



Township of Frontenac Islands

WOLFE ISLAND OFFICE:
P.O. BOX 130
WOLFE ISLAND, ON K0H 2Y0
Phone (613) 385-2216 Fax (613) 385-1032

HOWE ISLAND OFFICE:
50 BASELINE ROAD, R.R.#4
GANANOQUE, ON K7G 2V6
Phone (613) 544-6348 Fax (613) 548-7545

JOB POSTING – FRIDAY OCTOBER 9TH, 2020

FULL-TIME PUBLIC WORKS ROADS DIVISION EMPLOYEE WOLFE ISLAND DISTRICT

Reporting directly to the Public Works Roads Lead Hand

PRIMARY DUTIES:

- Reports to all assigned shifts
- Performs their assigned duties as set out by the Public Works Foreman on a daily basis
- Work independently with minimal supervision
- Ensure that they carry out their duties in full of compliance with Ontario occupational health and safety practices.
- Performs all laboring hand work when required
- Performs daily equipment inspections and maintenance checks along with record keeping.
- Performs a required amount of paperwork within their job. Completes all paperwork required by the employer.
- Ensures that all equipment is kept mechanically safe and operational at all times.
- Performs preventative maintenance on heavy equipment and trucks when required.
- Responsible for the timely, effective and efficient completion of all assigned tasks.
- Operates a Tandem Gravel Truck in the summer months effectively, efficiently and in a safe manner.
- Operates a Tandem Snow Plow Spreader Truck in the winter effectively and safely carrying out all winter control operations as assigned.
- Operates a Road Grader effectively, efficiently and in a safe manner. Township will provide training.
- Operates loader, backhoe, pickup truck, chain saws and other power and hand tools on an as required basis effectively, efficiently and in a safe manner at all times.
- Maintain road surfaces and right of ways for roads to an acceptable standard (ex. Ontario Regulation 239) that avoids liability. Performs inspections of all roads within the Township on a set schedule as assigned by the Public Works Foreman.
- Patrol designated areas of the municipality regularly to note problems and situations that require repair and correction; report results to the Public Works Foreman.
- Assist with Facilities work when assigned to do so.
- Ensures road signs are repaired, replaced or installed as required and assigned by the Public Works Foreman.
- Ensures equipment is safely and securely stored
- Attends Training Courses when requested by the Public Works Manager or Designate
- Perform all other duties as assigned.

QUALIFICATIONS:

- Grade 12 or equivalent with Roads related experience.
- Shall interact with Staff, Co-Workers and the Public in a positive manner.
- Ability to follow all directions.
- Shall possess the ability to communicate effectively both verbally and in writing.
- Shall hold a Valid "D-Z" or "A-Z" Ontario Driver's License
- Must have a clear Driver's Abstract.
- Ability to operate and maintain a variety of heavy and medium equipment, vehicles and machinery used in operations and maintenance functions.
- Ability to operate a Standard Transmission Truck (Ex. 13 Speed Transmission)
- Knowledge of the Occupational Health and Safety Act.
- Must possess First Aid and CPR Course.
- Must provide an up to date Criminal Background Record Check.

Candidates are invited to forward a letter of application and resume to the Public Works Manager by email as set out below by October 9, 2020 at 12:00 p.m. The job description can be found on the Townships Website at www.frontenacislands.ca

We thank all applicants for their interest. Only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for employment purposes.

Rob Dillabough, CRS-S, CMMI, INFR. SP.
Public Works Manager
1191 Rd. 96, P.O. Box 130
Wolfe Island, ON, K0H 2Y0
Email: rdillabough@frontenacislands.ca