-type: none"> • Works effectively with a water and sewer team/labourers.
External Communications	<ul style="list-style-type: none"> • Communicates effectively with industrial and local suppliers; • Communicates effectively with the Algonquin Anishinabeg Nation Tribal Council (AANTC) civil engineer/ technicians.

Negotiations	<ul style="list-style-type: none"> • Not applicable
Training	<ul style="list-style-type: none"> • Attends professional development and safety training courses.

ENVIRONMENTAL FACTORS	
Deadlines	<ul style="list-style-type: none"> • Sets and meets daily, weekly and monthly and yearly deadlines
Mental and physical effort	<ul style="list-style-type: none"> • Multi-tasking and prioritization of services requirements daily, weekly and monthly; • Physical effort climbing to and from lift stations; • Bending and lifting equipment, etc. • Must be safety aware and conscientious at all times.
Working conditions	<ul style="list-style-type: none"> • Required to work outdoors daily; • Emphasizes safe work methods and the usage of safety equipment and ensures preventative and remedial measures are in place and followed; • Wears proper harness, gas detectors and follows standard safety protocols when entering lift stations or working at reservoirs, lagoons, etc.; • Required to handle chemicals and heavy equipment and following all safety protocols; • Required to work in a small space (lift station); • Local travel required.

QUALIFICATIONS REQUIRED	
Education and experience	<ul style="list-style-type: none"> • Certification in Waste Water and Sewer Management; • High School Diploma and experience in water and sewer systems operations.
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of Workplace Hazards Information Management Systems (WHMIS) Training is required for this position; • Knowledge of water and sewage plants operating techniques and procedures, related chemicals and their purposes; • Knowledge of telemetry systems and computer programs; • Reads and understand technical maintenance manuals; • Knowledge of how wells, septic tanks and lagoons operate; • Knowledge of mathematics, basic mechanics, electricity, and plumbing; • Knowledge of requisite water and sewer safety standards; • Project management and supervisory skills; • English and French oral and written communication skills are required for this position.
Conditions of Employment	<ul style="list-style-type: none"> • Valid Driver's License is required for this position • Valid First Aid and CPR Training Certificate is required; • Police Verification check is required; • Medical Attestation of Good Health; • Must follow rigid safety standards, as required by the profession.



KZA TRAPPERS MEETING

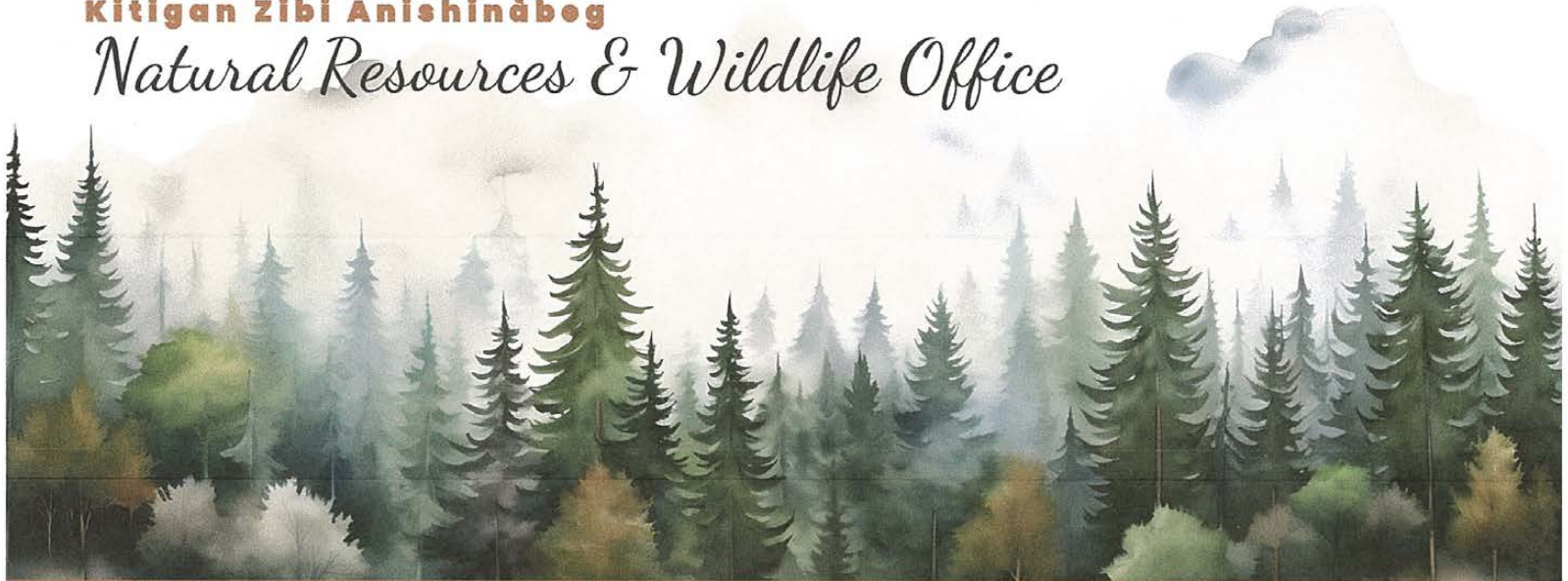


Meeting between KZA's Trappers - Forestry and Provincial Trap Lines

»»» Last June 25th, the Natural Resources and Wildlife Office (NRWO) of KZA held a meeting with the trappers of KZA and the Quebec Ministry of Forests to discuss planned logging areas on members' provincial trap lines. As a follow-up to that meeting, the NRWO is inviting KZA trap line holders to a second meeting with NRWO. During this meeting, the NRWO will share **updates** and **news** on that matter and follow the recommendations from the trappers to determine the **next steps** regarding **logging on trap lines**. **Trappers' voices** and views are **key!**



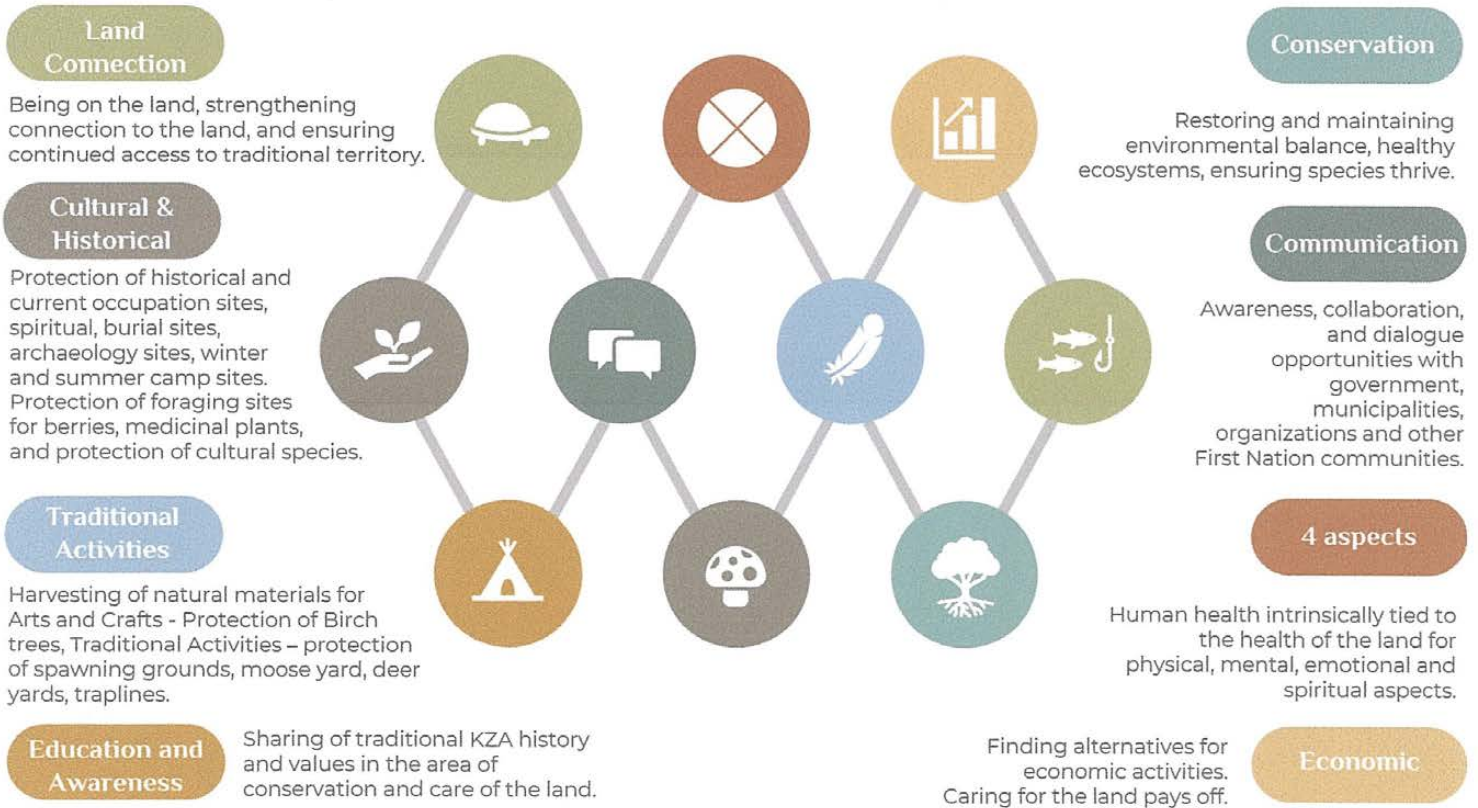
»»» **Wednesday, October 2nd, 2024**
2:30pm at the Community Hall (Upstairs)
Refreshments will be served



KITIGAN-ZIBI ANISHINABEG- LED

Regional Biodiversity Protection and Collaboration Initiative

WHAT IS THIS PROJECT ALL ABOUT?



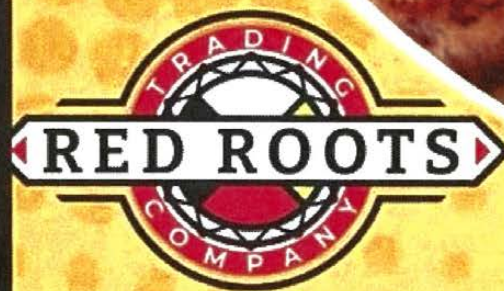
The goal of this project is, as a first phase, to **identify potential areas for conservation within the region**, with input from community members and non-Indigenous partners. This project is being initiated by KZA, in collaboration with municipalities in the Outaouais region, the City of Gatineau the provincial and federal government, and other partners.

Pizza Party

Red Roots Trading Co.

Is sponsoring
a Free Pizza Event
on Wednesday,
October 2nd
for the Elders of KZ

Please come pick up your pizza



11am to 7pm

62 Makwa Mikan

65 years +



Commission de développement
des ressources humaines des
Premières Nations du Québec

First Nations Human
Resources Development
Commission of Quebec

FNRDCQ

First Nations Human Resources Development Commission of Quebec



Who: *Gavin Cote-Decontie & Tara Decontie have been hired as Survey Interviewers for the FNRDCQ (The Commission).*

What: The commission aims to compile accurate and up-to-date data on the First Nations and Inuit labour market in Quebec to identify and better understand their challenges and employment opportunities.

When: Data will be collected from KZA community members from July - October 2024.

Where: Within the community (also open to KZA Members living in Quebec).

Why: The commission is aiming to improve our community members' access to skilled, sustainable jobs. To achieve this, we have implemented initiatives to help them secure employment and develop professionally.

How: The KZA will have access to the results of the studies collected and can decide where & how best to implement the data for the benefit of the community.

If you have any questions please reach out to us!

Gavin Cote-Decontie: PMO-Kitigan-Zibi01@cdrhpnq.qc.ca

Tara Decontie: PMO-Kitgan-Zibi02@cdrhpnq.qc.ca

Incentive for Completing our Survey!

\$25 Prepaid Visa/Master Card

Kwey Community Members (ages 15+),

Gavin Cote-Decontie & Tara Decontie have been hired as Survey Interviewers for the FNHRDCQ (The Commission). The commission aims to compile accurate and up-to-date data on the First Nations and Inuit labour market in Quebec to identify and better understand their challenges and employment opportunities.

SCAN QR CODE FOR QUICK ACCESS



**SURVEY CAN ALSO BE COMPLETED BY THE FOLLOWING WEB
ADRESS: PMO-WFP.CA/PMO**

**For those who would like to be contacted via telephone please leave your
contact info with Janet Brascoupe at the Band Office 819 449-5170.**

Gavin Decontie: PMO-Kitigan-Zibi01@cdrhpnq.qc.ca

Tara Decontie: PMO-Kitgan-Zibi02@cdrhpnq.qc.ca



Commission de développement
des ressources humaines des
Premières Nations du Québec

First Nations Human
Resources Development
Commission of Quebec

Reading and writing go hand in hand



Reading and writing are closely connected skills. That's why improving your child's writing skills will also help with reading. And when children enjoy writing, they enjoy reading more, too!

To make writing special and fun:

- **Give your child writer's tools.** Provide more than lined notebook paper and pencils. Stock the writing area with special paper, colored pencils and pens.
- **Encourage your child to keep a journal** and suggest writing in it every day. Your child can record personal experiences, ideas and poems. Suggest writing down favorite quotations from books.
- **Help your child make personal stationery** by using a computer or decorating the front of blank note cards.



- **Encourage your child to write letters** to friends and relatives. Check with a teacher for a reputable pen pal organization.
- **Make a scrapbook together.** Your child can write summaries of events and include photo captions.
- **Exchange notes.** Hide notes in your child's lunch box and ask your child to write you back!
- **Display your child's writing** on the refrigerator or on a family bulletin board.

Learning doesn't end when the book does!



Some of the best reading times take place after children close the book. After your child finishes reading something, strengthen comprehension skills and extend

the learning by asking your child to:

- **Summarize the story.** Ask your child to explain anything that seems unclear.
- **Discuss what your child liked** and didn't like about the story. Which characters were favorites?
- **Talk about the choices characters made.** Would your child have made different choices? If so, what would they be?
- **Define one thing** or event in the story that your child thought was the most important.
- **Make connections.** Has your child ever felt the way one of the characters did in the book?



- **Think about different points of view.** How might the story have been different if it had been told from another character's perspective?
- **Wonder about the conclusion.** Did the story end the way your child expected? What other endings can your child imagine?
- **Talk about lessons** learned from the book. Does your child think the author wanted to change readers' minds about anything? If so, what?

WHOOPING COUGH (PERTUSSIS)

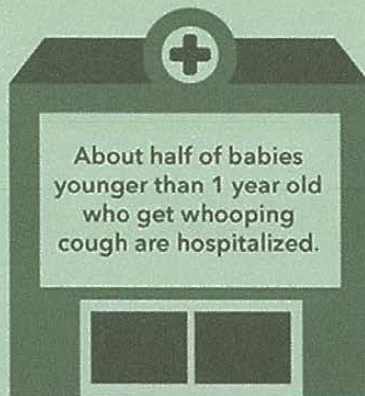
A contagious disease that can be deadly for babies

WHOOPING COUGH CAN BE DANGEROUS

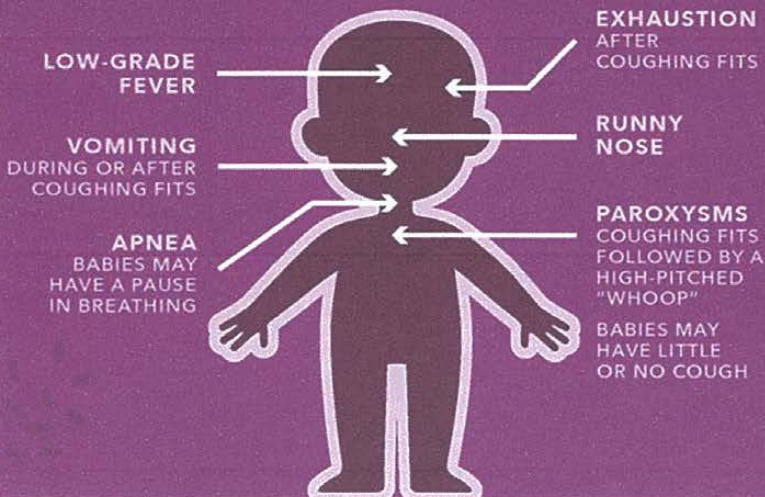
Especially for newborns and babies

Whooping cough can lead to...

- PNEUMONIA**
(A SERIOUS LUNG INFECTION)
- CONVULSIONS**
- BRAIN DAMAGE**
- APNEA**
- DEATH**



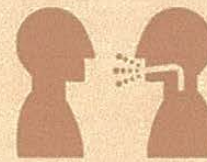
SYMPTOMS OF WHOOPING COUGH



OUTBREAK IN THE OUTAOUAIS REGION AND THE PROVINCE OF QUEBEC

WHOOPING COUGH IS HIGHLY CONTAGIOUS

Here's how it's spread...



COUGHING & SNEEZING



SHARING BREATHING SPACE

PROTECT YOUR CHILD

Make sure your child gets all 5 doses of the DTaP vaccine to help protect him against whooping cough, diphtheria and tetanus...

DOSE #1
2 months

DOSE #2
4 months

DOSE #3
12 months

DOSE #4
4 - 6 years old

1 DOSE
during pregnancy



Pregnant women should get the whooping cough vaccine during each pregnancy to help protect their newborns until they get DTaP vaccine at 2 months old.

PROTECT YOUR CHILD

Make sure your child gets all 5 doses of the DTaP vaccine to help protect him against whooping cough, diphtheria and tetanus...

Source: CDC

PowWow Trip to:



The First Ever A7G POW WOW

“Honouring Indigenous Children
Past, Present & Future”

Saturday, September 21st 2024

12pm-6pm

Vincent Massey Park

Ottawa, Ontario

8 spots available

for any Youth living in KZ

between the ages of 18 - 24

Meet at KZHSS for 10am

Bring your regalias!

this is a weather permitting activity

Contact Shawnesia Ottawa to register

(819) 449-2323 ext. 2804

shawnesia.ottawa@kza.qc.ca

**SUPPORTING
YOU EVERY STEP
OF THE WAY**

Online Support Group

FOR PARENTS OF SPECIAL NEEDS CHILDREN

WHEN: Every two weeks on Tuesdays at noon.
Mark your calendar: September 24th & October 8th 2024

WHERE: Online via Zoom.
Meeting ID: 954 772 5395
Passcode: OSG2024

WHY ATTEND?

Balancing work, life, and the needs of your child can be challenging. Our bi-weekly online support group is here to help! Designed with your busy schedule in mind, this group offers a supportive space where you can:

- **Learn:** Participate in special needs training and gain insights into developmental topics.
- **Share:** Exchange experiences, tips, and advice with other parents who understand your journey.
- **Connect:** Build a community of support, understanding, and encouragement.
- **Grow:** Discover new strategies to help your child thrive and meet their potential.

HOW TO REGISTER

Call: 819-449-2323 ext. 2807

Email: Francesca.Brazeau@kza.qc.ca

**Together, we can navigate the challenges
and celebrate the victories.**

