

THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC

JOB DESCRIPTION – last revised 2018

POSITION TITLE – PUBLIC WORKS OPERATOR/LABOURER

PURPOSE OF THE POSITION:

Reporting to the Public Works Supervisor or Foreman, the Public Works Operator/Labourer will provide a variety of construction, maintenance and repair services to roads, culverts and adjacent public property for the safety of the public.

MAJOR RESPONSIBILITIES:

Responsible for conducting general maintenance functions for Public Works such as:

- Assisting with construction projects;
- Maintaining roads, sidewalks and bridges;
- Installing and maintaining culverts; and
- Installing, repairing and maintaining road signs and roadside safety devices
- Performing winter maintenance activities (plow, sand/salt, etc.).
- Will be required to be on-call from October 15th through April 30th.
- May be required to work at Township Waste Facilities.
- Maintain the required D-Z driver's license for this position.
- Discuss plans, priorities and work schedules with Supervisor or Foreman.
- Report any adverse road conditions immediately to their Supervisor or Foreman.
- Perform other duties as assigned.

SUPERVISION RECEIVED:

Daily supervision received from Public Works Foreman and/or Public Works Supervisor, with regard to work priorities and practices.

SKILLS AND KNOWLEDGE:

Perform work assignments using a variety of vehicles, equipment, and hand and power tools in a safe and effective manner.

Assist in maintaining vehicles, equipment and tools in safe, operating condition by:

- Following maintenance and service schedules;
- Performing repair and/or replacement work;
- Recommending repairs and/or replacement of equipment and tools to Foreman;
- Ability to operate a variety of maintenance equipment safely and efficiently; and
- Knowledge of road construction and maintenance standards and activities;

PHYSICAL EFFORT:

Possess the ability to handle the physical demands of the position.

DECISION MAKING AND JUDGEMENT:

Work is performed under the supervision and/or guidance of the Public Works Foreman or the Public Works Supervisor. Access is available to Township policies, procedures and maintenance manuals. Judgement is exercised in performing without direct supervision once daily activities and tasks have been assigned according to quality standards established by the Supervisor or Foreman, as well as notifying the Supervisor or Foreman of operational problems.

INTERPERSONAL SKILLS AND CONTACTS:

Working with departmental co-workers as well as other Township staff for the purpose of sharing information to complete work assignments, as well as polite and tactful social interactions with the public.

ENVIRONMENT AND WORK SCHEDULE:

Exposed to physical hazards and extreme inclement weather conditions.

Works overtime and unusual hours as required to handle poor weather conditions, roadway emergencies and maintenance activities.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.