



Winter Seasonal Roads/Parks Operator/Labourer Tay Township - Employment Opportunity

Full-Time, Contract Position

Tay Township, located on the sunset shores of Georgian Bay, is seeking an individual who thrives in a culture of change and progression to join *#TeamTay* as a Winter Seasonal Roads/Parks Operator/Labourer. 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.

Reporting to the Assistant Manager of Roads/Parks, or their designate, the Winter Seasonal Roads/Parks Operator/Labourer operates equipment and performs functions in the maintenance of the Municipality's roads and parks services pursuant to the Municipality's policies and procedures.

This position involves independently operating a snowplow and other heavy equipment/vehicles in severe inclement weather for extended periods of time in the winter season as well as conducting road condition patrols after hours and on weekends during the winter season, as required.

Qualifications

- Class 'DZ' Driver's Licence in good standing.
- OSSD (Ontario Secondary School Diploma) or equivalent.
- Completion of Winter Road Patroller training or willingness to complete.
- Progressive experience in municipal roads, fleet, parks, recreation and facility or related services is considered an asset.

The pay rate range for this seasonal contract position is \$22.71 to \$26.56 per hour with generally 40 hours per workweek. Position is subject to variable hours of work. Required to be on standby, rotating on-call (evenings and weekends) and may be required to respond to emergency situations, or critical situations requiring an immediate response.

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 including comprehensive qualifications 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., Thursday, September 28, 2023,** to the attention of **Human Resources (HR@Tay.ca)**

Application Notes:

- Please reference **'WS'** at the start of the email subject line.
- Please 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. Tay Township 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 Tay Township throughout the recruitment, selection and/or assessment process for applicants with disabilities.

Posted: 2023-09-07



**TAY TOWNSHIP
POSITION DESCRIPTION**

| | |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Position Title: Winter 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: February 2013 | Revision Date (s): August 2023; October 2021; October 2019 |

Position Summary:

Reporting to the Assistant Manager of Roads/Parks, or their designate, the Winter Seasonal Roads/Parks Operator/Labourer operates equipment and performs functions in the maintenance of the Municipality's roads and parks services pursuant to the Municipality's policies and procedures.

Responsibilities:

1. Operates a snowplow/sander, loader/backhoe, or sidewalk machine to remove snow or ice from roads, municipal parking lots and sidewalks.
2. Operates a loader/backhoe, tractor, truck, or any manual or powered equipment to maintain Municipal roads and right-of-ways, parks, or facilities.
3. Conducts road condition patrols as required; accurately records findings and recommends follow-up action to the Assistant Manager of Roads/Parks.
4. Maintains ice at the Township's outdoor rink facilities.
5. Assists with facility set up and take down for park functions and/or programs.

6. Clears brush, collects garbage and debris, and cleans washrooms and buildings.
7. Performs minor maintenance tasks related to vehicles and equipment.
8. Maintains accurate written and electronic records and logs.
9. Models the Township's values by learning and being comfortable with new ideas that can deliver greater benefits for Tay community members.
10. Maintains a high degree of confidentiality and security of information in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Where information is developed before Public/Staff release, ensures the confidentiality of information produced for Council and other sensitive information consumers.
11. Ensures 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.
12. Performs 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

- ❑ Class 'DZ' Driver's Licence in good standing.
- ❑ OSSD (Ontario Secondary School Diploma) or equivalent.
- ❑ Completion of Winter Road Patroller training or willingness to complete.

Experience

- ❑ Progressive experience in municipal roads, fleet, parks, recreation and facility or related services is considered an asset.

Knowledge

- ❑ Knowledge of the Occupational Health and Safety Act.

Skills and Competencies

- ❑ Attention to detail; mental and visual concentration and alertness to ensure the safety of others.
- ❑ Ability to work independently in a safe, effective, and efficient manner.
- ❑ Ability to safely operate varying pieces of equipment for Operational

Services operation.

- ❑ Written and verbal communication skills, and public relations and technical skills.
- ❑ Interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, and the public with the ability to exercise tact, diplomacy, and good judgement always.
- ❑ Flexible and able to deal with multiple priorities as assigned.
- ❑ Demonstrated team building and relationship management skills and a proven ability to work with stakeholders; establishes and maintains effective working relationships with the Public, Staff, and the Leadership Team.
- ❑ Resolves conflicts without major disruption to workflows or interpersonal relationships.

Effort, Physical Demands and Working Conditions:

- ❑ Normal workweek – generally 40 hours; subject to variable hours of work.
- ❑ Required to be on standby, rotating on-call (evenings and weekends) and may be required to respond to emergency situations, or critical situations requiring an immediate response.
- ❑ Required to conduct road condition patrols after hours and on weekends during the winter season as required.
- ❑ Involves independently operating a snowplow and other heavy equipment/vehicles in severe inclement weather for extended periods of time in the winter season, as required.
- ❑ Performance of duties normally takes place in both indoor and outdoor environments. Outdoor environments are subject to severe inclement weather. The 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, and 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) as assigned including, but not limited to: Canadian Standards Association (CSA) approved safety boots, cut-resistant pants/chaps, chemical resistant apron, gloves, fall arrest equipment, respirator, safety eyewear, eye goggles, face shield, face masks, hearing protection and hard hat. May be required to have limited facial hair to accommodate PPE.
- ❑ Maintenance of functional physical condition required to conduct tasks, traverse work sites/environments, occasionally lift heavy objects, and use tools and equipment that require a high degree of manual dexterity.

- Position involves physical efforts of driving, lifting, pulling, climbing, reaching, operating equipment, sitting, standing, walking, crouching, working alone, and occasional computer/office equipment use.
- Position involves attentive listening and both mental and visual concentration with close attention to detail, including reading, analyzing, writing, and providing information.
- Position requires confidentiality in some aspects of the work.