



SUMMER SEASONAL ROADS/PARKS OPERATORS/LABOURERS

The Corporation of the Township of Tay

Summer Seasonal Roads/Parks Operators/Labourers are integral and valued members of *#TeamTay*! We are seeking driven individuals with a Class 'DZ' licence and an interest in municipal government operations to join us for the spring/summer of 2023. The ideal candidates will be adaptable to the needs of our municipality and will demonstrate capabilities for making a positive impact on the Corporation and the Community as one.

Tay Township is located on the sunset shores of Georgian Bay. Our communities of Port McNicoll, Victoria Harbour, Waubaushene, and Waverley combine the perfect balance of urban and rural households. Tay Township is a four-season destination offering inclusive cultural and recreational activities for all ages.

Reporting to the Assistant Manager of Roads/Parks, or their designate, the Summer Seasonal Roads/Parks Operator/Labourer is responsible for operating equipment and performing functions in the construction and maintenance of the Municipality's trail system, roads, parks, and facilities operations pursuant to the Municipality's policies and procedures.

The position requires an OSSD (Ontario Secondary School Diploma) or equivalent, and a Class 'DZ' Driver's Licence in good standing. Standard First Aid and CPR certification, Traffic Control training, and experience in roads, parks, or related municipal services considered an asset.

The pay range for this full-time, contract position is \$22.26 to \$26.04 per hour with generally 40 hours per week. The position may be subject to variable hours of work.

Join our team today and help transform the way local government connects with the community it serves.

Qualified and interested applicants are encouraged to do the following:

1. Reference the complete position description available on the Tay Township website – www.tay.ca/jobs
2. Submit a cover letter and resume via e-mail by **4:00 p.m., Wednesday, March 8, 2023,** to the attention of:

Human Resources

E-mail: HR@Tay.ca

Note: (1) Please reference '**SRPOL**' within the subject line and (2) indicate how you heard about this opportunity within your application.

We kindly thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act will only be used for candidate selection. The Township of Tay is an equal-opportunity employer. In accordance with the Accessible Canada Act, 2019 and all applicable provincial accessibility standards, upon request, accommodation will be provided by the Township of Tay throughout the recruitment, selection and/or assessment process for applicants with disabilities.



**TAY TOWNSHIP
POSITION DESCRIPTION**

Position Title: Summer Seasonal Roads/Parks Operator/Labourer	
Department/Division: Operational Services/Parks, Recreation and Facility Services/Roads and Fleet Services	Reports to (Directly): Assistant Manager of Roads/Parks
Direct Reports: None	Indirect Reports: None
Pay Band: Seasonal Pay Rate	Hours Per Week: 40
Creation Date: May 2019	Revision Date (s): February 2023; January 2022; February 2021

Position Summary:

Reporting to the Assistant Manager of Roads/Parks, or their designate, the Summer Seasonal Roads/Parks Operator/Labourer is responsible for operating equipment and performing functions in the construction and maintenance of the Municipality's trail system, roads, parks and facilities operations pursuant to the Municipality's policies and procedures.

Responsibilities:

1. Perform general maintenance within parks, facilities, boulevards and park amenities that include (but not limited to) painting, clearing brush, cutting grass, planting flowers, watering and weeding flower beds and planters, sweeping sidewalks, collecting garbage and debris, cleaning washrooms and dragging baseball diamonds and beaches.
2. Operate a loader/backhoe, truck, riding mower, trimmer, watering units, or any manual or powered equipment to maintain Municipal roads, parks or facilities.
3. Conduct patrolling and inspection of roads, parks or facilities. Record findings and report to Assistant Manager of Roads/Parks.
4. Assist with flagging and traffic control during road construction projects,

- as trained.
5. Assist with the set-up of any park function or program.
 6. Clear brush, collects garbage and debris, and clean washrooms and buildings.
 7. Maintain accurate written and electronic records and logs.
 8. Attend all staff meetings and training in order to ensure understanding of organizational and program policies, emergency procedures, and their application.
 9. Assist with the set-up of any park function or program.
 10. Perform cleaning and minor maintenance tasks related to vehicles and equipment (i.e. greasing, blade sharpening and replacement).
 11. Maintain a high degree of confidentiality and security of information. Where information is developed prior to Staff/Public release, ensures the confidentiality of information produced for Council and other sensitive information consumers.
 12. Ensure compliance with the Occupational Health and Safety Act and other applicable legislation by following the Township's Health and Safety program, procedures and best practices.
 13. Perform other related tasks and functions as assigned that are required or dictated by the Municipality's needs relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list; the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Qualifications:

Education and Training

- OSSD (Ontario Secondary School Diploma) or equivalent.
- Valid Class 'DZ' driver's license in good standing required.
- Standard First Aid and CPR certification in good standing considered an asset.
- Traffic Control training considered an asset.

Experience

- Experience in roads, fleet, parks, recreation and facility or related services considered an asset.

Knowledge

- Knowledge of the Occupational Health and Safety Act.

Skills and Competencies

- ❑ Ability to operate varying pieces of equipment for Operational Services operation.
- ❑ Attention to detail and mental and visual concentration and alertness to ensure the safety of others.
- ❑ Ability to work independently in a safe, effective and efficient manner.
- ❑ Written, verbal communication and technical skills.
- ❑ Flexible and able to deal with multiple priorities as assigned.
- ❑ Interpersonal and public relations skills to deal courteously and effectively with all levels of staff and the general public with the ability to exercise tact, diplomacy and good judgement at all times.
- ❑ Must participate in providing a satisfactory Criminal Record Check and Drivers Abstract check.

Effort, Physical Demands and Working Conditions:

- ❑ Normal workweek – 40 hours; Subject to variable hours of work.
- ❑ Performance of duties normally takes place in both indoor and outdoor environments. Outdoor environments are subject to severe inclement weather. Working environment contains some risks or discomforts associated with the operation of heavy equipment which requires additional safety precautions. May be exposed to wet, cold and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. Appropriate personal protective equipment (PPE) must be worn when working with or around hazardous chemicals and/or equipment.
- ❑ Required to wear/use various personal protective equipment (PPE) including, but not limited to: Canadian Standards Association (CSA) approved safety boots, cut resistant pants/chaps, gloves, safety eyewear, eye goggles, face shield, face masks, hearing protection and hard hat. May be required to have limited facial hair to accommodate PPE.
- ❑ Functional physical condition required to conduct tasks, traverse work sites/environments, occasionally lift heavy objects, and to use tools and equipment that require a high degree of manual dexterity.
- ❑ Position involves physical efforts of lifting, pulling, climbing, reaching, operating equipment, sitting, standing, walking, and crouching.
- ❑ Position involves attentive listening and both mental and visual concentration.
- ❑ Position requires confidentiality in some aspects of the work.