

POSITION TITLE: Casual Public Works Labourer

REPORTS TO: Director of Municipal Operations and Development

SUBORDINATE POSITIONS:
None

POSITION SUMMARY:

Responsibilities and Duties:

- Cleaning and Maintenance
- Weekly gas dips and readings
- Check around town for debris, such as bottles, glass, broken signs, leaks, smell etc.
- Empty, repair, install and paint garbage cans
- Straighten, paint, repair and replace signs within town limits
- Paint, winterize, and shovel out fire hydrants
- Sweep and maintain streets, paint crosswalks and parking spaces
- Look after man holes, pot holes, etc.
- Wash vehicles and equipment, clean shop and office, paint and repair equipment, keep shop and equipment in safe working order etc.
- Fix driveways, maintain lawns, rake leaves and clean catch basins
- Assist in repairing and installing water lines and sewer lines, unclog sewers, rod and maintain sewers

The Chlorination Plant

- Clean floors and walls, paint inside & outside, deal with chlorine odours, drain storage tank, etc.

April 19, 2024

The Sewer Treatment Plant

- Checked on a regular basis
- Assist with putting boat in sewer lagoon to repair & clean air lines
- Keep building clean & safe
- Check sewer lift stations to ensure pumps are working correctly
- Assist with pulling pumps out of station for repairs and adjustments

The Water Shed

- Town's water shed must be checked to ensure the system is working properly. This entails keeping neat and tidy, trimming bushes, discouraging beavers etc.
- Assist in flushing water mains

CRITICAL ACCOUNTABILITIES

Critical accountability	Standard(s) required
1. Water and sewer maintenance	<ul style="list-style-type: none"> — problems with the system(s) are actively identified, reported, and acted upon promptly and in priority — maintenance is carried out effectively and efficiently — appropriate suggestions are made on alternatives
2. Street and lawn maintenance	<ul style="list-style-type: none"> — litter on Town streets or property is not tolerated — the regular maintenance schedule is adhered to — grass on Town owned property is always kept mowed and trimmed
3. Vehicle maintenance	<ul style="list-style-type: none"> — a preventive maintenance plan is in place and adhered to for all Town vehicles and major equipment — problems with vehicles and equipment are actively identified, reported, and acted upon promptly and in priority — appropriate suggestions are made on alternatives
4. Public relations	<ul style="list-style-type: none"> — all enquiries are promptly and completely addressed — all needed referrals are made — contact the public is always courteous and tactful no matter who the individual is
5. Street line painting	<ul style="list-style-type: none"> — lines are refreshed at the first opportunity each spring — lines are straight and neat
6. Spring and fall clean-up	<ul style="list-style-type: none"> — clean-up takes place in accordance with standards and schedule set