

MUNICIPALITY OF HURON SHORES

POSITION DESCRIPTION

Position: Public Works Labourer and Building Maintenance	Date approved: June 12, 2024
Reports to: Public Works Superintendent	Approved by: Council

POSITION SUMMARY OF PRIMARY DUTIES:

Under the direction of the Public Works Superintendent, this position is responsible for providing comprehensive maintenance and labour services at all municipal facilities and grounds, as well as participating in public works operations in accordance with municipal policies and provincial standards.

MAJOR DUTIES AND RESPONSIBILITIES

Public Works Operations:

- Operate pick-up trucks with snow plow/sanding equipment to clear parking lots and other designated areas.
- Remove snow and ice using plows, shovels, and other tools; spread salt on icy surfaces.
- Monitor weather conditions and respond to changing snowfall or ice accumulation.
- Perform minor equipment repairs and routine maintenance, including cleaning, fueling, and lubricating equipment.
- Participate in construction projects and infrastructure maintenance, working with private contractors as needed.
- Perform other manual duties such as digging, raking, and installing culverts.
- Respond promptly to emergency maintenance requests and handle urgent repairs to minimize operational disruptions.

Building and Grounds Maintenance

- Conduct general building/facility maintenance and manual labor functions, as assigned.
- Perform grass cutting, lawn care, and landscaping for all municipal properties and parks.
- Perform general repairs to municipal buildings such as doors, windows, locks, furniture, plumbing issues, electrical fixtures, and painting.
- Maintain and repair public works garages and other municipal facilities.
- Communicate maintenance issues that require attention to the Public Works Superintendent.
- Ensure work is completed accurately, promptly, and safely in compliance with established standards and applicable regulations.
- Other Public Works maintenance duties as assigned.

Education/Experience/Skills

Education: Minimum Grade 10 education.

Experience:

- Previous experience operating slow plow equipment preferred.
- Previous experience in general building and grounds maintenance

Skills:

- Valid G driver's license with a clean driving record
- Mechanical ability to perform preventative maintenance and routine repairs on vehicles, equipment and buildings.
- Ability to operate small power tools and equipment
- Ability to work in cold and challenging weather conditions.
- Good customer service skills for interacting courteously and effectively with the public, staff, supplies, contractors and other departments
- Awareness of Occupational Health and Safety Act and AODA Compliance.

Independence of Action

The job requires the application of established methods or procedures and may involve a choice of actions.

Impact of Errors

Errors and incorrect judgements may result in minor financial repercussion, loss of resources, injury, or embarrassment to the municipality.

Contacts

Courtesy and tact required in explaining, exchanging data or information.

Leadership

Leadership is not a part of the job requirement. Occasionally, there may be a requirement to show others how to perform tasks or duties.

Physical Demands/Sensory Demands

Frequently involves moving/lifting items varying in weight from light (1-20 lbs) to medium (21-50 lbs). Occasionally requires heavy lifting, digging, raking, etc. Visual concentration is required when operating equipment to avoid causing injuries to others.

Working Conditions

The majority of the work is performed under field conditions and may include exposure to weather, dust, fumes, noxious odours, grease, grime, noise, etc.