



## Employment Opportunities

### Public Works Contract Labourer/Equipment Operator & On-Call Labourer/Equipment Operator

The Township of North Dundas is currently seeking candidates to fill the positions listed above for the winter period, from December 1<sup>st</sup>, 2019 to April 30<sup>th</sup>, 2020.

Applicants must possess a valid DZ driver's license, be able to drive a standard transmission and have a clean driver's abstract.

To apply to become part of our team, please submit your resume and cover letter by:

**10:00 am on Monday, September 23<sup>rd</sup>, 2019**

to Dan Belleau, Director of Public Works

Township of North Dundas

636 St. Lawrence St., P.O. Box 489

Winchester, ON.

K0C 2K0

Fax: 613-774-5699

Email: [dbelleau@northdundas.com](mailto:dbelleau@northdundas.com)

*We appreciate the interest of all participants, however, only those selected for an interview will be contacted.*

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: Labourer/Equipment Operator	LAST REVISION DATE: October 2016
REPORTS TO: Patrol Foreman and Lead Hand	APPROVED BY: Council Resolution #
WAGE GRID LEVEL: Grade	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
- Possess a valid "DZ" driver's license
- 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 grass mowing, snow clearing, tree trimming and road maintenance

P. O. Box 489, 636 St. Lawrence Street, Winchester, Ontario KoC 2K0

Tel. (613) 774-2105 Fax (613) 774-5699



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
- Must maintain vehicles and vehicle logs in accordance with CVOR requirements
- 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.