



Township of East Zorra-Tavistock
Job Description
Public Works Summer Student Labourer

1. Position Title:

Public Works Summer Student Labourer

2. Date Approved:

February 15, 2007

2009/11/23 – add H & S Section

2022/04/15 – add Parks Maintenance Section

3. Reports to:

Parks Lead Hand

4. Purpose:

- a. To provide assistance to the Public Works Department in the summer months.

5. Scope of Position:

- a. Works as directed by the Parks Lead Hand

6. Responsibilities:

- a. Carries out work assignments using Township vehicles, equipment, power and hand tools – responsible for the safe and effective use of equipment and for observing occupational health and safety practices.
- b. Emergency responses, assisting public works staff as instructed

c. Construction

- i. Carries out construction assignments according to Township plans and priorities - when a construction project has started, it must be followed through to completion.
- ii. Co-operates with outside contractors on construction projects.
- iii. Conducts top soiling, seeding and sodding operations following construction projects.
- iv. Act as traffic control person

d. Maintenance

- i. Assists with maintenance of Township roads adjacent to public property in good condition for safe hazard free use by the public.
- ii. Grass cutting on municipal property
- iii. Assists with paving preparation operations and also carries out asphalt patching (hot and cold) to repair roadways.
- iv. Maintains weed control - spraying and cutting
- v. Maintains dust control with proper use of calcium and water.
- vi. Responsible for tree trimming and removal - removes hazardous tree limbs and rubbish from roadsides and adjacent areas.
- vii. Assists with repairs and installs fencing, guardrails and guideposts.
- viii. Assists with repairs, and installation of road signs (stop, barricades, dead end, yield, road condition, etc.)
- ix. Maintains public property landscaping in healthy, clean condition.

e. Parks Maintenance

- i. Maintains Township parks and trails in good condition for safe hazard free use by the public
- ii. Emptying garbage containers
- iii. Assists with inspection of playground equipment to ensure safe hazard free use by the public.
- iv. Daily cleaning of public washrooms
- v. Grass cutting and flower bed maintenance in parks and municipally owned lands.

f. Other Operational and Related Tasks

- i. Expected to use initiative and judgement on the job and is expected to carry out assignments without close supervision: expected to conduct troubleshooting operations - observes hazards and reports them to the Parks Lead Hand.

g. Responsible for polite, tactful relations with the public

h. Performs other related duties as assigned

7. Working Conditions:

- a. Exposed to machine heat and unpredictable traffic. Priorities and schedules are changed to respond to emergencies.
- b. Risk of verbal abuse from the public who may regard Township Employees as fair game for their frustrations with Township policy and services.
- c. Certain sense of urgency due to public service

8. Hours of Work:

- a. Forty (40) Hours per Week
May - 7 am – 3 pm Monday – Friday until May 18 and then switch to
6:30 am – 4:30 am Monday - Thursday/off on Fridays

9. Working Relationships:

- a. With Parks Lead Hand – takes direction and assignments
- b. With other Staff – Usual courtesy and cooperation
- c. With the Public – maintains tactful relations

10. Knowledge and Skills:

- a. Valid Class G Drivers Licence
- b. Knowledge of equipment and its capability - what it can and cannot do - ability to identify operational problems.
- c. Good judgement and initiative and the ability to work well with others.
- d. Public works and equipment operation experience.
- e. Good physical condition and the ability to cope with stress.

11. Formal Education:

- a. Enrolled in and returning to a Post-secondary Education Program

12. Impact of Errors:

- a. Operational errors would result in costly delays due to equipment and project breakdown and could create safety and convenience risks – death, injury, liability and unfavourable public relations.

13. Control:

- a. General supervision.

14. Licences and Certifications

- a. Must hold a valid Class “G” Drivers Licence

15. Health & Safety

- a. Works safely and in conformity with the Township Health & Safety Policies, Procedures and Guidelines. Uses protective equipment as directed. Participates in Health & Safety training and education exercises.