

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

Job Description

Position:	Public Works Labourer Summer Youth		
Department:	Public Works		
Reports to:	Director of Public Works		
This job description is:	New	Revised	x
	Wage: \$14.00 per hour		

JOB SUMMARY:

Reporting to the Director of Public Works the Public Works Labourer Summer Youth is responsible for assisting with road and sidewalk maintenance, sewer and water infrastructure maintenance, equipment and machinery repairs, sign installation/repairs, tree brushing, and roadside debris pick up.

DUTIES AND KEY RESPONSIBILITIES:

- Minor road construction project assistance.
- Road and sidewalk maintenance and repairs.
- Sewer and water infrastructure maintenance and repairs.
- Equipment and machinery maintenance and repairs.
- Sign installation and repairs.
- Brushing of trees and shrubs along roadsides and ditches.
- Roadside debris pick up.
- Minor record keeping and filing duties as assigned.
- Other duties as assigned by Director of Public Works.

SUPERVISORY RESPONSIBILITIES:

The incumbent has no supervisory responsibilities.

Revised: January 22, 2019

JOB SPECIFICATIONS:

Must be a youth which is defined as a person between the ages of 15 to 30 years old.

Preference may be given to applicants enrolled in a Construction Engineering college/ university program or equivalent.

Must be able to work during the months and times specified (to begin in early May and continue until the end of August, Monday to Friday, 40 hours per week).

A valid and clean Ontario Class G Drivers' license is required (please submit a 3-year uncertified drivers record with application).

KEY PERFORMANCE COMPETENCIES:

Must attain a strong work ethic and be self-motivated.

Demonstrated ability to work effectively with a team and maintain constructive working relationships.

Ability to work with minimal supervision.

Demonstrated mechanical aptitude.

Demonstrated public relations and communication skills, ensuring polite and tactful relations with residents.

Must represent the Township in a positive and respectful manner at all times.

Demonstrated awareness and knowledge of proper safety procedures and ability to act in accordance with established guidelines, follow standard policies, procedures, and legislation such as *Occupational Health and Safety Act; AODA, etc.*

WORKING CONDITIONS:

Work is subject to road and traffic hazards.

Exposure to extreme summer weather conditions; heat, rain, wind, etc.

Work is subject to peak periods, shifting priorities and deadlines.

Normal stress and strain associated with physical labour in outdoor construction activities.

CONTACTS:

Internal:

- Director of Public Works and other public works/ municipal staff for the exchange of information.

External:

- General public to convey or exchange information.

I have read this Job Description and understand the job requirements of this position and the expected standards of performance.

Signature of Incumbent

Date

Signature of Director of Public Works

Date

Signature of Chief Administrative Officer

Date