

The Town of Parry Sound - Position Description

February 20, 2019

Position Title:

Summer Student - Labourer, Public Works

Reporting Relationship:

Reports to, and works under the direction and supervision of the Operations Foreman, Operations Lead-Hand, Transfer Station Attendant, and/or Cemetery Lead-Hand.

Purpose of the Position:

To provide labour for a variety of operational, construction and maintenance services to the Corporation of the Town of Parry Sound's properties, facilities, roads, boulevards, and sidewalks.

Scope of the Position:

Works within labour, employment, health and safety, accessibility and other relevant legislation; and within Town's policies and procedures established by Council and as directed.

Responsibilities:

1. Provides general labour for municipal works;
2. Carries out a variety of operational, construction and maintenance services;
3. Operates hand tools and grounds maintenance equipment as directed;
4. Completes daily circle checks and inspection reports for equipment used;
5. Ensures that occupational health and safety practices are strictly observed and adhered to and that fire prevention practices and regulations are adhered to;

6. Performs other related duties within the general parameters of this job description, as may reasonably be requested.

Working Relationship and Contacts:

With the Operations Foreman, Operations Lead-Hand, Transfer Station Attendant, and/or Cemetery Lead-Hand

- Receives day-to-day supervision, guidance and encouragement; discusses plans and priorities. Offers suggestions on operational change/continuous improvement and risk management.

Internal Contacts

- Works with departmental staff in a spirit of courtesy, co-operation and teamwork, that supports the Corporation's values.
- Works with staff from other departments in a spirit of courtesy, co-operation and teamwork, in a manner that supports the Corporation's values.

With the Public

- Exhibits courtesy, co-operation and a positive, helpful approach in response to enquiries and the investigation of complaints.

Education, Knowledge and Skill:

- Currently enrolled in high school or post-secondary education;
- Valid "G" driver's license;
- Good teamwork and cooperation skills;
- Good communication and public relation skills;
- Will be required to attend training sessions, including training relative to equipment safety and WHMIS.

Experience:

Previous experience in a Public Works maintenance or similar setting is an asset; previous experience using and maintaining hand tools is an asset.

Impact of Error:

Errors could endanger employees and the public; create hazards for the public; cause equipment breakdown; have financial and legal implications for the Corporation including legislative and/or policy non-compliance with Public Works facilities standards of maintenance; create poor public relations.

Physical Demands:

Frequent moderate physical activity is required on a regular basis.

Sensory Demands:

Frequent intermediate periods of mental/sensory concentration are required, meaning often over a period of time such as several times daily almost everyday.

Working Conditions:

Work is performed in an environment with frequent exposure to minor undesirable and disagreeable conditions, such as: heat or cold, inclement weather, and public facility conditions where the facility must be accessible to the public and other staff.

Control:

Through the Operations Foreman; general policy direction from Council; direct supervision from Operations Foreman, Operations Lead-Hand, Transfer Station Attendant, and/or Cemetery Lead-Hand.