



JOB DESCRIPTION

Public Works Labourer - seasonal

PURPOSE:

The Seasonal Labourer in Public Works (PW) is essential for the safe and efficient operation of all roads as well as right-of-way maintenance activities, contingent upon Minimum Maintenance Standards for the Township of Norwich.

Reporting to the Manager of Public Works, the Seasonal Labourer will assist in the maintenance of Township roads and infrastructure, operate various equipment, assist with roadside maintenance, maintain acceptable standards for cleanliness, and other duties as required. This position has a variable schedule, consisting of both daytime and evening hours, and will include some weekends. Statutory holidays may also be required.

The current hourly wage is \$18.40 and is based on a 40-hour workweek. OMERS pension is offered for this position. A Criminal Background Check and/or a Driver's Abstract will be required if offered employment.

SKILL AND EFFORT:

Education and Qualifications

- Completion of Grade 12 education or equivalent.
- A valid class 'G' Ontario Driver's License.
- Current certificate in Standard First Aid and CPR is preferred.
- Working knowledge of the Occupational Health & Safety Act is required.
- Experience safely operating various pieces of equipment and hand tools is preferred.
- Ability to meet all physical demands of the job and to work outdoors in all types of weather.
- Ability to follow procedures, instructions, and take directions.



- Experience including but not limited to the maintenance of all road equipment such as changing oil, lubricating, minor repairs, replacing shoes and blades, etc. is an asset.
- Must be legally eligible to work in Canada.

RESPONSIBILITIES:

- Operate equipment, a pickup truck, and other power and hand tools.
- Perform roadside maintenance such as mowing grass, weed spraying, trimming/removal of brush and trees, ditching, cleaning of storm sewers, catch basins, culverts, hand patching in addition to paving operations, filling of washouts, repairing, adjusting and installing signs, cleaning curbs and gutters, picking up litter and debris.
- Complete 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.
- Perform road surface maintenance such as machine and hand asphalt patching, hauling and spreading granular materials.
- Inspect culverts and perform maintenance such as removing debris, culvert removal, associated ditching, and install new or repaired culverts.
- Perform line striping on roads and highways using hand spray equipment at crosswalks and school crossings.
- As directed, check, adjust, install and remove safety devices, signs, delineators and guide rails.
- Perform maintenance of all road equipment such as changing oil, lubricating, minor repairs, replacing shoes and blades, cleaning, scraping, sandblasting and painting.
- Set up safe lane closures and detour routes by placing detour signs and by flagging traffic as directed.



- Clean bridges and paint railings using high pressure spray wash and hand/power cleaning tools and painting equipment.
- Perform maintenance services such as minor repairs and custodial services to Township Public Works buildings.
- Make necessary repairs to Township fences.
- Perform physical work such as lifting, pushing, pulling, and carrying.
- Good working knowledge of road safety practices and required to be a competent worker as defined by the Occupational Health and Safety Act.
- Perform any other duties as assigned.

WORKING CONDITIONS:

The following conditions below include but are not limited to:

Physical Demands

- This position will be day/shift work; including evenings and weekends, and/or possible call-ins.
- The employee is regularly required to stand; sit; walk on a wide range of surfaces; use hands to finger, handle, or feel, reach with arms; climb or balance; stoop, kneel crouch, or crawl and talk or hear.
- Ability to lift, use manual and powered pneumatic, hydraulic, gas and electric powered tools and equipment.

Environmental Conditions

- This position involves all weather conditions ranging from very cold 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 Lead Hand, or Manager(s) of Public Works, of any operational problems or issues, and ensure work is carried out to quality standards established by the Township of Norwich.