



DOKIS FIRST NATION

940-A Main Street, Dokis First Nation, Ontario P0M 2N1

Telephone: (705) 763-2200 • Fax: (705) 763-2087

Web site: www.dokis.ca

EMPLOYMENT OPPORTUNITY

JOB TITLE: WEIGH SCALE OPERATOR

LOCATION: DOKIS FIRST NATION

TERM: FULL-TIME, TEMPORARY (May 30 – November 14, 2025)

The Weigh Scale Operator is an employee of the Public Works department and reports to the Director of Public Works. This position is responsible for using a computerized scale to weigh incoming and outgoing vehicles, and to log information relevant to each truck. This position requires moderate computer proficiency, and some experience with trucking, data entry, and industrial workplace safety.

DUTIES AND RESPONSIBILITIES

- Use a computer to record the weights of incoming and outgoing vehicles
- Log information into a centralized database
- Print weigh scale tickets for drivers
- Daily cleaning (shoveling, sweeping) of weigh scale
- Maintain a safe and organized work environment
- Conduct daily site walks and complete inspection forms
- Conduct regular trailer cleaning and painting
- Accurately record data for billing purposes
- Perform regular audits to ensure compliance

QUALIFICATIONS AND REQUIREMENTS

This position requires an individual who possesses:

- Moderate computer proficiency
- Experience in trucking or in an industrial yard environment
- Reliable transportation
- Basic math skills



DOKIS FIRST NATION

940-A Main Street, Dokis First Nation, Ontario P0M 2N1

Telephone: (705) 763-2200 • Fax: (705) 763-2087

Web site: www.dokis.ca

HOURS OF WORK

Normal hours of work for this position are Monday to Friday 8:00a.m. to 4:30 pm. The nature of this position is such that some overtime with notice may be required. This position follows the Dokis First Nation employment policy.

RATE OF PAY

The hourly rate of pay for this position is \$21.00 per hour.

CLOSING DATE

Applications for this position will be accepted until May 30, 2025, at 4:30 p.m. Interested applicants must submit a cover letter, resume and three references to:

Art Restoule
Director of Public Works
Dokis First Nation
940A Main Street
Dokis First Nation, ON
POM 2N1
705-763-2200 ext.232
publicworks@dokis.ca

Miigwetch to all applicants for their interest; however, only those selected for an interview will be contacted.