



Role Description

Public Works – Waste Sites / Shop Assistant – Seasonal

June 2021

General Purpose

Working under the direction of the Public Works Foreman (PWF), the incumbent will assist the PWF with the maintenance and repair of Township vehicles / equipment, roads, grounds, facilities and Waste Sites, while following guidelines established by the policies of Township Council and/or the Chief Administrative Officer (CAO) and in accordance with Legislation.

Supervision Received

Works under the direct supervision of the PWF or his/her designate.

Note: Also works cooperatively with guidance from the Township Mechanic for vehicle / equipment maintenance and repair duties; and also works under the direct supervision of the Waste/Recycling Lead Hand when completing duties related to the Waste/Recycling sites and operations.

It is understood that in the absence of the PWF, the Public Works Manager (PWM) shall perform his/her duties.

Has access to the PWF for advice and information regarding assigned duties. Access is also available to established policies and procedures and to maintenance / operator manuals as required.

Supervision Exercised

None; however, may be required to mentor students/casuals as directed by the PWF.

Role Expectations

- Ensures all work is carried out in a manner which the Municipality can be proud of and that protects the safety of all persons.
- Working independently without supervision once the task has been outlined by the PWF.
- Shall follow the Personnel and Employment Policies and Procedure Manual By-law, as amended.

- Ensures that Occupational Health and Safety practices are observed and implemented under the *Occupational Health and Safety Act/Regulations*; and in accordance with the Municipality's Health & Safety Policy.
- No person shall operate any equipment or apparatus which he or she has not first received training on by a competent person.
- Oversees to ensure all equipment and tools are maintained and repaired promptly to eliminate breakdowns and safety hazards and to ensure a maximum service life for vehicles and equipment.
- No person shall be permitted to climb higher than three (3) metres per the *Occupational Health and Safety Act* without proper training and fall arrest equipment.
- Re-fueling vehicles – must first receive recognized, certified training if obtaining fuel from any and all Township fuel pumps.
- Responsible for the safe and effective operation and maintenance of equipment, vehicles and tools; and selects the correct equipment to perform all jobs as trained, including safety equipment which shall be used. Immediately reports any deficiencies to the PWF.
- Shall notify the PWF of operational problems or issues as necessary to ensure that work activity is carried out according to quality standards and to ensure that all safety standards are complied with.
- Performs administrative duties to keep accurate records of maintenance, materials used, recycling quantities and work activities, and to present all records and reports to the PWF as and when required.
- Required to attend seminars or training sessions as deemed necessary by Legislation and / or by the Municipality, per policies as amended (at the request of or upon advanced approval of the CAO and within budget constraints).
- Fosters a harmonious, inclusive work environment and effective working relationships with all co-workers; and models and ensures appropriate workplace behaviour that reflects the values of the Municipality.
- Confers with the PWF to ensure that the activities of the department are consistent with the goals and objectives of the Municipality, as established by Council.
- All complaints shall be forwarded to the CAO. Complaints shall be dealt with in accordance with the Complaint's Standard Operating Procedure (SOP) as established by the CAO.

Duties shall include: (but are not limited to)

- Attention to detail and accuracy is required as errors in information presented can impact the quality of Council decision-making and may also affect the image and liability of the Township.
- Provide assistance to the public regarding simple and straight-forward enquiries of a general nature and referring all complex inquiries to the CAO and/or PWF in a timely and efficient manner in accordance with policies.
- Remove all defective tools, equipment and apparatus from service and identify and report the defect by "Tag Out" to the PWF.

- Assist the Mechanic with the regular inspection, maintenance and repair of all municipal vehicles and equipment to ensure safe and proper running order.
- Operate light trucks, vehicles and small equipment, including; lawnmowers, weed trimmers, chainsaws, pumps, generators, compactors etc., and hand tools, carpentry tools, grounds keeping tools and any other equipment deemed necessary.
- Work with Equipment Operator(s) or other Labourer(s) or independently, providing manual labour for operations such as:
 - traffic control,
 - maintaining fences, bridges, signs, guiderails and culverts,
 - beaver dam removal,
 - pothole patching,
 - bailing cardboard,
 - brushing,
 - organizing recyclables,
 - maintenance of monitoring wells, electric fencing, and litter fencing,
 - marking of Waste Site footprints, and
 - landscape maintenance (litter pick-up, grass cutting, weed trimming etc).
- Provide painting, carpentry and fabrication services for the repair, maintenance and construction of facilities, stairs and ramps.
- Provides general housekeeping duties in the shop (garage) and at the Waste Sites, including: keeping the area clean and tidy, checking / stocking supplies including safety devices and personal protective equipment, cleaning, storing tools and equipment, and vehicle cleaning.
- Shall keep the PWF abreast of their hours of work and availability.
- Perform other related duties and responsibilities as may from time to time be assigned by By-law or Resolution of Council, or by the CAO, PWM and/or PWF.

The foregoing description reflects the general duties necessary to describe the principle functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

Skills, Competence/Experience Desired

- Ability to handle physical demands and operate / use a variety of equipment and tools safely and efficiently.
- Knowledge of safety procedures so that work can be carried out in a safe manner.
- Knowledge of the Municipality and surrounding areas would be an asset.
- Be bondable.
- Completion of Grade 12 or equivalent education.
- A minimum of six months relevant experience.
- Knowledge of road maintenance and construction standards, safety procedures, by-laws and other applicable legislation.
- Knowledge of the operation and maintenance of light / heavy trucks, equipment, compactors, tools, chainsaws and other necessary equipment.

- Experience with common shop tools, practices and repair / maintenance techniques.
- Experience with carpentry tools and practices.
- Demonstrated ability to follow directions.
- Experience with the operation and maintenance of Waste Sites and Transfer Stations.
- Shall have competent records management skills.
- Demonstrated willingness to upgrade and accept new challenges.
- Demonstrated ability to work independently in a team setting, and with other co-workers for the purpose of sharing information to complete work assignments and be able to establish effective working relationships with others.
- Shall be able to organize and prioritize work to meet deadlines with sound judgment to achieve Township objectives.
- Demonstrated ability to be reliable, mature, courteous, and have the ability to deal effectively, courteously and tactfully with other personnel, general public, all employees (including Volunteers) and outside agencies.
- Shall promote and maintain a professional public image of the Department.
- Attention to detail, mental concentration and mental alertness to ensure safety of others.
- Ability to express themselves clearly and concisely, orally, and in writing, in a competent manner, and able to present information clearly.
- Shall hold and maintain a valid Class 'G' Driver's License.
- Preference will be given to a DZ Driver's License holder.

Compensation

- Based on a 40 hour work week (Seasonal position – approximately 6 months per year) or as defined in the individual's Offer of Employment Letter; and in accordance with the Salary Schedule adopted by Council and amended from time to time.
- May be required to work overtime, weekends and at unusual hours to handle emergencies and/or in order to meet the deadlines/needs of the Department. All overtime shall be approved, in advance, by the PWF.
- Benefits, if and when applicable, in accordance with Township policies.
- Probationary period – in accordance with By-law #76-13, as amended, the Personnel and Employment Policies and Procedure Manual By-law.