

The Corporation of the Town of Lakeshore

Job Description

Position: Public Works Summer Student

Salary: \$14.47/hr (2017 rate)

Work Term: May 1, 2017 - September 3, 2017

Reports to: Manager of Public Works

Purpose of Position:

Reporting to the Manager of Public Works this position is responsible for working in a team environment performing a variety of construction, maintenance, repair work and general labour duties for the Public Works Division.

Qualifications:

- Student at least 16 years of age as of May 1, 2017 (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)
- Resident of Lakeshore
- Valid Driver's License (G2) and clean driver's abstract
- Previous experience driving a 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
- Knowledge of grounds maintenance
- Mechanical aptitude and experience in lawn maintenance and operation of lawn equipment

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:

- Weed control at various municipal facilities.
- Weed control along municipal right of way.

- Shop maintenance and clean up.
- Assist the public works staff in a variety of maintenance and related duties.
- Other duties or tasks as assigned.

Decision Making and Judgement:

- Work is performed under the general direction of the Supervisor of Public Works and/or Lead Hands 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 property owners or the public.

Working Conditions:

Environment

- Works outdoors
- Exposure to varying weather conditions

Location

- Lakeshore West Public Works Garage - 1089 Puce Road
- Lakeshore East Public Works Garage - 2065 County Road 31

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	