



## 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 G license, DZ is an asset  
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 surfaces.
- Cold patches potholes, repairs settlements.
- Repairs and replaces road signage and other traffic control devices.
- Sets up construction work zones for traffic control and controls traffic.
- Hand digging for the purposes of small excavation or working near utilities.
- Clears culvert blockages.

#### Equipment Operation

- Drives a truck to plow snow, sand/salt surfaces.
- Drives a truck to pick up garbage
- 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.

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.

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.

Assists with cleaning of public facilities.

### 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.

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.**