



2023 Summer Student Opportunities

The Municipality of South Bruce is Currently recruiting for the following student positions:

RECREATION & PARKS DEPARTMENT

The Recreation Department is seeking two (2) Pool Supervisors, two (2) Head Guards, seeking eight (8) Lifeguards/Instructors, and youth Volunteers - "Leaders in Training".

These positions are for the Mildmay and Teeswater pools.

Please indicate which pool location you are applying for in your cover letter.

The Parks Department is seeking one (1) Summer Parks Landscape Labourer position. The ideal candidate must be willing to work in all weather conditions, hold a valid "G2 or G" driver's licence, and have reliable transportation. This position is 40 hours: Tues – Fri 7am - 4pm & Saturdays 6am – 2pm.

PUBLIC WORKS DEPARTMENT

The Municipality of South Bruce has one (1) opening in the Public Works Department for a Public Works Summer Labourer position. These summer student position will start in May 2023 to the end of August 2023. These positions report to the Manager of Operations and is located at 21 Gordon Street East, Teeswater, Ontario. The Public Works labourer position will work 44 hours per week: Mon – Thurs 7am - 4:30pm & Fridays 7am – 3:30pm. The ideal candidate must be willing to work in all weather conditions and hold a valid "G2 or G" driver's licence.

Please note that these are student positions and must be returning to school full-time in the Fall 2023.

For complete job descriptions, please see below.

To apply for any of the above noted positions, please submit your resume and qualifications by **Tuesday January 31, 2023** to:

Municipality of South Bruce
21 Gordon St E, P.O. Box 540, Teeswater ON N0G 2S0
Attention: Rhonda Niesen
Fax: 519-392-6266
e-mail: niesen@southbruce.ca

We thank all applicants who apply, however, only those considered for an interview will be acknowledged. The Municipality of South Bruce is an Equal Opportunity Employer. Information obtained during this recruitment process is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Assistant of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.



POSITION DESCRIPTION

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|------------------------|------------------------------|--|
| POSITION TITLE: | Summer Student | |
| DEPARTMENT: | Public Works | SALARY GROUP: Casual Wage Grid |
| SECTION: | Roads, Bridges, Landfill | Roads/Public Works Student Labourer |
| REPORTS TO: | Lead Hand, PW Superintendent | |

POSITION SUMMARY:

Under the general supervision of the Lead Hand or PW Superintendent, operates equipment and power tools all the while carrying out maintenance activities in the upkeep of the Municipal Road, Bridge and Landfill infrastructure.

MAJOR TASKS AND RESPONSIBILITIES:

The Summer Student is assigned various tasks according to priorities, plans, capabilities and experience of the operator.

RESPONSIBILITIES AND DUTIES:

1. Carries out work assignments, using a variety of vehicles and equipment, hand and power tools.
 - responsible for the safe, effective use of equipment and using the correct equipment to perform all jobs.
2. Expected to use initiative and judgement when on the road and is expected to operate without direct supervision when the task has been defined.
 - observes hazards and reports them to the Lead Hand or PW Superintendent.
3. Maintains equipment, vehicles and tools in safe, operating condition.
4. Responsible for polite, tactful relations with the public.
5. Works in accordance with the provisions of applicable Health and Safety legislation and the Municipality's policies and procedures related to Occupational Health and Safety.
6. Undertakes training in public works methods and the use of special or new equipment.

7. Operate municipal equipment as directed by the Lead Hand or PW Superintendent.
8. Works with other municipal employees to maintain equipment fleet by cleaning and performing minor servicing duties i.e., washing, waxing, vacuuming, greasing, changing filters and oils.
9. Work with other municipal employees to maintain municipal buildings in a neat and tidy condition.
10. Performs other related duties as assigned by the Lead Hand or PW Superintendent.

WORKING CONDITIONS:

Exposure to physical hazards and contrasting weather conditions including but not limited to:

- rain, fog, heat, sun exposure, machine heat, unpredictable traffic.

Hours of work: Normal – Monday to Thursday 7:00 a.m. to 4:30 p.m.
Fridays 7:00 a.m. to 3:30 p.m.
44 Hours / Week: Overtime after 44 Hours

WORKING RELATIONSHIPS:

- a) With Manager of Operations, PW Superintendent and Lead Hand: Receives direction and leadership.
- b) With Other Staff: Usual courtesy and co-operation.
- c) With the public: Courtesy and tact.

KNOWLEDGE AND SKILL:

- 1) Ability to operate a variety of equipment effectively, safely and efficiently.
- 2) Good judgement – ability to work well with others.
- 3) Must hold a valid, clean Class "G" driver's licence.
- 4) Works efficiently with municipal employees, contractors and operators.

CONTROL:

Policies established by Council - uses judgement in operations with supervision from the Lead Hand or PW Superintendent.

Prepared By: AW
Effective Date: April 2012

Approved By: SC