



TOWNSHIP OF BRUDENELL, LYNDOCH AND RAGLAN

JOB DESCRIPTION

JOB TITLE: Summer Student – Roads Department

REPORTS DIRECTLY TO: Public Works Foreman **DEPARTMENT:** Public Works

DATE REVIEWED: February 2023

POSITION SUMMARY:

The summer student position for the Roads Department will assist the Public Works Department employees on various road construction and maintenance jobs.

DUTIES AND KEY RESPONSIBILITIES:

- Undertakes various tasks using equipment and vehicles according to qualification, work assignment and priorities.
- Assist public works staff with a variety of maintenance related duties including (but not limited to) the installation and replacing of culverts, removing debris and litter from right of ways, install roadway signage, repairs, traffic control, replace and install fencing, clear brush, perform normal maintenance duties in garages and garage yards.
- Washing vehicles, cleaning tools and keeping garages clean.
- Cleaning and maintenance of equipment.
- Litter pickup at waste site/transfer stations.
- Work safely around heavy equipment (Trucks, Loader, Grader and Brush Chipper).
- Protects own health and health of others by adopting safe work practices.
- Complete incident reports as required, complete forms, report any unsafe condition or damage, and maintain a clean work place on a regular basis.
- Complete all safety orientation training as required.
- Safe and effective use of small power tools.
- Perform duties following all policies and procedures of the Township.
- Performs any other duties as requested by the Public Works Foreman.

MINIMUM QUALIFICATIONS:

- Must be between 15-30 years of age by start date of employment.
- Current WHMIS certificate and Standard First Aid/CPR with Automatic External Defibrillator Certification an asset.
- Valid Driver's Licence, Class "G1" or higher considered an asset.

- Ability to follow direction, show initiative and exercise good judgement to ensure the effective completion of assigned tasks.
- Ability to work alone under minimal supervision and work outdoors in any weather condition.
- Mechanical aptitude.
- General understanding of PPE required for assigned tasks.

PHYSICAL SKILL AND EFFORT

- Good physical condition.
- Must be able to lift 50 lb. and push 75 lbs.

DECISION MAKING AND JUDGEMENT:

Work is performed under the direct supervision of the Department Head and in accordance with established policies and procedures.

INTERPERSONAL SKILLS:

The job requires good interpersonal skills to interact effectively with the general public and deal politely and effectively with other department staff. Also requires the ability to work in a team environment and independently.

WORKING CONDITIONS:

- Working outdoors in differing weather conditions (rain, heat, etc.)
- Occasional exposure to the elements, hazardous conditions and materials.
- Interruptions due to operating problems and unavoidable changes in priorities and plans.

CONTROL OVER WORK SCHEDULE:

- Will be required to work 40 hours per week and may include irregular hours and weekends.

SPECIAL REQUIREMENTS:

- Student must supply and wear CSA safety footwear.
- Work clothing – clean, neat appearance; no shorts or tank tops; must wear CSA Approved shirt or vest.
- Students 18 and over are required to submit a vulnerable sector criminal record check at own cost.

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

Supervisor Signature

Employee Signature

Date

Date