

#### **JOB SUMMARY:**

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

#### **IMMEDIATE SUPERVISOR:**

- Public Works Foreman

#### **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/Hot mix patching.
- g) Roadside debris collection.
- h) Perform other related tasks of responsibilities as may be assigned.
- i) Perform his/her duties in accordance with the Township's Safety Policy and Procedures as well as the Occupational Health and Safety Act, including all applicable regulations.

## **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 equipment operation, and road construction.
- c. First Aid and CPR training is an asset.

## **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. Physically able to lift and move maintenance equipment.
- f. Strong organizational skills, conscientious and self-motivated.
- g. Capitalize on cost saving opportunities and efficiencies.
- h. Develop, foster and sustain effective working relationships with other Township staff.
- i. Effective problem solving and interpersonal skills to 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: March 5/19

Created:

January 2002.

Revised:

February 2019