



TOWN OF CARLETON PLACE - EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking individuals to fill the following summer positions:

- Public Works Household Hazardous Waste (HHW) Attendant; 2020 pay range is PB grid, \$16.15 to \$18.53 per hour; only Saturdays 7:30 AM – 12:30 AM, May - September
- Public Works Student Labourer; 2020 pay range is PA grid, \$14.57 - \$16.72 per hour; schedule is Monday – Saturday, May - September
- Facilities/Parks Labourer – Summer; 2020 pay range is PA grid, \$14.57 - \$16.72 per hour; schedule is 40 hours per week, varied shifts during May - September
- Facilities Labourer (Horticulturalist); 2020 pay range is PA grid, \$14.57 - \$16.72 per hour; schedule is 40 hours per week, varied shifts during May - September

Interested applicants are invited to apply in confidence by 10:00 AM Friday, March 27, 2020 quoting the position(s), Attention Human Resources by:

Mail: Town of Carleton Place
Attn: Human Resources
175 Bridge Street
Carleton Place, ON K7C 2V8

Email: hr@carletonplace.ca
Facsimile: 613 257 8170

We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

Please continue reading for the detailed job description!



TOWN OF CARLETON PLACE

JOB DESCRIPTION

DEPARTMENT:	Public Works
DIVISION:	Public Works Yard
JOB TITLE:	Public Works Student Labourer
EMPLOYEE GROUP:	Non-Union
PAY GRID:	PA
SUPERVISOR:	Public Works Superintendent
REVISION DATE:	March 2020

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.

DUTIES AND RESPONSIBILITIES:

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.

EDUCATIONAL REQUIREMENTS:

Minimum 16 years of age

EXPERIENCE:

Would be an asset.

SKILLS AND COMPETENCIES:

1. Must attend all mandatory safety training.

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

SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town’s Safety Policy and understand their:

- 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 Public Works Team Lead; notify the Superintendent or Public Works

Team Lead of any operational problems or issues and ensure work is carried out according to quality standards established by the Town of Carleton Place.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Supervisor, Support Staff, Members of Council.
EXTERNAL	General Public, Trades and Construction Professionals, Ministry Representatives

APPROVED:

Department Head

Employee

C.A.O.