

May 5, 2005

**Town of South Bruce Peninsula  
Public Works Department  
Job Descriptions**

**Title:** Public Works "General" Employee  
**Department:** Public Works  
**Location:** Roads and works garages, arena, parks and facilities throughout the Town of South Bruce Peninsula  
**Reports to:** Operation Supervisor / Facilities Co-ordinator

**Summary:** Operates heavy equipment and provides manual labour to maintain roadways, sidewalks, sanitary sewers, storm sewers, water mains and other Town owned structures or facilities and completes activities related to facility and ice maintenance, monitors compressors and performs building repairs, and park maintenance.

**Qualifications:** Must possess a valid Ontario D/Z license  
Experience driving plow truck is an asset

**Hours of Work:** As per Collective Agreement article 19.01 for Arena/Parks Employees with change to hours of work to state "80 hours bi-weekly" instead of "40 hours weekly" as this better reflects current arena / parks schedules.  
Seasonal {6 months}  
Seasonal {12 months}

**Collective Agreement:** Articles that do not apply to this position: 19.09  
All Articles apply other than the above and 19.10 amendment

**Tasks:**

**Roads Maintenance**

1. Sweeps, plows, sands and salts roads and sidewalk surfaces.
2. Cold patches potholes, spray patching, repairs settlements, hot mix.
3. Repairs and replaces road signage and other traffic control devices.
4. Excavate and/or backfill road bases.
5. Operates snow blowers and street sweepers to maintain roads.
6. Sets up construction work zones for traffic control and controls traffic.
7. Inspects and repairs guardrails.
8. Hand digging for the purposes of small excavation or working near utilities.

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**Equipment Operation**

9. Drives a truck to plow snow, remove snow and sand and salt road surfaces.
10. Drives trucks to haul a variety of materials such as gravel, sand and rocks.
11. Drives a truck to pick up garbage.
12. Operates a backhoe to build trenches, excavate for water mains and sewers, repair drainage tiles and fire hydrants and loads trucks.
13. Operates compactors to pack materials such as garbage and road building materials
14. Operates front end loaders to load dump trucks; dump garbage, construct roads and remove snow.
15. Cleans sanitary sewers with high pressure water and cleans sand from storm sewers and sanitary sewers with a high volume vacuum.
16. Operates a chipper to remove trees and brush.
17. Operates chain saws to cut down trees and clear brush and stumps.
18. Uses a variety of tools such as electrical tools, compressed air tools, gas powered tools, manual tools, and hydraulic tools to effect repairs in a variety of public areas.
19. Operates street sweeper / flusher / catch basin cleaner.

**Public Area Maintenance**

20. Cuts trees and blocks tree stumps.
21. Installs and removes docks.
22. Installs and removes Christmas decorations.
23. Cuts and trims grass.
24. Picks up litter and garbage.
25. Preventative maintenance on bridges and culverts, clears blockages.
26. Paints a variety of surfaces.
27. Cleans up spills of a variety of materials, including hazardous materials. Would have proper safety equipment and/or training prior to working around hazardous materials.
28. Clears snow from sidewalks.
29. Cleans catch basins.
30. Repairs sod damage in the spring
31. Exposes and marks fire hydrants during the winter months to ensure easy access.
32. Assists other departments such as Parks and Recreation with a variety of tasks such as moving picnic tables, setting up or taking down equipment for special events, etc.

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**Cemeteries**

33. Inspects graves for safety and takes corrective actions which may include the lifting of sod and building up of top soil
34. Locates, marks and digs burial plots
35. Hand digs foundation and cremation holes.
36. Installs foundations.
37. Moves soil from burial locations to holding areas.
38. Operates a backhoe to dig graves.
39. Seeds, sods, and landscapes grounds (areas outside cemetery also)

**Water and Sewer Repair**

40. Hand digging trenches where required.
41. Installs, repairs, and maintains storm and sanitary sewers.
42. Assists with repairs and maintenance of water mains and fire hydrants.

**Facility Maintenance**

43. Cleans and scrubs arena dressing rooms and galleries.
44. Cleans arena glass.
45. Cleans washroom fixtures, floors and walls.
46. Locks and unlocks facilities.
47. Logs compressor readings at two hour intervals.
48. Sweeps and mops dressing rooms, players benches, penalty boxes and along boards and the gallery area.
49. Tours facilities to ensure are vacant and to lock up.
50. Cleans and stocks washrooms with supplies such as toilet paper.
51. Ball diamond maintenance.
52. Campground maintenance such as garbage pick up and dock repairs.

**Ice Maintenance**

53. Follows a schedule and drives ice surfacing equipment to maintain and flood ice surfaces to a specified thickness.
54. Installs and removes ice.
55. Performs a variety of carpentry minor repairs.
56. Performs a variety of minor electrical repairs such as replacing light ballasts, light tubes, breakers, fuses and receptacles.
57. Sands and paints surfaces such as concrete walls and floors.
58. Performs a variety of minor plumbing repairs.
59. Replaces belts and other parts on condensers, fans and pumps.

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**Customer Service**

- 60. Sets up and takes down tables, chairs and other equipment for functions.
- 61. Responds to public enquiries, giving out information, resolving issues and turning negative situations into positive ones.
- 62. Ensure the safety of members of the public around work areas.
- 63. Responds to emergency call outs and operates equipment to ensure public places are repaired and maintained in a safe and useable manner.

**Other**

- 64. Complies with Town of South Bruce Peninsula policies and procedures.
- 65. Performs other tasks as assigned by management.