



JOB DESCRIPTION
Public Works Crew Member

POSITION TITLE:	PUBLIC WORKS CREW MEMBER
DEPARTMENT:	PUBLIC WORKS DEPARTMENT
HOURS:	40 HOURS/WEEK
SALARY RANGE:	\$25.42/HOUR – \$28.25/HOUR
START DATE:	TO BE DETERMINED

1. DESCRIPTION OF POSITION

To assist the Public Works Manager in the maintenance of Town roads, installation or repairs relating to the water and sewer system, and other related duties as assigned.

2. SCOPE OF POSITION

- a) Operate a variety of road equipment (3-ton truck, 5-ton truck, backhoe, sander, snow blower, lawn tractor, cut-off saw, etc.);
- b) To repair and maintain road equipment;
- c) Discusses plans, priorities, and schedules with the Public Works Manager;
- d) Responds to emergencies and disasters as requested by Public Works Manager;
- e) To assist with enforcement of specified Town of Gore By-laws.

3. RESPONSIBILITIES

As directed by the Public Works Manager:

- a) Carries out work assignments using the Municipality's vehicles, heavy equipment, power, and hand tools;
- b) Carries out constructions assignments according to Municipal plans and priorities;



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- c) Maintains municipal roads in good repair;
- d) Culvert laying and replacement;
- e) Tree trimming and removing;
- f) Repairs, replaces, and installs fencing, guard rails, and guideposts, signs, etc.;
- g) Maintains ditches and drains;
- h) Installs water and sewer lines upon need and demand;
- i) Works according to roads and related public works standards set by the Ministry of Transportation, Council policy, and administrative practices;
- j) Assists in preparation of waterworks inventory list;
- k) Winterizing of Town-owned buildings as required;
- l) Other duties as assigned.

4. WORKING CONDITIONS

- a) Work is subject to physical hazards, and is subject to interruptions on evenings and weekends.
- b) High exposure to physical hazards, extreme weather, and machine heat.
- c) Variable hours of work: as per regular schedule plus additional hours for on-call, etc. There are peak periods i.e. snow removal.
- d) Exposure to unpredictable traffic and to public complaints.

5. WORKING RELATIONSHIPS

i) WORKING WITH PUBLIC WORKS MANAGER

- a) Receive policy direction and general supervision. Supply information on all current and proposed projects and recommend needed policy and operational changes.

ii) WITH TOWN MANAGER/CLERK

- a) Provide information on activities;
- b) Submit information and obtain approval for operational changes.



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iii) WITH THE PUBLIC

- a) Maintains co-operative working relationship.
- b) Provide information regarding activities and daily operations of the arena;
- c) Interact with public in a positive and friendly manner to maintain good public relations.

6. KNOWLEDGE AND SKILL

- a) Extensive knowledge of equipment and procedures necessary for repair, construction, and maintenance of roads and equipment;
- b) Ability to operate all Town equipment;
- c) Ability to work with the public and contractors;
- d) Ability to acquire a DZ license.

7. IMPACT OF ERROR

- a) Poor maintenance of roads, particularly in winter months, could result in injuries to the public and possible lawsuits, and generally could lead to increased road costs (e.g. loss of work time);
- b) Poor maintenance of water system can result in loss of water pressure or waterline breakage, resulting in financial loss and public complaints;
- c) Operational and judgement errors would result in costly delays due to equipment breakdown and project delays, could create safety and convenience risks, including death, injury, liability, unfavorable public relations;
- d) Errors in scheduling can result in loss of time and revenues and complaints from the public;
- e) Errors in proper maintenance of equipment can result in operational down time and loss of revenue.