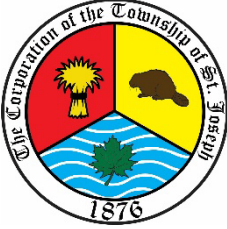


# THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

## JOB DESCRIPTION



### Public Works/Environmental Services Assistant

<b>Department</b>	Public Works
<b>Job class</b>	Off Grid – Min. Wage
<b>Last Updated</b>	March 2022

### PRIMARY FUNCTION:

The Public Works/Environmental Services Assistant plays a dual role: as Works Assistant, the Assistant will work with and assist the public works department in construction and maintenance projects on roads, bridges, municipal facilities and for recreational and community events. In Environmental Services, the Assistant plays a key role in waste management and recycling by ensuring that the landfill site operations meet the requirements of the Ministry of the Environment and Climate Change.

### REPORTS TO

- Superintendent of Public Works

### MAJOR EQUIPMENT OPERATED

- Hand/maintenance tools,
- Small equipment
- Lawn tractor

### RESPONSIBILITIES

- Perform routine maintenance on equipment and facilities. This includes minor repairs, painting, cleaning, as well as landscaping and grass cutting.
- Flagging for roads projects
- Perform other duties as may be assigned by the Superintendent.
- Landfill Attendant:
  - Assist with the safe operation of the landfill site, the recycling depot and the Share Shed, keeping the site clean, ensuring that all waste entering the site is disposed of in the proper location and manner.
  - Directing traffic and liaise with members of the public as they enter the site and provide advice, direction, and recommendations on how, where and what to dispose of.
  - Ensure that all waste entering the site is disposed of in the proper location and manner, educating and advising site users of acceptable materials, what is not acceptable, and alternate locations for depositing materials such as hazardous waste that cannot be accepted. The Assistant will also approach people as they enter the site to ensure they are entitled to utilize the site.

- Record daily, in accordance with Ministry guidelines, all vehicles entering the site, what they are bringing, what is being dumped or recycled, and advice provided on good environmental and recycling practices.

## QUALIFICATIONS

- Must be self-directed and able to work with minimal supervision as well as part of a team environment. Good interpersonal skills to work with the public, council, coworkers and outside agencies and contractors.
- Must be physically fit and able to climb and lift a minimum 50 pounds.
- First Aid, CPR and WHMIS certification would be an asset.

## REQUIRED CERTIFICATION

- Valid DZ license or reliable transportation to/from work
- WHMIS certification
- First Aid certificate
- CPR certification

## HOURS OF WORK

The Public Works/Environmental Services Assistant will be required to work up to 35 hours per week with the possibility of some evenings and weekends.