



Employment Opportunity

Public Works Seasonal Labourer (Day Shift)

The Township of North Dundas is currently seeking three (3) candidates to fill the positions listed above from December 16, 2022 to March 31, 2023 with a minimum (40) forty hours per week. Applicants must possess a clean driver's abstract to drive a sidewalk snow machine and/or grader. Wage rate \$21.70 to \$23.20 per hour depending on experience.

To apply to become part of our team, please submit your resume and cover letter by 11:00am on Friday, September 30, 2022 to:

Township of North Dundas
636 St. Lawrence St., P.O. Box 489
Winchester, ON, K0C 2K0
Fax: 613-774-5699
Email: careers@northdundas.com

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. A full job description follows below.

If you require this document or any other documents in an alternative format, please contact our office at (613) 774-2105. Should you require any special accommodations in order to apply or interview for the position with the Township of North Dundas, we will endeavour to make such accommodations. All applications will be held in strict confidence. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.

**TOWNSHIP OF
NORTH DUNDAS**
JOB DESCRIPTION

JOB TITLE: Seasonal Labourer	LAST REVISION DATE: September 2022
REPORTS TO: Patrol Foreman and Lead Hand	APPROVED BY:
WAGE GRID LEVEL: Grade 1	EFFECTIVE DATE:

Position Summary:

Responsible, under the direction of the Public Works Lead Hand and Patrol Foreman, for the daily operation of the Township's Equipment for snow removal, road and sidewalk repair and resurfacing etc., as well as other duties assigned by Lead Hand or Patrol Foreman.

Position Qualifications:

- Minimum Secondary School Diploma or equivalent combination of experience and education determined by the employer
- Ability to drive standard transmission
- Strong interpersonal skills combined with solid communications
- Knowledge of Occupational Health and Safety Act
- Physically fit to perform the essential duties of the job
- Acceptable driving records for insurance purposes
- Ability to work without close supervision

Desirable Qualifications

- Experience in snow plowing and road construction would be considered assets.
- Experience in operating heavy equipment such as (Backhoe, Excavator, Grader etc.) would be considered an asset.
- First Aid, CPR and WHMIS training considered assets

Position Description:

- Duties would include snow clearing, tree trimming and road maintenance such as cold patching, shouldering, edging etc.
- Perform day-to-day activities as assigned by Lead Hand or Patrol Foreman
- Participate in training (in-house, external, correspondence, etc.)
- Completion of individual attendance forms and reports as required by supervisor, e.g.: Logs, safety reports, inspection reports, etc.
- Participate in shop maintenance and cleaning activities
- Ensure proper use of equipment and compliance with safety regulations
- Other duties as assigned by Lead Hand or Foreman

- Overtime work required, particularly during winter storms.
- 24 Hr. Call-in availability is required during winter season.

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

The Township of North Dundas is an Equal Opportunity Employer. The Township will endeavour to accommodate a candidate in all parts of the hiring process. Applicants need to make their needs known in advance. The Township of North Dundas is committed to providing quality goods and services that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.