



## JOB DESCRIPTION

<b>Job Title:</b> Transportation Student	<b>Department:</b> Transportation
<b>Reports to:</b> Director of Transportation	<b>Approved by:</b> Council
<b>Wage Level:</b> \$15.50/ Hr	<b>Status:</b> 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.

**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.

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