

## **The Township of Alnwick/Haldimand - Job Description**

### **Job Title: Public Works Summer Student**

### **Reports To: Public Works Foreman and Public Works Manager**

#### **Main Purpose:**

Perform duties and tasks pertaining to municipal road maintenance and other municipal services, and to operate and maintain related municipal equipment.

#### **Duties and Responsibilities:**

- Responsible for carrying out tasks and duties that are a part of the summer municipal roads maintenance programs. These tasks and duties may be road patching, surface treatment, picking up litter and debris from roadsides, flagging, sweeping operations, brushing, tree inventory, sign repairs, hand digging and back filling for groundwork, and other requirements of the public road maintenance program;
- Comply with the standards set out in the *Occupational Health and Safety Act, 1990* and the health and safety policies implemented by the municipality as they pertain to Public Works employees;
- Reports all deficiencies and hazards in respect to the municipal equipment and conditions to the Public Works Manager;
- Responsible for performing duties in an efficient, effective manner, and must behave in a courteous and respectful way in communication with members of the general public and other township staff;
- Other duties as prescribed by the Public Works Manager.

#### **Formal Education and Professional Qualifications Requested:**

- None, but prefer a student enrolled in high school, college or university and/or a youth between the ages of 15 – 30.

#### **Necessary Knowledge, Skills, and Abilities**

- G License required;
- Interpersonal, communication, organizational, time management skills, and sound judgment an asset.

#### **Working Conditions and Physical Requirements**

- This position is required to work 40 hours per week and overtime and weekends may be required;
- The work for this position is both inside and outside, and in all weather conditions;
- The position may be subjected to hazardous fumes and loud noise;

#### **Other**

The statements contained in this job description reflect the general details as necessary to describe the principle functions of this jobs, the level of knowledge and skill typically required, and the scope or responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise to balance the workload.