

TOWN OF PORT MCNEILL

JOB DESCRIPTION



DEPARTMENT:
PUBLIC WORKS

POSITION TITLE(S):
Public Works Summer Employee

REPORTS TO:
Public Works Manager

Position Summary:

Under the direction of his/her immediate supervisor, the position is responsible for a variety of manual tasks and duties. These tasks and duties are usually physical in nature and require the use of tools and equipment. Tasks and duties of the Summer Employee are normally carried out under the direction of a more senior employee or a supervisor.

Duties and Responsibilities:

1. Equipment Operation:

- Weed eater
- Push/self propelled lawn mower
- Pick-up trucks
- One ton dump truck
- Other similar equipment
- Pressure washer
- Leaf blower

2. Manual Routine Tasks:

- Clearing brush from roadways and ditches
- Weeding and grass cutting
- Parks and recreation work
- Garbage and litter pickup
- Sweeping and cleaning
- Cleaning and maintenance of facilities/ buildings
- Unloading and moving of supplies
- Clearing/cleaning of culverts, ditches and catch basins
- Painting of roads, signs, and structures
- Hand excavation and backfilling
- Places barricade and warning devices for traffic control
- Other related duties as may be assigned

Applications are due by March 31, 2023

Please submit them to: reception@portmcneill.ca or drop off at the Town Office at 1775 Furney Place

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Required Knowledge, Abilities, and Skills:

- Must be physically capable of carrying out assigned duties in all weather conditions
- Must be able to communicate effectively in both oral and written form, in English, with other employees, supervisors and the general public
- Must be able to work safely in accordance with WorkSafe BC Regulations and Municipal Policy
- Must be able to exercise courtesy and tact when dealing with other employees and the public
- Must be able to operate VHF radio in accordance with the radio communications act and regulations

Education and Experience:

1. Hold a valid BC Driver's Licence
 - a. Ability to operate manual transmission vehicles is an asset
2. Work experience in a local government environment would be an asset
3. WHMIS and first aid certification would be an asset

Training:

The Town of Port McNeill can train student employees in the following areas:

- WHMIS
- Safe Work Practices
- Use of supplied Safety Equipment
- Compliance with WorkSafe BC Standards
- Contact with the public

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