Township of Southgate

Job Description

Date of Last Update:	-
March 2024	Summer Student - Public Works

Position Identification

Job Title:	Supervisor's Job Title:
Summer Student – Public Works	Lead Hand
Standard hours of work per week: 40 hours per week	Eligibility to Group Insurance: No
·	Eligibility to OMERS: Yes (NFT)
Location of Position:	Department/Division:
Hopeville/Holstein/ Dundalk Works Depots	TAPS (Transportation and Public Safety)
Employment Status:	Pay Band:
Seasonal, hourly	Student Pay Grid

Position Description

Under the daily supervision of the Lead Hand and from time to time the supervision of the Public Works Foreman/Fleet Manager, the Public Works Summer Student carries out a variety of works operations necessary for assisting maintaining roads, water systems, other infrastructure and municipal property in a condition safe for public use and the environment.

Perform other duties as assigned by Supervisors.

Key Responsibilities	Tasks
Maintenance	 Loose top maintenance. Roadside maintenance (cold mix/hot mix repairs, patching, sweeping, shoulder re-gravelling and, washout repairs, grass trimming, etc.) Tree removal and planting. Maintain culverts, ditches and storm drains. Bridge maintenance (painting sweeping and washing).
Other	Assist With - Maintain sidewalks & parking areas. - Operates, tractors/mowers, street sweeper, grinder, wood chipper, and wheel loader. - Re-building roads. Replacing culverts. Repaving and surface treatment. - Sign installation and, maintenance, guidepost repair, etc. - Repair of small equipment, painting and some building repairs. - Maintain inventory of supplies and equipment. - Performs all other duties as assigned by Supervisor. - Represents the Municipality when performing day-to-day duties (i.e. contact with public). - Work in an environment where safety and attention to detail is critical in the safety of all employees - Access to personal communication devices shall be limited to breaks or emergency calls only.

Other Key Skills

Good organizational skills

Good interpersonal and public relation skills.

Mechanically inclined.

Interest in Construction & Maintenance to Municipal Road Network.

As this employee will be working outdoors and in view of the public and may have to deal with ratepayers, they will be expected to portray a respectable appearance and pleasant attitude at all times.

Hold a valid driver's G2 (or higher) license.

Equipment & Technology Utilized

- Operating, tractors/mowers, street sweeper, grinder, wood chipper, loader.
- Work with chemicals and construction materials.
- Must wear safety equipment on the job at all times such as (safety boots in good condition provided by employee, hard hat, hearing protection, safety glasses, safety orange, etc. Provided by Township.)

Education/Training/Experience

Technical studies or knowledge in mechanical, manufacturing, or engineering programs would be an asset.

Chainsaw, Book7 (Traffic Control), First Aid and WHIMIS Training would be an asset.

Computer training and knowledge of Microsoft Office applications would be an asset.

Internet use and social media communications would be an asset.

Note: Must be enrolled in a secondary or post-secondary educational program and returning to school following summer employment.

Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Job Position:		Date Completed:
_	Signature	· · ·
Supervisor:		Date Completed:
· _	Signature	<u> </u>
CAO:		Date Completed:
	Signature	