

## **POSITION DESCRIPTION**

**POSITION TITLE:**                **Public Works Employee**

**REPORTS TO:**                    **Public Works Superintendent**

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### **GENERAL RESPONSIBILITIES**

1. Provide general maintenance services for roads and facilities located in the municipality. Examples such as road maintenance, snow/ice removal, road construction, installing culverts, repairing and installing signs and guide rail repairs.
2. Employee must work in a safe manner, adhering to the Occupational Health and Safety Act and the Municipality Health and Safety Policy
3. Participates in meetings with Public Works employees to discuss plans, priorities and work schedules
4. Performs minor mechanical repairs on equipment.
5. Is proficient in the operation of all equipment
6. Submits daily equipment logs
7. Completes weekly time sheets
8. Willingness to be trained in other departments.
9. Participates actively in weekly Health and Safety Talks
10. Reports all damage and accidents immediately and provides written incident reports
11. Liaise with the public in a professional and effective way, referring complex inquiries or requests to the Supervisor
12. Shall be “on-call periodically” year round as mutually agreed upon with the Public Works Superintendent
13. Shall be available for emergency call out if necessary
14. Other duties as may be assigned.

### **QUALIFICATIONS**

Must possess and maintain a valid Class “D” License with Z endorsement  
Class “A” License is preferred  
Must be physically fit with the ability to do heavy lifting  
Must be flexible to work evenings, weekends and holidays (if required)  
Documented experience on Combination Plow Truck for snow removal operations is required  
Knowledge of Minimum Maintenance Standards  
Knowledge of maintenance and repair of Sander Components  
Minimum Grade 12 Education with 7 years relevant construction experience  
Must be willing to work in inclement weather year round  
Must be willing to work in a team environment  
Must be willing to participate in training upgrades

### **KNOWLEDGE AND SKILLS REQUIRED**

A proven working knowledge of all facets of road construction, maintenance activities and safety procedures  
Must possess competent oral and written communication skills  
Must possess good interpersonal skill in working with co-workers and supervisor  
Expected to use initiative and judgement to work with limited supervision once tasks have been assigned

## **WORKING CONDITIONS AND PHYSICAL EFFORT**

Work is normally performed in an outdoor physical labour environment as well as limited office/interior settings  
Limited to medium physical effort required normally. Heavy physical effort required periodically  
Limited to medium exposure to physical risk

## **POSITION ALSO INCLUDES**

- Banking of overtime as per agreement
- Working weekends as per collective agreement (voluntary)
- Cell phone for working weekends
- Transportation for on-call weekends

Rate of pay as per the Collective Agreement

## DECLARATION

I acknowledge receipt of this job description, and having read all of the responsibilities and understand all of the conditions, hereby agree to abide by the terms set herein.

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Name of Employee

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Signature of Employee

Date

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Signature of CAO

Date