



MUNICIPALITY OF SOUTH DUNDAS

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PUBLIC WORKS AID

Job Title: Public Works Aid	Department: Parks and Recreation
Reports to: Director of Transportation	Approved by: Council
Wage Level: \$15.60/ Hr	Status: 40 hours per week

Position Profile:

Reporting to the Director of Transportation the Public Works Aid will assist with daily activities to ensure the continued and smooth operation of Municipal roads and sidewalks.

Key Duties/Responsibilities/Activities:

- Assist in the maintenance and repair of Municipal roadways, sidewalks and road allowances
 - Weed trimming within road allowance
 - Litter and debris pick up within the road allowance
 - Repair and replacement of damaged road signs
 - Pot hole patching
- Assist in the maintenance and repair of Municipal vehicles, machinery, buildings and equipment
- Involved in roadway and sidewalk construction projects, as well as environmental projects (sewage, water, storm sewers, drainage and waste management)
- Working in a Municipal setting:
 - Working as a team
 - Must be able to work independently and be a self motivator when required
 - Learn how to prioritize work
- Learn public relation and communication skills
- Learn basic technical skills required to perform the tasks, as well as working safely

Working Conditions:

- Considerable periods of standing and/or walking.
- May be subject to inclement weather and/or weather extremes during the discharge of responsibilities.

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

Education/Experience/Aptitudes:

- Currently enrolled in full-time studies; and returning to full-time studies in the following school term.
- Must possess and maintain a valid Class "G2" driver's license.
- Must be able to perform job related duties which include lifting, carrying, pushing, and pulling heavy objects- up to 20 kgs.
- Able to perform constant standing, walking, bending, and crawling.
- Must demonstrate the ability to work without supervision.
- Must be observant and attentive to detail.
- Must be able to understand and adhere to the Occupational Health and Safety Act and Municipal Health and Safety policies and procedures.
- Must be highly motivated to work both independently and within a team environment.
- Must be courteous and tactful in dealing with staff and the public.

Note: *This job description is meant to describe the general nature and level of the work being performed; it is not intended to be construed as an exhaustive list of the responsibilities, duties and skills required for the position.*

Application Deadline:

The Municipality of South Dundas is an equal opportunity employer and encourages applications from all qualified individuals. During the recruiting process, accommodation for applicants with disabilities is available upon request.

Applications will be accepted until May 16, 2022, at 4:00 pm. Please send resume to hr@southdundas.com. We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act*, RSO 2001, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.