

TOWN OF PETAWAWA

(Revised December 2007)

(Approved _____)

JOB TITLE: **LABOURER/OPERATOR (TEMPORARY)**

DEPARTMENT: **PUBLIC WORKS**

Directly Responsible to: Lead Hand

Indirectly Responsible to: Public Works Director

PURPOSE OF THE POSITION

To provide a variety of maintenance services to public roads and to provide water and sewer services for the safety and convenience of the public.

MAJOR RESPONSIBILITIES

PROGRAM/SERVICE

- responsible for conducting general maintenance functions for roads and Public Works operations, such as;
 - winter maintenance, including sanding and salting
 - perform routine maintenance and repair on Public Works equipment and vehicles
 - maintenance of roads in good condition for safe, hazard free driving
 - other duties as assigned, from time to time

HUMAN RESOURCES

- not responsible for supervising or directing the work of others

FINANCIAL RESOURCES

- not responsible for the preparation of budgets or acquisition of funds

MATERIAL RESOURCES

- carry out work assignments using a variety of vehicles and heavy equipment as well as power and hand tools
- responsible for the safe and effective use of all equipment
- maintain equipment, vehicles and tools in a safe operating condition
- follow acceptable maintenance and servicing schedules
- perform repair / replacement work
- recommend major repairs to Lead Hand/Public Works Supervisor

SKILL AND EFFORT

KNOWLEDGE

- ability to operate a variety of expensive machinery and equipment safely and efficiently
- knowledge of road maintenance activities and safety procedures

PHYSICAL SKILL AND EFFORT

- excellent physical condition with ability to handle physical demands and operate heavy machinery

DECISION MAKING AND JUDGMENT

- work is performed under the direct supervision of the Lead Hand for advice and information regarding assigned duties
- judgment is exercised in;
 - work without supervision once the task has been assigned
 - notifying a supervisor of operational problems or issues, as necessary
 - ensure that work activity is carried out according to quality standards set out
 - maintain a positive public image

INTERPERSONAL SKILLS/CONTACTS

- interpersonal skills to work with co-workers and provide information to the public

Internal

- with other co-workers for the purpose of sharing information to complete work assignments

External

- with the public to provide information while ensuring polite, tactful relations

WORKING CONDITIONS

Environment

- exposed to physical hazards and inclement weather conditions, such as snow and ice storms

Control over work schedule

- regular hours are 7:00 a.m. to 3:30 p.m. Monday to Friday
- work overtime and unusual hours, as required, to handle public works emergencies and poor weather conditions

BENEFITS

- statutory only
- vacation pay shall be computed at the rate of four per cent (4%) payable at each pay period

Note: This is a temporary position from approximately October 21 to March 31, as set yearly by the Town.