



# The Municipality of West Elgin

22413 Hoskins Line, Rodney, Ontario N0L 2C0

## Job Description

(This Description includes all duties performed by Seasonal Maintenance Staff, although any given individual may not carry out all of them)

Title: Public Works Seasonal Maintenance Staff

Reports to: Public Works Supervisor

Positions Supervised: None

### **Position Summary:**

Carries out a variety of duties in connection with roads, property maintenance, and construction including operating and maintaining equipment, installing road signs, upkeep on municipal buildings/ property and dealing with the public where necessary.

### **Principal Responsibilities**

1. Operate equipment, tools and machinery required to maintain road systems, including the following:
  - a) Operate- lawn mower, weed trimmers, garden tools while maintaining roads and ditches
  - b) Trucks- operating and hauling trailers, sand, gravel, cold patch
  - c) Backhoe, basic operation – loading mulch, gravel, sand
  - d) Tractors, mowing grass, cutting/ trimming trees
  - e) Patrol local roads for debris, collection and disposal
  - f) Flag person- direct traffic for safe equipment operation
2. Assist other operators as required, working in all weather conditions (including extreme heat and cold).
3. Install and maintain signs (e.g. Regulatory, warning, information) under supervision of Public Work Supervisor, as per uniform traffic manual of Ontario.
4. As instructed, post detours and road shutdowns during construction or maintenance, personally directing traffic where necessary and working with the other municipal departments and other agencies.
5. Where required, load and transport gravel and cold patch.
6. Dispose of dead animals found within road allowance.

7. As directed by Public Works Supervisor, responds to emergency calls, dealing with the public, OPP, utilities, etc. Referring problems to senior staff.
8. Maintain daily work sheets- recording job and equipment used.
9. Carries out routine maintenance and small projects on municipal buildings including painting and maintenance.
10. Assist with operations directed by the Public Works Supervisor
11. Carry out other duties as assigned.

### **Working conditions**

Available for work as required

Possible shift work

Exposure to the elements and hazardous conditions

Occasional exposure to unpleasant or irate patrons

Some exposure to hazardous materials

### **Minimum Qualifications:**

1. Secondary School Graduation
2. Experience in operation and maintenance of pickup, loader/backhoe and other construction equipment would be considered an asset.
3. Class G drivers licence.
4. An equivalent combination of education and experience.