

EMPLOYMENT OPPORTUNITY FULL-TIME PUBLIC WORKS (ROAD WORKS)

Reporting to the Public Works Foreman, responsibilities will include: operating a variety of equipment and general maintenance to municipal roads, sidewalks, storm sewers, cemetery, water distribution and wastewater collection system. Valid DZ licence and experience operating heavy equipment required.

For a complete job description, please visit hanover.ca/careers. Please submit a cover letter and resume by mail, delivery service or email by Friday April 28, 2017 at 4:00pm.

Town of Hanover

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The Town of Hanover is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. We thank all applicants for their interest and only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection.



POSITION TITLE: PUBLIC WORKS
(Road Works) Full-Time

DEPARTMENT: Public Works

REPORTS TO: Public Works Foreman

POSITION SUMMARY

Operates a variety of equipment such as mower, trackless, snowplow, loader, backhoe and grader. Provides general maintenance, construction and repair to municipal roads, sidewalks, signage, storm sewers, water distribution and waste water collection system. Responsible for the upkeep, burials and maintenance of the cemetery.

DUTIES AND RESPONSIBILITIES

Roads/Water Distribution/Wastewater Collection Operations

1. Plows, sands and salts streets and municipal parking lots to remove snow and ice.
2. Repairs and maintains roads, sidewalks and municipal parking lots.
3. Patches potholes, removes blockages from culverts and storm drains
4. Grass cutting maintenance on various roads and municipal properties.
5. Empties and disposes of garbage from containers.
6. Installs and maintains signs.
7. Picks up and disposes of dead animals.
8. Assists with the repair and installation of water and sewage mains and services.
9. Repairs storm drains.
10. Locates water and sewer lines.
11. Operates equipment such as trackless, snow plow truck, loader, backhoe and grader
12. Operates chainsaw to remove or trim trees and clear brush.
13. Performs routine maintenance and minor repairs on equipment, vehicles and tools.
14. Picks up, removes and disposes of bagged leaves.
15. Completes a variety of logs and records for maintenance activities and equipment maintenance.

Cemetery Operations

16. Locates, marks and digs burial plots. Marks graves for foundations and foot markers.
17. Dresses grave site, hauls away excess earth to holding area, cribs grave and helps install vault.
18. Removes sod, digs grave, fills in grave, packs soil, and replaces sod and places flowers and marker.
19. Lowers casket, installs vault lid, fills in grave, removes support boards, and replaces sod and marker as required.
20. Assures access to grave site by moving, replacing and tightening upright markers that are in the way.
21. Liaises with Municipal Office concerning plot locations and burials. Completes required documentation after each funeral as required.
22. Stores caskets in chapel in winter and prepares burial sites for winter funerals, if required.
23. Raises and replaces sunken markers and power washes monuments. Fills in sunken areas, reseeds and fertilizes.
24. Cleans all buildings, chapel, cleans up debris, leaves and cuts down tress/limbs with chainsaw. Cuts and trims grass.

25. Cleans, paints and repairs water and refuse barrels and buildings
26. Water shrubs and flowers placed at grave sites and columbarium. Removes floral tributes several days after service.
27. Applies herbicides, pesticides and fertilizers as required.
28. Removes snow from roads and plot location for winter funerals, if required.
29. Operates and maintains tools, equipment and machinery (mowers, trimmers, power washer, chainsaw and device for lowering caskets) in good working order in accordance with established health and safety policies and procedures.

Customer Service

30. Assists public, monument installers and engravers and funeral service personnel with location of grave sites.
31. Responds to public inquiries and/or complaints, giving out information, resolving issues and turning negative situations into positive ones.
32. Directs unresolved customer complaints and requests to supervisor.

Other

33. Participates in on-call rotation for Public Works operations related to roads, water distribution, waste water collection and general inquiries.
34. Complies with policies and procedures of the Municipality.
35. Performs other duties as assigned by management.
36. Adheres to all related health, fire and safety regulations.

EDUCATION, SKILLS and EXPERIENCE

37. Valid Ontario DZ license in good standing.
38. Experience operating heavy equipment, including graders.
39. Secondary School diploma graduate or acceptable equivalent.
40. Experience in road and water/sewer operations.
41. Experience or ability to learn cemetery maintenance and burial operations.
42. Demonstrated attention to detail, time management and planning skills are necessary.
43. Demonstrated initiative and willingness to learn.
44. Provide a Criminal Reference Check with results satisfactory to the Town of Hanover.

PHYSICAL DEMANDS and WORKING CONDITIONS

Physical demands require walking and climbing at work sites with some periods of physical strain, operating equipment/vehicles for extended periods of time, manual digging and lifting. Working conditions involve field work, in view of the public; exposure to occasional noise, fumes/gas/odours, vibrations, inclement weather conditions, mechanical hazards, dust/dirt and pesticides, and exposure to public criticism.

Normal hours of work are 40 hours per week, 7:00 a.m. to 3:30 p.m., Monday to Friday, with required on-call hours as well as emergency responses.

CONTACTS

Incumbent communicates regularly with Public Works Foreman, other Town staff and members of the public.