

**ADMINISTRATION OFFICE
DEPARTMENTS:**

Administration, Finance,
Capital Projects, Public Works,
Ontario Works,
Family Resources,
Economic Development,
Lands, Membership



ADMINISTRATION OFFICE:

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EMPLOYMENT OPPORTUNITY **JOB POSTING – INTERNAL & EXTERNAL**

New Position: Traffic Controller

Location: Shawanaga First Nation Gas & Variety

Vacancies: Two (2)

Term: Part-time – 20/hours – Weekends & Long Weekends

Start Date: As soon as possible

Salary: \$18/hour

Position Summary:

Shawanaga First Nation Gas and Variety is seeking two (2) dependable adults to manage vehicle flow and line order on our gas station forecourt during peak, high volume periods. This role focuses strictly on maintaining order outside, ensuring drivers wait patiently, and protecting store bound customers from line-cutters. Because drivers can occasionally become impatient and rude, this position requires mature individuals (not suitable for teenagers) who possess strong conflict resolution skills, a calm demeanor and assertive communication.

The Traffic Controller will report to the Retail Manager.

Key Responsibilities:

- **Direct Traffic:** Guide incoming traffic to form an orderly queue and physically/verbally move the gas line smoothly to the next available pump.
- **Prevent Line Cutting:** Monitor entry points to ensure no vehicles cut ahead of waiting customers or bypass the established queue.
- **Protect Store Traffic:** Stop cars from blocking or cutting into the dedicated parking lines intended for regular convenience store customers.
- **Prevent Gridlock:** Manage entry and exit points during peak hours to avoid backups onto public roads and highways, actively stopping drivers from entering the lot through the wrong exits or driving against the designated traffic flow.
- **Enforce Safety Protocols:** Keep pedestrian walkways clear and ensure drivers obey site signs.
- **Assist Drivers:** Help motorists navigate tight spaces, blind spots and address impatient or frustrated drivers firmly but politely, maintaining control of the lot without engaging in arguments.
- **Monitor Forecourt:** Scan the lot constantly for safety hazards, fuel spills or stalled vehicles blocking traffic.

Physical Demands:

- Standing, walking and moving continuously for the entire shift.
- Working outdoors in all weather conditions.
- Exposure to vehicle exhaust fumes, loud engine noises and bright outdoor light.
- High situational awareness to avoid moving vehicles and hazards.

Qualifications and Skills:

- **Age Profile:** Mature adults, not suitable for youth due to the high likelihood of dealing with difficult or confrontational personalities.
- **Communication:** Clear verbal skills and authoritative, easy to understand hand gestures.
- **Crisis Management:** Ability to stay calm, polite and firm when dealing with frustrated or impatient drivers.
- **Stamina:** Excellent physical endurance to remain alert and upright for long periods.
- **Strong conflict resolution skills.**

Work Schedule & Shift Logistics:

Shift Hours: 11:00am to 7:00pm (8-hour day shifts).

Standard Schedule: Friday to Sunday (weekly)

Long Weekend Schedule: Thursday to Monday (statutory holidays/long weekends).

Preference may be given to Indigenous candidates with relevant experience on-reserve employment experience and/or those with knowledge and understanding of Shawanaga First Nation history and community.

Successful candidates must be able to provide and maintain a Criminal Record Check.

Only those selected for an interview will be contacted. Thank you for your interest. Please submit a resume with a cover letter and three (3) work related references via in-person, email or fax to;

Ava Pawis
Human Resource Coordinator
Shawanaga First Nation
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Tel: (705)366-2526 * Fax: (705)366-2740 * Cell: (705)346-0321
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