

## Municipality of West Elgin

### JOB DESCRIPTION

(This description includes all duties performed by the Operator/Labourers, although any given individual may not carry out all of them)

TITLE: Public Works Seasonal Maintenance      REPORTS TO: Public Works Supervisor

POSITIONS SUPERVISED: None      EFFECTIVE DATE: May 13, 2024

#### Position Summary:

Carries out a variety of duties in connection with municipal road maintenance and construction including operating and maintaining equipment, installing road signs, upkeep on municipal buildings/property and dealing with the public where necessary.

#### PRINCIPAL RESPONSIBILITIES

1. Operate equipment, tools and machinery required to maintain road ROW's and various other municipal locations including the following:
  - a) Trucks – operating and hauling trailer,
  - b) Tractors – mowing grass,
  - c) Small hand tools – trimming/pruning trees, weed whacking,
  - d) Collection and disposal of garbage,
  - e) Maintain equipment – for safe operation.
2. Assists other operators as required, working in all weather conditions (including extreme temperatures).
3. Assist with traffic control measures.
4. As instructed, work with the other municipal departments and other agencies.
5. Dispose of dead animals found on municipal property.
6. As directed by Supervisor, responds to calls, dealing with the public, and referring problems to senior staff.
7. Maintain daily work sheets - recording job and equipment used.
8. Carries out routine maintenance and small projects on municipal buildings including painting and maintenance.
9. Carries out other duties as assigned.

#### WORKING CONDITIONS

Available for work as required;  
Possible shift work;

Exposure to the elements and hazardous conditions;  
Occasional exposure to unpleasant or irate people;  
Some exposure to hazardous materials.

PEFERRED QUALIFICAITONS:

1. Secondary school graduation.
2. Experience in operation and maintenance of pickup, garden equipment and small garden tools.
3. Class G driver licence.
4. An equivalent combination of education and experience, as it relates to public works activities.