

Position Title: **Public Works/Waste Management/Recreation
Student Labourer**

Work Relationship: **Reports Directly to Works Superintendent**

Purpose of the Position:

Under the direction of the Works Superintendent or his/her designate, to provide a variety of maintenance services to roads, waste management and recreation departments. Must have a Class G license.

MAJOR RESPONSIBILITIES:

1. Program/Service

- General maintenance functions for roads, waste management and recreation operations, including, but not limited to:

Roads:

- Picking up debris and general clean-up on public property
- Flagging and traffic control
- Cleaning road garage, washing trucks and heavy equipment
- Sorting tools

Recreation:

- Weeding, grass cutting, lawn and grounds maintenance on public property
- Opening and closing Sheryl Boyle Park
- Cleaning and maintenance of washrooms and grounds at Sheryl Boyle Park

Waste Management:

- Pick up debris in and around waste sites
 - Assist public as required in disposing of debris and placement of recycling/organics
 - Assist with recycling and bagged garbage collection in Killaloe, using township half-ton and trailer, as required
- Performs other related duties as assigned.

2. Human Resources

Not responsible for supervising or directing the work of others.

3. Financial Resources

Not responsible for the preparation of budgets or acquisition of funds.

4. Material Resources

- Carries out work assignments using a variety of hand, power tools, vehicles and equipment.
- Responsible for the safe and effective use of tools, equipment and vehicles, and selects the correct tools and/or equipment to perform all jobs.
- Maintains equipment, vehicles and tools in safe operating condition by following acceptable and appropriate maintenance practices

SKILL AND EFFORT

5. Knowledge

- Ability to operate a variety of equipment and tools safely and efficiently
- Knowledge of and adherence to, maintenance and safety procedures

6. Physical Skill and Effort

- Excellent physical condition with ability to handle physical demands and operate required tools, vehicles and equipment. Some heavy lifting is required.

7. Decision Making and Judgement

Work is performed under the direct supervision of the Works Superintendent or his/her designate. Access is also available to established policies and procedures for the municipality.

Judgement is exercised in:

- Working without supervision once the task has been outlined.
- Notifying supervisor of operational problems or issues as they arise.
- Ensuring that work activity is carried out according to quality standards established by supervisor.

8. Interpersonal Skills/Contacts

Interpersonal skills to work with co-workers and the public.

Internal:

- With other co-workers for the purpose of sharing information to complete work assignments.

External:

- With the public, providing polite and tactful responses to inquiries.

• WORKING CONDITIONS:

9. Environment

- Exposed to physical hazards and inclement weather conditions.

10. Control over Work Schedule

May occasionally be required to work overtime.

The foregoing description reflects the general duties necessary to describe the principle functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.