



THE CORPORATION OF THE TOWNSHIP OF NORWICH

Employment Opportunity

TEMPORARY Full-Time Contract (Approximately April to August)

Public Works Labourer Unionized Position

Reporting to the Roads and Construction Manager, the incumbent will be responsible for assisting with the department's operational needs. Including but not limited to performing manual duties to complete maintenance and repairs in various locations and weather conditions; perform road and right of way maintenance activities contingent upon the township's Minimum Maintenance Standards. This position reports to the Roads and Construction Manager. This is a unionized position, between Canadian Union of Public Employees (CUPE) Collective Agreement and the Township of Norwich. The successful candidate must be able to work days, including possible evenings, weekends, and holidays if necessary. The rate of pay is \$18.27/per hour, as outlined under Schedule "A" "Job Titles and Hourly Wage Rates" of the CUPE Local 1589 Collective Agreement. A Criminal Background Check and/or a Driver's Abstract will be required if offered this position.

QUALIFICATIONS must include the following:

- Must have successfully completed O.S.S.D (Grade 12) or equivalent.
- Must possess and maintain for a minimum of six (6) months a valid class "G2" Ontario Driver's Licence.
- Basic understanding of road maintenance.
- Excellent communication (both oral and written) and interpersonal skills.
- Ability to work independently or as a team member.
- Capability to follow procedures, instructions and take directions.
- Ability to accurately complete various logs, inspection forms and other information using software programs.
- Knowledge and understanding of the Occupational Health & Safety Act
- One (1) year previous related experience is an asset.

A detailed job description can be found at www.norwich.ca under "Employment."

All qualified applicants are encouraged to apply by submitting a resume and a letter detailing how they meet these qualifications **by 4:00 p.m., Thursday, April 4th, 2024**, to:

Mary Winegarden, Human Resources Coordinator
Phone #519/667-2000 Ext. 7616
E-mail address: mwinegarden@norwich.ca

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The Township of Norwich is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility of Ontarians with Disabilities (AODA) upon advance notice of specific accommodation required.



JOB DESCRIPTION

Public Works Labourer

PURPOSE:

The Public Works Labourer is responsible for assisting with the department's operational needs. Including but not limited to performing manual duties to complete maintenance and repairs in various locations and weather conditions; perform road and right of way maintenance activities contingent upon the township's Minimum Maintenance Standards. This position reports to the Roads and Construction Manager. This is a unionized position, between Canadian Union of Public Employees (CUPE) Collective Agreement and the Township of Norwich. The successful candidate must be able to work days, including possible evenings, weekends, and holidays if necessary. The rate of pay is \$18.27/per hour, as outlined in the Collective Agreement. A Criminal Background Check and/or a Driver's Abstract will be required if offered employment.

SKILL AND EFFORT:

- Must have successfully completed O.S.S.D (Grade 12) or equivalent.
- Must possess and maintain for a minimum of six (6) months a valid class "G2" Ontario Driver's Licence.
- Basic understanding of road maintenance.
- Excellent communication (both oral and written) and interpersonal skills.
- Ability to work independently or as a team member.
- Capability to follow procedures, instructions and take directions.
- Ability to accurately complete various logs, inspection forms and other information using software programs.
- Knowledge and understanding of the Occupational Health & Safety Act
- One (1) year previous related experience is an asset.



RESPONSIBILITIES:

- Assists with roadside maintenance such as mowing grass, trimming/removal of brush and trees, ditching, cleaning of storm sewers, catch basins, culverts, filling of washouts, repairing, adjusting, and installing signs, cleaning curbs and gutters, picking up litter and debris.
- Operates various equipment and vehicles.
- Performs road surface maintenance including hand asphalt patching, hauling and spreading granular materials.
- Assists with maintenance such as removing debris, culvert removal, associated ditching and installing new or repaired culverts.
- Performs line striping on roads and highways using hand spray equipment at crosswalks and school crossing.
- As directed, checks, adjusts, installs and removes safety devices, signs, delineators and guide rails.
- Assists with the setup of safe lane closures and detour routes by placing detour signs and by flagging traffic as directed.
- Cleans bridges and paints railings using high pressure spray wash and hand/power cleaning tools and painting equipment.
- Performs maintenance services such as minor repairs and custodial services to Township Public Works buildings.
- Assists in necessary repairs to Township fences.
- Required to perform physical work such as lifting, pushing, pulling, and carrying.
- Completes reports, inspection sheet/reports, documents required by the Township and for compliance with the Ontario Minimum Maintenance Standards, the Occupational Health and Safety Act and other forms of legislation where necessary.
- Requires good working knowledge of road safety practices and required to be a competent worker as defined by the Occupational Health and Safety Act.



- Discusses plans and priorities with Manager – recommends techniques for dealing with maintenance and repair problems.
- Performs all other duties as assigned.

WORKING CONDITIONS:

The following conditions below include but are not limited to:

Physical Demands

- This position will include days, and possible evenings, weekends, holidays, and call-ins, only if necessary.
- This position will require heavy physical exertion, including but not limited to pushing/pulling, lifting, etc.
- Ability to lift, use manual and powered pneumatic, hydraulic, gas and electric powered tools and equipment.

Environmental Conditions

- This position involves all weather conditions including but not limited to hot and humid.
- The employee may be exposed to unpleasant sights and smells.

Mental Demands

- This position must be able to complete tasks in a timely manner.
- All Public Works staff must be able to effectively interact with the public and their co-workers in a courteous and respectful manner.
- The employee must be able to exercise judgment when working without direct supervision once the task has been outlined.
- Notify the Roads and Construction Manager or Lead Hand of any operational problems or issues, and ensure work is carried out to quality standards established by the Township of Norwich.