

TOWNSHIP OF NIPISSING

POSITION DESCRIPTION

Position: Labourer/General Maintenance	Date approved:
Reports to: Operations Superintendent	Approved by:

POSITION SUMMARY:

Under the direction of the Operations Superintendent, performs various duties associated with roads and grounds maintenance e.g. brushing, digging, raking, installing culverts, grass cutting, thaw culverts, landfill assistance etc. Assists with Cemetery maintenance. Operates licensed road vehicles.

Major Duties and Responsibilities:

- Performs various manual duties in assisting with the maintenance of the Township's roads and properties.
- May be required to drive a municipal vehicle occasionally in the performance of his/her duties.
- Carries out maintenance and repair of Township vehicles and equipment to minimize breakdowns and safety hazards, complies with operating manuals and maintenance standards.
- Adheres to all municipal safety policies and procedures and provincial standards and regulations.
- Carries out minor maintenance and repairs of the Township garage.
- Maintains the outdoor rink including flooding the ice and maintenance of the rink building.
- Other Public Works maintenance duties as assigned such as thawing culverts, park and cemetery maintenance, office grounds maintenance, landfill assistance and holiday relief for staff.

Education/Experience/Skills

Education: Minimum Grade 12 education.

Experience: Minimum 1 year related experience.

- Skills:
- Minimum of a valid Ontario Class “G” Driver’s Licence
 - Good driving record
 - Sufficient mechanical ability to be able to perform preventative maintenance procedures and effect routine repairs to vehicles and equipment.