

#### **JOB SUMMARY:**

The Public Works Summer Staff is responsible to the Public Works Foreman/Water/Wastewater Supervisor or their designate for seasonal maintenance and construction projects, roadside flagging and providing labour assistance to the Water/Wastewater Division.

#### **IMMEDIATE SUPERVISOR:**

- Public Works Foreman and/or
- Water/Wastewater Supervisor

#### **SUBORDINATE POSITIONS:**

- None

#### **JOB RESPONSIBILITIES:**

- a) Responsible for conducting general maintenance functions.
- b) Flagging, directing traffic
- c) Set up and moving of signs
- d) Repairing and installing traffic signs.
- e) Cutting grass on roadsides
- f) Cold mix patching
- g) Roadside debris collection
- h) Installing hydrant markers
- i) To perform other related tasks of responsibilities as may be assigned
- s) To work safely in compliance with the safety measures set out by the Township

## **JOB REQUIREMENTS:**

### **Qualifications:**

- a. Valid "G" Class Drivers license and driving record satisfactory to the Township
- b. Experience in one or more of the following is a definite asset: small & heavy equipment operation, and construction.
- c. First Aid and CPR training is required.

## **SKILLS**

- a. Capacity to work both independently and in a team environment.
- b. Ability to adapt to the daily challenges associated with a busy work environment.
- c. Capacity to operate a variety of small tools and equipment.
- d. Ability to work in a variety of weather conditions.
- e. Capable of lifting equipment, tables and a variety of heavy objects.
- f. Strong organizational skills
- g. Capitalize on cost saving opportunities and efficiencies.
- h. Develop, foster and sustain effective working relationships with other Township staff.
- i. Build, foster and sustain a positive public image.

## **EFFORT**

- Normal Workweek – 40 hours (Temporary Full-Time)
- Job requires mental alertness to ensure the safety of others
- Job requires moderate physical exertion
- Involves mental and visual concentration

## **WORKING CONDITIONS**

- Working conditions contain moderate risks which require planned safety precautions for limited periods of time
- May be subject to inclement weather and/or weather extremes during the discharge of responsibilities
- Physical work including the use of small tools, lawn maintenance equipment and tractors
- Considerable periods of standing/sitting
- Moderate to heavy lifting, pushing, pulling at times

**Approved by:**

**By:** \_\_\_\_\_  
**CAO**

**On:** \_\_\_\_\_

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