

**City of Thorold  
Casual (Union)**

<b>Department...</b> Public Works & Community Services	<b>Pay Grid Level...</b> As per Collective agreement
<b>Location.....</b> Varies by Department	<b>Hours of Work...</b> As per Collective Agreement

**Job Summary**

Perform numerous functions related to the maintenance of public works, municipal parks, cemetery and municipal facilities.

**Qualifications**

	Minimum Requirements
<b>Education</b>	<ul style="list-style-type: none"> <li>• Minimum of a Secondary School Diploma</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in sewer, water, road maintenance, parks and cemetery maintenance, arena operations or pool maintenance considered an asset</li> </ul>
<b>Qualifications, Supplementary Knowledge, Certifications or Designations</b>	<ul style="list-style-type: none"> <li>• Must hold a valid class G drivers license</li> <li>• Ability to obtain departmental minimum qualifications.</li> </ul>

**Duties & Responsibilities**

**Maintenance I - Public Works**

- Assist in performing the construction and maintenance of sanitary sewers, storm sewers and water main replacement, including lateral, etc.
- Assist with manhole, chamber repairs, construction, sewer cleaning, culvert repair and installation.
- General maintenance of Public Works building, including painting, carpentry and cleaning.

## JOB DESCRIPTION

- Washing of public works vehicles and equipment.
- Assisting with trench shoring and support system construction.
- Hot and cold asphalt patching
- Assisting with form setting and concrete finishing for various concrete structures
- Weed and grass cutting / removal including landscaping
- Sanding / Salting and manual snow removal, snow fence installation and removal
- Wingman function as required
- Repair and replacement of traffic / road signs and guardrails
- Act as flagman for various construction projects
- Assist with sidewalk replacement
- Tree trimming, removal and brush removal
- Ditch cleaning, clean-up of illegal dumping
- Equipment used includes tractor, pick-up truck, asphalt roller, compressor, bush hogs, main sewer machines, concrete saw, auger, steamer jenny, lateral cleaning machines, compactor, chain saw, jackhammer, generators, pumps, weed trimmers, small tools.
- Operate wood chipper; curb cutting saw, sidewalk grinder and concrete mixer.

### **Maintenance I – Parks & Cemetery**

- Grass cutting, tree trimming and pruning, bush removal
- Maintain flower beds and shrubs, cultivating, irrigating, edging, sod laying
- Hand digging, backfilling and ground restoration relating to burials
- Provide general maintenance of municipal parks, cemeteries and associated buildings
- Provide cleaning and janitorial services for parks and cemetery facilities, including washrooms, floors, walks, urinals, toilets.
- Snow removal from parks and cemetery facilities and other municipal properties as required
- Provide routine maintenance of small tools and equipment such as checking oil, greasing, cleaning and fueling
- Provide routine maintenance of playground equipment.
- Equipment used includes tractors, ½ ton pick-up truck, 1 ton dump truck, mowers, (ride on and walk behind), chainsaw, trimmers, Gators, aerial lifts, wood chipper.
- Provide entombments in the mausoleum
- Provide various duties related to monument maintenance
- Trails maintenance
- Removal of refuse and recyclables
- Lock and secure properties
- Locate and install concrete foundations / sidewalks

# JOB DESCRIPTION

## Maintenance I – Arena / Pools

- Maintains ice surfaces using Olympia / Zamboni, edger, ice plainer
- Maintains strict schedules for ice cleaning
- Receive payments for ice rentals, make receipts and deposit money collected
- Monitor refrigeration equipment and record in log book, temperature etc., on a daily basis to ensure proper ice conditions are maintained.
- Provide cleaning and janitorial services for arenas, including seating areas, change rooms, washrooms, lobby area and offices
- Provide General maintenance of municipal pools including change rooms and washrooms
- Provide cleaning and janitorial services for pools including change rooms, washrooms, pools and pool decks
- Equipment used includes Olympia / Zamboni, edger, ice plainer, tractor, power washers, floor washer, miscellaneous small power tools.

## Other

- Other duties as assigned

## Additional Information

Responsible for the administration and compliance with the following legislation;

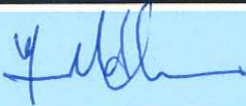

- Occupational Health and Safety Act

## Working Conditions

- Required to work under the general supervision of the Operations Supervisor in indoor and outdoor conditions. Must be capable of carrying out duties requiring physical effort. Must be mechanically inclined. Good verbal communication skills required. Must have valid driver's license. Shift and weekend work is a requirement of this position. Must have the ability to deal effectively with the public.

# JOB DESCRIPTION

## Approvals


	Name	Signature	Date
<b>Director</b>	Geoff Holman		March 11 <sup>th</sup> , 2020
<b>Chief Administrative Officer</b>	Manoj Dilwaria		March 11, 2020

**IMPORTANT NOTE**

The statement above reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein.

Updated: March 2020

*Pursuant to Section 4.2 (b) of the Manual of Procedures for the Joint Job Evaluation process, this job description is hereby acknowledged as received by CUPE, Local 151.*

	Name	Signature	Date
<b>Union President or Delegate</b>	Dawn Dobbie		March 12, 2020

	Name	Signature	Date
<b>Incumbent</b>			