

  <b>Job Description</b>	<b>Position:</b> Summer Student – Public Works Labourer	<b>Page:</b> 1 of 3
	<b>Dept.:</b> Public Works & Environmental Services  <b>Salary:</b> minimum wage  <b>Period:</b> 40 Hrs/week	<b>Reports to:</b> Lead Hand of Public Works & Environmental Services
	<b>Effective:</b> April 25 <sup>th</sup> , 2022	<b>Revision Date:</b> March 1, 2025

**PRIMARY FOCUS**

Reporting to the Public Works & Environmental Service Lead Hand or designate, the Summer Student assists in the construction and maintenance of municipal infrastructure including roads, ditches and culverts. The student will assist with brushing and mowing, general shop maintenance, flagging duties and minor maintenance and repair to equipment (oil change, grease, light bulbs) etc.

<b>SCOPE</b>	
<p><b><u>Supervisory Accountability</u></b></p> <p><i>Direct Reports:</i></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p><i>Indirect Reports:</i></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p><b><u>Key Contacts</u></b></p> <p><i>Internal:</i></p> <ul style="list-style-type: none"> <li>• Lead Hands</li> <li>• Manager of Public Works &amp; Environmental Services</li> </ul> <p><i>External:</i></p> <ul style="list-style-type: none"> <li>• Members of the Public</li> </ul>	<p><b><u>Asset Accountability</u></b></p> <p><i>Material Resources:</i></p> <ul style="list-style-type: none"> <li>• Basic handling of general supplies or standard equipment</li> <li>• Ensuring that resources used in own job are not mislaid, damaged or used improperly.</li> </ul> <p><b><u>Working Conditions</u></b></p> <ul style="list-style-type: none"> <li>• Physical ability to climb and walk-in rough conditions.</li> <li>• Physically fit</li> <li>• Physical ability to lift and work in construction settings.</li> <li>• Outdoor work in all weather conditions</li> </ul>

## **CORE JOB REQUIREMENTS**

### **Educational requirements**

*Secondary:*

- High school diploma or GED required (or currently enrolled)

### **Related experience requirements**

- Previous experience with roadwork or construction an asset
- Health and safety training
- Flagman Training, and Chainsaw course is an asset
- WHIMIS Training

### **Other Requirements**

- Valid Ontario Driver's License and clean driving record
- Criminal Record Check
- Must provide and wear CSA approved protective footwear
- Dress code: Clothing will respect to the municipality's public service mandate
- PPE: personal protective equipment and clothing will be used/worn

### **Technical skill requirements**

- Ability to operate pick-up trucks and various other small mechanical equipment
- Knowledge of tools and mechanical equipment
- Record daily circle-checks and vehicle servicing

### **Interpersonal skill requirements**

- Excellent verbal, listening & written communication skills
- Organizational and prioritization skills
- Collaborative, Team player
- Ability to multi-task
- Ability to complete assigned tasks with only occasional supervision
- Ability to work effectively with Supervisor, Lead Hand and co-workers
- Ability to take verbal and written direction
- Judgment required to ensure safe and effective work in a variety of conditions
- Demonstrate corporate competencies

**JOB RESPONSIBILITIES**

**Functional Responsibilities:**

- Assisting with brushing, mowing, ditching of Township roadways
- Patching, sweeping, and minor repairs of roads
- General shop maintenance/cleaning
- Performs minor asphalt repairs
- Flagging duties during construction operations
- Assisting with tree and brush falling, removal and chipping
- Maintenance and minor repair of equipment (oil change, grease, light bulbs, etc.)
- General light duty work including but not limited to painting, garage cleaning, landscaping.
- Other duties as assigned.

**APPROVALS**

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Date

I acknowledge that I have read and understand the contents of this job description and agree to perform the responsibilities as described herein.

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\_\_\_\_\_

Date