



## Yellowknives Dene First Nation

P.O. Box 2514  
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[www.ykdene.com](http://www.ykdene.com)

### EMPLOYMENT OPPORTUNITY

#### Join the Yellowknives Dene First Nation Public Works's & Infrastructure Team

At the Yellowknives Dene First Nation (YKDFN), we are committed to fostering community growth and advancement while honouring our traditions and customs in the workplace. Our Public Work & Infrastructure provides public services to the YKDFN communities and supports and manages YKDFN infrastructure. We are currently seeking an organized, dependable, and community-minded individual to join our team as:

#### Class 3 Driver

Reporting to the Project Coordinator, the Class 3 Driver's main responsibility are to ensure timely and safe transportation for Dettah and Ndilo residences, offices and access roads are met. In addition, the incumbent's responsibility is to maintain the shuttle bus in good operating condition and to follow all required safety procedures. The role is based in Dettah with visits to Ndilo on a Monday to Friday work schedule.

#### Roles & Responsibilities

##### Transportation Services

- Develop the most effective shuttle route for pick-up and drop-off community members.
- Ensure the health and safety of passengers.
- Conduct vehicle inspections.
- Purchase vehicle fuel, transport and deliver supplies for the administration program as required and arrange in advance for a purchase order.
- Remove ice and snow from the Dettah complex front entrance and surrounding areas, especially after snowfall.
- Complete incident reports.

##### Vehicle Maintenance

- Maintenance and minor repairs of the water truck and equipment.
- Perform daily check-up of the water truck, as per vehicle check list.
- Report required water truck repairs and maintenance with the Public Works Supervisor.
- Deliver and pick up the water truck at the repair shop.
- Wash the water truck and other equipment.
- perform other Public Works duties as assigned by the Public Works Supervisor.
- Ensure the vehicle is properly maintained (following the manufacturer's instructions regarding oil changes, etc.). The Class 3 Driver will regularly service the vehicle.
- Clean the vehicle daily.

##### Fire Hall Maintenance

- Maintenance and cleaning of the Dettah Community Fire Hall.
- Check and maintain fire department equipment with the Public Works Supervisor.
- Be prepared to assist with fighting house, shack or brush fires in Dettah.

**Water Delivery.**

- Deliver water to Dettah residents adhering to the bi-weekly delivery schedule on an on-call basis.
- Keep water delivery records by means of water tickets and checking-off the delivery schedule.
- Hand-in daily delivery schedule and tickets to the YKDFN Finance Office.
- Ensure that Dettah water delivery meets the NWT Health Act standards and that daily, weekly and monthly water testing under the Act is performed.

**Occupational Safety**

- At all times, adhere to the 70 km/hour Ingraham Trail speed limit, the 60 km/hour Dettah road speed limit and 20 km/hour speed limit within the Dettah community boundaries.
- Adhere to the seasonal GNWT vehicle load restrictions.
- Approach all customer homes with caution so as to not cause damage to the home and equipment or vehicles parked near the home.
- Report all hazardous water delivery conditions to the homeowner, the Public Works Supervisor or (in case of public housing) the YKDFN Housing Division.

**Other duties as assigned by the Director, Public Works and Infrastructure.****The ideal candidate will have:**

- Class 3 Driver's Licence, Airbrakes Endorsed
- Heavy Equipment Operator or Truck Driving Course
- First Aid/CPR
- WHMIS
- Grade 12
- Fire Safety Training

**What We Offer:**

YKDFN provides a competitive salary, Northern Travel Allowance, comprehensive group insurance and pension benefits, and a supportive, culturally diverse work environment.

**Application Process:**

**A detailed job description is available upon request** at [hr@ykdene.com](mailto:hr@ykdene.com). Please submit your cover letter and resume, via:

- Email: <mailto:resume@ykdene.com>
- In Person: Human Resources Division, Yellowknives Dene First Nation, Chief Drygeese Conference Centre, Dettah, NT
- Online: [YKDFN Career Page](#)

**Preference will be given to qualified YKDFN and indigenous members.**

We thank all applicants for their interest. Only those selected for an interview will be contacted.