

TOWNSHIP OF NORTH HURON

POSITION PROFILE



Position Title Public Works & Facilities Summer Student

Report to Title: Public Works & Facilities Lead Hand

Revised: February 2025

Pay Range:	\$17.20 per hour
Position Status:	Seasonal employee
Pay Method:	Hourly (bi-weekly)
Normal Work Week:	40 hours
Overtime paid	Eligible after 40 hours per week
Location:	Wingham Public Works Yard

A – POSITION DESCRIPTION

1. **Scope of Position**

The Public Works & Facilities Summer Student is responsible for performing a variety of related tasks and initiatives throughout the Township of North Huron in a safe and efficient manner. The Public Works & Facilities Summer Student may also be responsible for supporting a safe and orderly landfill site, as required to cover from time to time, and provide general services at the Township Landfill Site in accordance with departmental policies and procedures.

Under the direction of the Public Works & Facilities Lead Hands, the Public Works & Facilities Summer Student will perform various tasks relating to the maintenance and upkeep of municipal infrastructure including but not limited to Township cemeteries, green spaces, parks, gardens, flowers, trails, and facilities. The majority of work will be performed outdoors and will include grass cutting, restoration and upkeep of walking trails, flower beds and green spaces, as well as general maintenance of municipal facilities.

2. **Key Responsibilities**

- (a) Maintain walking trails throughout the Township.
- (b) Trim, cut, tidy and mulch gardens, parks and greenspaces throughout the Township.
- (c) Assist with Municipal infrastructure upkeep and maintenance both inside and outside the buildings.
- (d) Water all town flowers and hanging baskets/planters on a daily basis.
- (e) Perform and assist with Township maintenance along municipal road allowances and properties including but not limited to – roads, parks and cemetery grass cutting, debris/litter collection, painting, and general maintenance.
- (f) Assist with the installation of signs as required.

- (g) Assist with guiderail and guide post repairs as required.
- (h) Work co-operatively with all team members and Township staff in other departments to ensure necessary workflow and coverage.
- (i) Perform the safe and efficient operation of equipment, motor vehicles, power tools and hand tools as appropriate for the task at hand. All training will be provided.
- (j) To maintain all vehicles and equipment according to the schedule developed by the Public Works Lead Hands and Recreation Lead Hand.
- (k) To assist staff with tree cutting, removal, trimming, and brushing as required, on Municipal property or in roadside ditches.
- (l) To maintain a daily log of activities as directed by the Public Works and Facilities Lead Hands.
- (m) To work in a safe and sensible manner in accordance with Township health and safety policies and procedures.
- (n) To promptly inform the Public Works and Facilities Lead Hands of any inquiries or feedback from the public or others. The response is the responsibility of a Lead Hand or Director. All staff are required to deal with the public professionally and tactfully at all times.
- (o) Remain current on and adhere to corporate and departmental policies and procedures.
- (p) To perform other duties as may be assigned by the Public Works and Facilities Lead Hands and/or the Director of Public Works and Facilities.

3. Key Relationships

Internal

Public Works and Facilities Lead Hands: daily interaction re operations of the Township of North Huron public works and facilities.

Roads Operator crew: daily interaction re assignments for the Township of North Huron public works and facilities.

Public Works and Facilities Administration: daily interaction re assignments for the Township of North Huron public works and facilities.

External

Public: daily contact

Township Contractors and other professionals: as appropriate

4. Decision Making Authority

Works under the direct supervision of the Public Works and Facilities Lead Hands. The Public Works & Facilities Summer Student is encouraged to make recommendations to their direct Supervisor for improving the efficiency and effectiveness of their duties.

5. Problem Solving Responsibility

Most of the duties performed by the Public Works & Facilities Summer Student are in accordance with established policies and procedures under the supervision of the Public Works and Facilities Lead Hands. Normally, the problems to be solved are predictable and require no research beyond established policies and procedures.

B – POSITION SPECIFICATIONS

The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously.

1. Formal Education and Training

Minimum required:

High school Education or Post-Secondary Education

3. Other Key Skills

- Good interpersonal skills.
 - Good communication skills.
 - Ability to operate a pick-up truck, tractor, riding mower, trimmer, push mower, power tools and hand tools.
 - Adequate knowledge of equipment and vehicle maintenance techniques.
 - Adequate knowledge of the local public works by-laws, standards and levels of service.
 - Adequate knowledge of the MTO standards, specifications and regulations
 - Adequate knowledge of Ontario Health & Safety Act.
 - Ability to handle physical demands of operating tools and equipment. Ability to lift up to 25kg (55 pounds).
 - Valid class G2 or G driver's license
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C – POSITION CHARACTERISTICS

1. Impact & Accountabilities

The Public Works and Facilities Summer Student is responsible for the safe, efficient and effective operation of expensive Township equipment.

This position is responsible to assist with the maintenance of Township vehicles and equipment.

This position has no budget responsibility.

A person performing this position competently and proactively can eliminate Public Works hazards before they become serious and help promote a professional image of the Public Works department.

2. Supervisory Responsibility

None.

D – WORKING CONDITIONS

1. Physical Effort and Environment

At certain times, often due to inclement weather, the Public Works and Facilities Summer Student may have to work in excess of their normal workweek in order to respond to public works emergencies and tight deadlines.

The work is physically demanding and tiring.

The physical working environment can be demanding while outside performing public works and facilities activities in inclement weather (blizzards, fog, ice, rain etc.). Exposed to hazardous conditions such as in trenches, traffic, and equipment. Exposed to fumes, odors, noise, toxic gases etc. There is a risk of injury.

2. Mental Effort

The work is repetitive. The public and weather may cause some mental strain.
