



MUNICIPALITY OF SOUTH DUNDAS

34 Ottawa Street, P.O. Box 740
Morrisburg ON K0C 1X0
613.543.2673 | southdundas.com

Job Description

Job Title: Operator/Labourer (Seasonal –Until November 30)	Last Revision Date: June 2021
Reports to: Director of Transportation	Approved by: Council
Wage Level: \$23.84/hr 40 hours a week	Effective Date: May 2022

Job Summary: The Transportation Department Operator/Labourer is responsible for the repair, construction and maintenance of Municipal roads, rights-of-way, equipment, property and other assets in accordance with Municipals standards and policies.

Duties & Responsibilities:

- Responsible for conducting general maintenance functions for roads and public works operations, including but not limited to:
 - Construction projects and paving preparation
 - Maintaining roads in good condition for safe, hazard-free driving
 - Building retaining wall, maintaining fences and bridges
 - Gravel road maintenance
 - Repairing and installing street signs, etc.
- Maintain landscaping in healthy, attractive condition.
- Will be required to respond to emergency situations as they arise.
- Discusses plans, priorities and work scheduled with the Lead Hand and/or Supervisor.
- Perform all other duties as assigned.
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant, in-house training regarding occupational health and safety.
- Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

Skills & Knowledge:

- Good interpersonal skills
- The ability to work independently
- Ability to operate a variety of maintenance equipment safely and efficiently
- Knowledge of road construction and maintenance activities
- Knowledge of road maintenance and construction standards, by-laws and other applicable legislation

Work Environment:

This position will be Monday to Friday 7:00 am – 3:30 pm. Must be physically fit to perform the essential duties of the job.

Education & Experience:

- Secondary School Diploma
- DZ License

This job description is intended to summarize the responsibilities of the job and is not a comprehensive list of all duties to be performed.

Application Deadline:

Qualified candidates should forward their application, including proof of certifications, marked "Operator/Labourer" by **12:00 pm May 27, 2022** to:

Municipality of South Dundas
Attention: HR
34 Ottawa Street
P.O. Box 740
Morrisburg ON K0C 1X0

or by Email: hr@southdundas.com

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

Must have proof of double vaccination against the Covid-19 virus as per the Municipality's Vaccination Policy 3-29.