



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA JOB DESCRIPTION –PUBLIC WORKS SUMMER STUDENT

POSITION: Temporary, full-time

REPORTING RELATIONSHIP: Reports to the Public Works Leader and/or Waste Disposal Attendant and Clerk

RESPONSIBILITIES:

1. Works alone or with the Public Works Leader to perform the following tasks:
 - a. Performs activities to maintain and repair roads, parking lots and other areas within the municipality.
 - b. Sweeps debris and from parking areas, building grounds and other areas including from around disposal site gates.
 - c. Digs ditches and trenches using shovels and other hand tools.
 - d. Operates power mowers and cutters to cut grass and weeds and brush ditches and intersections.
 - e. Cuts trees, trims branches and rakes leaves.
 - f. Loads and unloads trucks with supplies and equipment.
 - g. Wears all necessary and appropriate personal protective equipment.
2. Works alone or with the Waste Disposal Site Attendant to perform the following tasks:
 - a. Helps maintain the waste disposal sites including raking, shovelling and cleaning debris.
 - b. Helps maintain waste disposal site facilities and resources including sweeping, organizing and sorting/emptying recycle bins and containers.
 - c. Ensures proper sorting of recycling material.
 - d. Helps maintain the disposal site vehicle as per the Municipal vehicle policy completing and submitting required reports and ensuring that routine maintenance/ cleaning is completed.
3. Performs general administrative activities including reporting requirements and data entry.
4. Participates in maintaining and protecting all machinery, tools, materials and implements owned or used by the municipality and completing annual inventories of the garage, yard and vehicles.
5. Conducts themselves in a manner that considers the health and safety of every individual including the public and other staff members.
6. Actively participates in identifying potential and actual hazards, taking steps to eliminate or minimize them and works towards correcting identified hazards.
7. Resolves work problems and recommends measures to improve productivity.

WORKING CONDITIONS:

1. Working conditions in the field are subject to extreme variations in temperature, and can include high wind, excessive heat or cold, rain or snow. As most work is completed outside must be able to work effectively during adverse and inclement weather.
2. Work is in an unclean environment that includes strong unpleasant smells. Must not be averse to collecting garbage that has been scattered around the disposal sites or working in an area that attracts nuisance animals, vermin and insects.
3. A majority of duties involve medium to heavy physical labour. The employee must be physically fit and able to work for prolonged periods performing manual labour. The position is subject to physical fatigue due to strenuous activity.
4. Works in full view of the public subject to occasional interruptions to provide assistance and information to the public on municipal roads and disposal site matters referring issues to other staff members as necessary.
5. Work is performed with a high degree of independent activity.

WORKING RELATIONSHIPS:

1. With the Public Works Leader, Disposal Site Attendant, Clerk, Council and Staff. Ability to be a team player and to establish effective working relationships.
2. With the public: Provides information regarding Municipal programs, services and policy as related to roads and disposal sites as necessary. Access is available to policies and procedures for reference as required.
3. With others: Ability to interact pleasantly and effectively with the public and outside agencies to provide information.

KNOWLEDGE AND SKILLS:

1. Basic math skills.
2. WHMIS training or willingness to complete upon hire.
3. Ability to fill out forms/reports and keep records.
4. Basic computer knowledge is required.
5. Must have good public relations skills to deal with the public.
6. Recognize, prioritize and accomplish needed tasks.
7. Follow oral and written directions to carry out policies of the Municipality.
8. Establish and maintain cooperation and working relationships with those contacted in the course of work.
9. Meet the physical, mental and environmental demands of the job.
10. Respond quickly and effectively in difficult situations, exercising sound judgment and showing initiative.

