



Muskoday First Nation Employment Opportunity Surveillance Department

Surveillance Worker

Full-Time Position

Reports To

MFN Executive Director

Job Summary

Under the direction of MFN Executive Director, the Surveillance Worker protects the Assets of Muskoday First Nation from internal and external threats throughout the community cameras. Responsibilities include observing and recording daily, of all work centers and community as a whole, communications flows smoothly with the Community Safety Officers and the RCMP. Handling other tasks as required.

Competencies

- Organized
- Decision Making
- Communication
- Problem Solving
- Strategic thinking
- * Excellent legible printing/writing
- * Adapting to change
- * Results Orientated
- * Working with others
- * Health and Safety Leadership

Job Duties

- Ensures all surveillance equipment is operating at start of shift, during shift and completion of shift.
- Maintains all logs and ensures accuracy of log entries.
- Maintains Confidentiality.
- Reports all incidents observed on shift to the Justice worker or to the on-shift Surveillance Supervisor.
- Works in full cooperation with the Community Safety Officer Department and the RCMP.
- Follows established Rules, Policies and Procedures.
- Shift work – Hours of operation are 24 hours a day / 7 days a week. 8-hour shifts.

- Answers calls from the MFN Community.
- Complete all daily audits of department activity, duty logs and cooperate with departments during any investigations.
- Respond immediately to any activities that appear unusual or suspicious.
- Other duties assigned by management.

Job Requirements

- High School Diploma / GED.
- Excellent Verbal and written communication.
- Dependable and responsible.
- Role model for the MFN community.
- Minimum of 6th months surveillance experience preferred.

Job Duties Cont.

- Knowledge of CCTV system would be an asset.
- Experience with Microsoft Office Programs such as word and excel is a must.
- Must be able to stand, sit or walk for extended periods of time;
- Customer and Personal Service.
- Social Perceptiveness.
- Monitoring/Assessing performance.
- Communicating effectively in writing.
- Critical Thinking.
- Judgment and Decision Making.
- Willing to obtain CPR, First Aid and AED.
- Must have a valid driver's license and pass the MFN SGII Package Policy requirement.
- Successful candidates must pass background check(s) (CPIC and Criminal Record Check).
- Must have own transportation to get to and from work.

Work Conditions

- Interaction with management, employees, customers/clients, and the public at large.
- Travel.
- Working weekends day, night, and evenings.
- Indoor and Outdoor work in various inclement weather conditions

Application Process

End date of posting, apply on or before: **October 10th, 2026**

Send applications/resumes to:

Muskoday First Nation

Ernie Dreaver - MFN Human Resources

Box 99 Muskoday, SK. S0J 3H0

Fax: (306) 764-7272

Email: resume@muskodayfn.ca

- Muskoday First Nation would like to thank all the candidates for expressing their interest in this position.