

TOWNSHIP OF DORION POSITION DESCRIPTION

1. Position Title/Positional Level

- Public Works Assistant

2. Reporting Relationship

- Reports to Public Works Supervisor

3. Purpose of Position

- To primarily cover relief and assistance for the full-time Public Works Supervisor, as required. Assignments by the Public Works Supervisor include, but not limited to snow removal, grading, steaming of culverts, flagging, patching, grass cutting, landfill and cemetery duties.

4. Scope of Position

- Works within policies and procedures established by Provincial legislation and regulation, Township Council and the Public Works Supervisor.

5. Responsibilities

Responsible for:

- 5.1 Discussing plans, priorities and work schedules with the Public Works Supervisor, including the determination of the most useful equipment to perform certain jobs.

Consultation occurs frequently to promote teamwork, but with the understanding that the Public Works Supervisor is responsible for making final operational decisions.

- 5.1.1 Carry out work assignments, using a variety of heavy equipment and hand and power tools.

Responsible for the safe, effective use of equipment and for using the correct equipment to perform all jobs

- 5.1.2 Undertaking roads and public works operations including such tasks as:

- Construction projects: culvert installation; road base preparation; grading
- Maintaining roads in good condition for safe, hazard-free driving
- Bridge and culvert maintenance
- Removing hazardous and dead trees and tree limbs from roadways and areas adjacent to roads
- Repairing and installing road signs
- Repairing and installing fencing, guardrails and guideposts
- Maintaining waste areas with backhoe at landfill site

- 5.1.3 Maintaining township landscape in a healthy and attractive condition
- 5.1.4 Removal of snow and ice from roads
- 5.1.5 Responding to emergencies
- 5.1.6 Using initiative and judgement when on the job and is expected to operate without direct supervision when the task has been defined
- 5.1.7 Advises the Public Works Supervisor on operational issues and makes appropriate recommendations including recommendations to halt operations when it appears that the Public Works staff is at risk due to weather conditions, fatigue or unsafe operating/working conditions
- 5.1.8 Ensuring that equipment and tools are maintained in a safe and operation condition.
 - Follows acceptable maintenance and service schedules according to service manuals
 - Inspects equipment and tools regularly to determine necessary repairs/replacement of defective or unsafe items
- 5.1.9 Polite, tactful relations with the public, staff and Council
- 5.1.10 Adhering to municipal policies and Health and Safety Act Regulations
- 5.1.11 Undertaking training in public works methods and the use of special or new equipment
- 5.1.12 Performing other assigned duties as instructed by the Public Works Supervisor from time to time
- 5.1.13 Relieves the Public Works Supervisor during his absence

6. Working Conditions

- 6.1 To primarily cover relief and assistance for the Public Works Supervisor as required
- 6.2 Subject to call-in for emergency purposes to deal with road, bridge or weather problems; Duty schedule is subject to operational requirements.
- 6.3 Exposure to physical hazards on job sites and extreme environmental conditions, particularly during winter months
- 6.4 Risk of verbal abuse from uninformed public
- 6.5 Subject to priority deadlines;
 - i.e. opening school bus routes following winter storms

7. Working Relationships

7.1 With Public Works Supervisor

Receives direction and leadership
Discusses problems, recommends improvements
Usual courtesy and co-operation

7.2 With Municipal Council and Staff

Receives assistance and cooperation to maintain harmonious working relationship

7.3 With the Public

Provide courteous and cooperative assistance

8. Knowledge and Skills

8.1 Experienced equipment operator with the ability to operate a variety equipment effectively, safely and efficiently

8.2 Good knowledge of equipment and its capabilities and ability to identify operational problems/issues

8.3 Good judgement

8.4 General knowledge of routine work assignments gained from previous training and experience

8.5 Good physical condition

8.6 Ability to cope with stress

8.7 Ability to work with limited supervision

8.8 Ontario Class DZ Driver's Licence; or willing to obtain

9. Impact of Error

9.1 Errors in operation would result in costly delays and the creation of safety and convenience problems for the public, costly repairs to equipment, possible injury, possible liability to the township and unfavourable public relations

10. Control

10.1 Provincial legislation and regulations

10.2 Policy direction from Council

10.3 Opportunity to exercise judgement in operations within limits established by the Public Works Supervisor