



POSITION DESCRIPTION

POSITION TITLE: Summer Student

DEPARTMENT: Public Works **SALARY GROUP:** Casual Wage Grid

SECTION: Roads, Parks, Landfill **Roads/Public Works**
Student Labourer

REPORTS TO: Works Foreman, Operations Supervisor

POSITION SUMMARY:

Under the general supervision of the Works Foreman or Operations Supervisor, operates equipment and power tools all the while carrying out maintenance activities in the upkeep of the Municipality's road and parks 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. Maintains municipal facilities and landscaping in healthy, attractive condition.
 - planting, watering, weeding and maintaining flower gardens
3. 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 Works Foreman or Operations Supervisor.
4. Maintains equipment, vehicles and tools in safe, operating condition.
5. Responsible for polite, tactful relations with the public.
6. 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.
7. Undertakes training in public works methods and the use of special or new equipment.

-
8. Operate municipal equipment as directed by the Works Foreman or LeadHand.
 9. 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.
 10. Work with other municipal employees to maintain municipal buildings in a neat and tidy condition.
 11. Performs other related duties as assigned by the Works Foreman or LeadHand.

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 Friday 8:30 a.m. to 4:30 p.m. - 1 hour unpaid lunch
35 Hours / Week: Overtime after 44

Hours **WORKING RELATIONSHIPS:**

- a) With Manager of Operations, Works Foreman & Leadhand: 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 Operations Supervisor or Works Foreman.

Prepared By: AW

Approved By: SC

Effective Date: April 2012