



# The Corporation of the Town of Lakeshore

## Job Description

**Position:** General Labour Student - Water Distribution

**Salary:** \$14.70/hr (2018 rate)

**Work Term:** May 7, 2018 - September 3, 2018

**Reports to:** Supervisor of Water Operations

### **Purpose of Position:**

Reporting to the Supervisor of Water Operations this position is responsible for assisting in the day to day operations and maintenance of the municipality's water distribution plant.

### **Qualifications:**

- Student at least 16 years of age as of May 1, 2018 (Due to early start date this position is open only to College or University students who are returning full time to a recognized college or university program in September)
- Valid Driver's License (G2) and clean driver's abstract
- Previous experience driving a standard pickup truck
- Able to follow direction, show initiative and exercise good judgment to ensure the effective completion of tasks.
- Able to work in a team environment as well as independently
- Protective footwear required

### **Knowledge:**

- Well-developed public relations skills in order to communicate effectively with the public
- Strong organizational and time management skills

### **Physical Skill and Effort**

- Able to use equipment safely and act in a safe manner
- Must be able to perform physical demands associated with operating equipment and tools.

### **Major Responsibilities:**

- Assist the water distribution operators and perform minor maintenance and repairs as directed.
- Shop and yard maintenance and clean up.
- Minor repairs and maintenance of fire hydrants as necessary.
- Other duties or tasks as assigned by lead hand/working foreman in water distribution.

## Decision Making and Judgement:

- Work is performed under the general direction of the Supervisor of Water Operations with access to municipal policies, procedures, bylaws and regulations.

## Human Resources:

This position is not responsible to supervise any staff.

## Financial Management:

This position does not have any financial responsibilities.

## Interpersonal Skills:

Interpersonal skill to liaise with the public and fellow staff members in a friendly and co-operative manner.

### Internal:

- With Supervisor to ensure work responsibilities are met.
- With other staff to ensure provision of timely information and services.

### External

- Occasional interaction with the public, ratepayers and Ministry of Environment officials.

## Working Conditions:

### Environment

- Works outdoors
- Exposure to varying weather conditions

### Location

- Water Distribution Works Garage

### Control over Work Schedule

- Hours of work are 7:00 am - 3:30 pm Monday through Friday

## Revision Log

Date	Change	Author	Re-evaluated
Dec 7/16	New format and general description changes	HR	