



THE CORPORATION OF THE TOWNSHIP OF BRUDENELL, LYNDOCH AND RAGLAN

JOB DESCRIPTION

- POSITION TITLE:** General Employee
- DEPARTMENT:** Public Works
- HOURS OF WORK:** Full time, 6-month contract position: Regular 40 hour work week, with some shift work during critical periods or situations to be determined by the Department Head.
- QUALIFICATIONS:** Must possess a valid Ontario D/Z license
Experience driving a plow truck is an asset
Excellent physical conditions with the ability to handle physical demands and heavy machinery including trucks.
Previous experience in the operations of road department trucks, loaders, graders etc. and other miscellaneous equipment.
Have strong interpersonal and communication skills and a demonstrated ability to work independently.
Demonstrated excellent safety record.
Ability to be on call 24 hours per day combined with a flexibility in hours of work.
- REPORTS TO:** Department Head
- DUTIES:** Under the direction of the Department Head the following is a partial list of duties:

Road Maintenance

- Sweeps, plows, sands, and salts roads.
- Cold patches potholes, repairs settlements.
- Repairs and replaces road signage and other traffic control devices.
- Excavate and/or backfill road bases.
- Sets up construction work zones for traffic control and controls traffic.
- Hand digging for the purposes of small excavation or working near utilities.

Equipment Operation

- Drives a truck to plow snow, remove snow and sand/salt road surfaces.
- Drives trucks to haul a variety of materials such as gravel, sand and rocks.
- Drives a truck to pick up garbage
- Operates a backhoe to build trenches, ditching road ways and other tasks as required.
- Operates front end loaders to load dump trucks; dump garbage, construct roads and remove snow.
- Operates culvert steamer to clear culverts.
- Operates chipper to remove trees and brush.
- Operates chain saws to cut down trees and clear brush and stumps.
- Uses a variety of tools such as electrical tools, compressed air tools, gas powered tools, manual tools and hydraulic tools to effect repairs in a variety of public areas.

Public Area Maintenance

Cuts trees and blocks tree stumps.

Installs and removes docks.

Installs and removes Christmas decorations.

Cuts and trims grass

Picks up litter and garbage.

Preventative maintenance on bridges and culverts, clears blockages.

Paints a variety of surfaces.

Cleans up spills of a variety of materials, including hazardous materials. Would have proper safety equipment and training prior to working around hazardous materials.

Clears snow from doorways and dry hydrants.

Repairs sod damage in the spring.

Assists other departments such as Parks and Recreation with a variety of tasks such as moving picnic tables, setting up or taking down for special events, etc.

Facilities Maintenance

Cleans and scrubs arena dressing room and galleries, and mini gym

Cleans arena glass

Cleans washroom fixtures, floors and walls.

Lock and unlock facilities.

Sweeps and mops dressing rooms, players benches, penalty boxes and along boards and the gallery area.

Tours facilities to ensure are vacant and to lock up.

Cleans and stocks washrooms with supplies such as toilet paper.

Ball diamond maintenance.

Ice Maintenance

Follows a schedule and drives ice surfacing equipment to maintain and flood ice surfaces to a specified thickness.

Installs and removes ice.

Performs a variety of carpentry minor repairs.

Performs a variety of minor electrical repairs such as replacing light ballasts, light tubes, breakers, fuses and receptacles.

Sands and paints surfaces such as concrete walls and floors.

Performs a variety of minor plumbing repairs.

Replaces belts and other parts on condensers, fans and pumps.

Customer Service

Sets up and takes down tables, chairs and other equipment for functions.

Responds to public enquiries, giving out information, resolving issues and turning negative situations into positive ones.

Ensure the safety of members of the public around work areas.

Responds to emergency call outs and operates equipment to ensure public spaces are repaired and maintained in a safe and useable manner

Casual Waste site Attendant

Customer Service

Greets taxpayers and ensures eligibility.

Collects tipping fees.

Responds to questions from the public, giving out information and resolving problems

Locks and unlocks landfill and transfer station sites.

Checks the contents of trucks and trailers to ensure landfill site rules are followed and Ministry of Environment standards are maintained.

Is aware of the Townships ECA requirements

Directs tax payers to designated areas for unloading.

Landfill Site Administration.

Gives copies of receipts to tax payers and files copies for delivery to Clerk.

Balances cash and delivers cash and receipts to Clerk.

General maintenance.

Maintains the work area in a clean and safe manner.

Operates roll off truck for the transfer of waste to landfill.

Operates bull dozer and loader to bury waste as directed by Lead Waste Site Attendant

Clears snow at the landfill and transfer station, with equipment and manually.

Collects litter and debris and picks up garbage scattered by birds and animals.

Performs other tasks as assigned by management.

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