



TOWN OF CARLETON PLACE JOB DESCRIPTION

DATE: February 2018
TITLE: Public Works Student Labourer
REPORTS TO: Public Works Superintendent

POSITION SUMMARY:

The Public Works Student Labourer is responsible for providing assistance to Municipal staff in completing their assigned tasks which include but not limited to public works activities and grounds keeping activities.

The Student Labourer shall interact with co-workers and members of the Public in a courteous and respectful manner.

DUTIES:

1. Perform maintenance of the road system including sidewalks and parking lots under the direction of municipal staff members;
2. Perform maintenance of the roadside and other town owned property including signage, leaf collection, tree trimming & removals, debris collection, and grass cutting;
3. Assist staff as necessary with Public Works activities;
4. Assist with required maintenance of Public Works Equipment;
5. Maintain a clean work environment including the Public Works Maintenance Facility and common spaces;
6. Abide by all safety regulations and legislation; and
7. Complete daily timesheets.

The above statements are intended to describe the general nature and level of the work being performed in this position. However, municipal work is varied in nature, employees will be required to perform duties in addition to the duties listed above from time to time as directed by the Public Works Superintendent.

SAFETY:

The Town of Carleton Place believes all accidents can be prevented. To achieve this goal, supervisors must ensure that employees make safety an integral part of every task and job. As a supervisor you must be familiar with Town's safety policy and understand your staff's:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health & Safety Act.

WORKING CONDITIONS:

Hours of Work – This position is seasonal Monday to Friday day shift; Wednesday evening and Saturday mornings (May through November). Hours are based on departmental needs.

Physical Demands – The Labourer has a physically strenuous and demanding job. The Labourer is required to lift, pull, and manage heavy equipment and objects up to 35-40kg.

Environmental Conditions - This position involves all weather conditions ranging from cold to hot & humid. The Labourer may be exposed to unpleasant sights and smells. The Labourer may at times be exposed to dangerous and/or toxic substances and must take the necessary precautions to protect eyes, nose, and skin from irritation and infection.

Sensory Demands – This position requires the frequent use of hand and power tools.

Mental Demands – The Labourer must complete tasks in a timely manner. All Public Works staff must be able to effectively interact with the public in a courteous and respectful manner. The employee must be able to exercise judgement when working without direct supervision once the task has been outlined by the Public Works Superintendent or Lead Hand; notify the Superintendent or Lead Hand of any operational problems or issues and ensure work is carried out according to quality standards established by the Town of Carleton Place.

POSITION REQUIREMENTS:

1. Must be returning to school;
2. Must attend all mandatory safety training;
3. Familiar with hand tools & power tools;
4. Knowledge of municipal public works duties;
5. Excellent interpersonal skills to effectively work with coworkers and interact with the public;
6. Consideration will be given to those who possess a valid Ontario Class “G2” drivers licence; and
7. Staff must provide their own CSA approved steel toed boots (in good condition); the employer shall provide all other personal protective equipment.

APPROVED:

Department Head

Employee

C.A.O.