

**MUNICIPALITY OF HURON EAST
JOB DESCRIPTION**

POSITION TITLE:	Public Works Operator – Summer Student	
Department:	Public Works	
Reports to (Title)	Manager of Operations	
Job Description last updated on (Date):	February 2025	

POSITION DETAILS	
Position Status (full-time/part-time/seasonal)	Full-Time, Seasonal, Student (May 1 to August 31, 2025)
Primary Work Location	Winthrop Municipal Shed
Pay Method (salary/hourly)	Hourly
Normal Workweek (# of hours)	40 hours / week
Overtime Status (paid/unpaid/rate/after x# hours)	Paid after 44 hours/week
Benefits:	OMERS? Optional Group Benefits? NO

GENERAL DESCRIPTION (OVERVIEW) OF POSITION
 The Public Works Operator – Summer Student will assist with a variety of construction, maintenance and repair services to roads and public works operations.

1.	Key Responsibilities
<ul style="list-style-type: none"> i. Inspect sidewalks for cracks, heaving, and safety hazards, documenting findings and reporting necessary repairs. ii. Assess road signs for reflectivity, visibility, and overall condition, recording inspection results and reporting damaged or non-compliant signs. iii. Assist Public Works staff with water main repairs and curb stop replacements, following safety protocols and using appropriate tools under supervision. iv. Support the Public Works staff in identifying and marking underground utilities, ensuring accurate record-keeping and compliance with regulations. v. Perform general site maintenance, including cleaning, organizing, minor landscaping, and assisting with equipment maintenance. vi. Work outdoors in various weather conditions, including extreme heat and heavy rain, while performing physical tasks such as lifting, digging, and operating equipment. Proper protective gear and safety measures must be followed to ensure comfort and safety in all conditions. vii. Be available to work outside normal hours on occasion, including early mornings, evenings, weekends, or during emergency repairs and maintenance as required by the Public Works department. viii. Work outdoors in various weather conditions, including extreme heat and heavy rain, while performing physical tasks such as lifting, digging, and operating equipment. 	

- Proper protective gear and safety measures must be followed to ensure comfort and safety in all conditions.
- ix. Be available to work outside normal hours on occasion, including early mornings, evenings, weekends, or during emergency repairs and maintenance as required by the Public Works department.
 - x. Performs other related duties as assigned.

SECTION A: SKILLS

1.	Knowledge								
a)	Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc.)								
	<ul style="list-style-type: none"> • Student in high school, college, or university, who intends on returning to school in the fall 								
b)	Formal Training (designation(s) or certification(s)) required:								
	<ul style="list-style-type: none"> • Valid Class ‘G’ License with clean driving abstract • Must have and maintain a clear Criminal Reference Check 								
c)	Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job.								
	<ul style="list-style-type: none"> • Previous grounds maintenance experience an asset • Must have ability to operate a variety of tools and cleaning equipment safely and efficiently; • Must maintain a clear Criminal Reference Check; • Must be competent within the meaning of the Occupational Health & Safety Act with a thorough knowledge and understanding of Health and Safety standards governing the Municipality. • Must ensure a high level of confidentiality, integrity and professionalism at all times. 								
d)	Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Time Management</td> <td>Work independently and with others.</td> </tr> <tr> <td>Communication Skills</td> <td>Organizational Skills</td> </tr> <tr> <td>Technical & Mechanical Skills</td> <td>Ability to Multi-Task</td> </tr> <tr> <td>Problem Solving Skills</td> <td>Attention to Detail</td> </tr> </table>	Time Management	Work independently and with others.	Communication Skills	Organizational Skills	Technical & Mechanical Skills	Ability to Multi-Task	Problem Solving Skills	Attention to Detail
Time Management	Work independently and with others.								
Communication Skills	Organizational Skills								
Technical & Mechanical Skills	Ability to Multi-Task								
Problem Solving Skills	Attention to Detail								

2.	Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:
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- Decisions are of a simple nature. This position is not empowered to act without Managerial approval with respect to major/complex issues.

3.	Communication – written, verbal and interpersonal a. Strong written, verbal and interpersonal skills
a)	Internal contacts (council, managers, non management staff) Managers, and non-management staff.
b)	External Contacts (general public, suppliers, government, professionals, boards, etc) General public.
Nature of the communication:	
<ul style="list-style-type: none"> • Basic communications 	

SECTION B: EFFORT

1.	Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.
<ul style="list-style-type: none"> • Concentration required at times, some complexity to work, analysis and problem solving. • Repetition of duties 	

2.	Physical & Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.
<ul style="list-style-type: none"> • Routine physical activities including standing, walking, bending, reaching, stretching, pushing, pulling, and working in awkward positions • Non-continuous physical effort required for use of power equipment • Manual dexterity required for use of tools and equipment • Moderate to heavy lifting up to 50lbs 	

SECTION C: RESPONSIBILITY

1.	Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning
<ul style="list-style-type: none"> • Performing of duties has an immediate effect on the provision of programs/services. • Some contact with the public. 	

2.	Human Resources: personnel policies and procedures, supervision, health and safety, training
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- Expected to adhere to the policies and procedures as outlined by the Municipality, Occupational Health & Safety, and Public Health.

3. Material & information resources – equipment, property, data records and software, confidentiality

- Responsible for storage, maintenance, and inventory of materials, some hazardous, for the department
- Responsible for reporting unmaintained, potentially dangerous property or equipment that could affect the safety of the public and/or staff.
- Uses small equipment safely

4. Financial Resources – budgets, treasury, accounting and confidentiality

- Works to keep costs within scope of Municipal budget

SECTION D: WORKING CONDITIONS

1. Physical surroundings and hazards

- Mainly outdoor work causing exposure to inclement weather, and extreme temperatures for moderate periods of time
- Use of hazardous workplace materials, including chemical cleaning products, and powered and non-powered equipment and tools

2. Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption

- Some contact with the public.
- Normal deadline requirements;
- Moderate requirement to adjust work schedule – adaptation to changing circumstances

SECTION E: APPROVAL

Employee Approval

I have reviewed the above job description and agree it is accurate and complete.

Name

Signature	
Date	

Supervisor Approval I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	

Next Level of Supervision (If applicable) I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	