

TAY VALLEY TOWNSHIP

Position Description: Public Works – Community Facilities Assistant – Summer Student

The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all of the work requirements inherent in this position.

DIRECTLY RESPONSIBLE TO: Public Works Manager

INDIRECTLY RESPONSIBLE TO: Lead Hand

KEY ACTIVITIES

1. Perform general labour and maintenance tasks (e.g. litter removal, clean-up of store rooms and parks, watering grass and flowers, weeding, painting, etc.).
2. Perform grounds maintenance (e.g. yard and lawn care, grass and weed cutting, raking, shoveling, etc.).
3. Assist with brushing of ditches and clearing of scenic points of interest.
4. Operate tools and equipment to complete tasks and in so doing, conduct inspections of tools and equipment prior to use, both to identify and report any potential problems and to correct minor problems; and report any potential problems to the Supervisor.
5. Assist with equipment maintenance, collection and storage, and ensures safety standards are maintained.
6. Refurbish and stock information at waste sites.
7. Perform other related duties as assigned.

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FACTOR DESCRIPTION

1. **Qualifications**

- Between 15 and 30 years of age
- Registered as a full-time student during preceding academic year and intends to return to school on a full-time basis during the next academic year
- Valid Driver's License
- Safety Boots

2. **Knowledge**

- Ability to deal with the public and internal staff in a pleasant, positive, professional manner
- Excellent communication skills
- Ability to take initiative
- Punctual and reliable
- Team oriented

3. **Experience**

- Working with small engine equipment would be considered an asset
 - Lawn tractor
 - Mower
 - Weed eater
- Knowledge may be learned through on-the-job training

4. **Complexity/Problem Solving**

- Follows prescribed practices, verbal and written instructions
- Refers complaints to the appropriate staff member or supervisor

5. **Mental Effort**

- Mental effort is required for the entire day to remember priorities and to maintain composure when dealing with interruptions
- Mental effort is required on tasks and multiple factors for periods of up to one hour when operating tools and equipment

6. **Physical Effort**

- May be required to stand or walk on uneven surfaces for periods of over two hours
- May be required to lift boxes weighing 20kgs

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7. Impact of Decisions

- Failure to operate equipment properly may impact the safety of the employee or other employees
- Errors may cause damage to equipment or property

8. Financial Authority

N/A

9. Supervision

N/A

10. Policies and Procedures

- Required to work under established policies and procedures
- Follows the policies and procedures of the Township

11. Contacts – Interpersonal Skills

Internal Contacts: Public Works Manager
Lead Hands
Heavy Equipment Operators
Waste Site Attendants
All Township Staff

External Contacts: General Public

12. Work Environment

Township Municipal Office – Garage
Township Facilities and Properties - Outdoors

The duties of the position are performed primarily outdoors, in varying weather conditions.

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-service meetings regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

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13. Working Conditions and Pressure

Work is subject to operational requirements, deadlines and weather. Therefore, flexibility in working hours is required.

Required to travel, primarily within the municipality.

Normal Working Hours are:

Monday 11:30 a.m. – 7:30 p.m.

Tuesday to Friday, 8:00 a.m. – 4:00 p.m.

35 hours per week for up to 15 weeks.