



SNOW PLOW DRIVER

(SEASONAL POSITION)

The Township of South Glengarry is seeking a qualified applicant for a seasonal position. This is a unionized position working out of the Public Works Garage in Williamstown or North Lancaster. This position is based on a 40hr work week with the possibility of additional overtime. The successful applicant will follow a scheduled shift, starting December 1, 2019 to March 31, 2020. This position is paid at the rate of \$24.83/hr.

Employment Requirements:

- Valid Ontario Class DZ driver's license and a clean driver's abstract
- Previous experience (1-2 years) operating winter plough equipment
- Available for call in for winter event response
- High School Diploma

Preferred Qualifications:

- Excellent oral and written communication skills

Qualified and interested candidates should submit their cover letter and resume via email to: Cyndi DeVries, Human Resources Advisor (cyndi@southglengarry.com) no later than **Friday October 4, 2019 at 4:00 pm.** Please indicate **Seasonal Position** in the subject line.

In accordance with the "Municipal Freedom of Information and Protection of Privacy Act", personal information is collected under the authority of the Municipal Act, 2001, as amended and will be used for the purpose of candidate selection.

Accommodations of persons with disabilities are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance to the Human Resources Advisor, or designate.

We thank all applicants and advise that only applicants selected for an interview will be contacted.

<p>The Corporation of The Township of South Glengarry</p>	<p>Job Description</p>
<p>Position Title:</p>	<p>Truck Driver/Labourer</p>
<p>Group:</p>	<p>Union</p>
<p>Supervisor:</p>	<p>Roads Manager</p>
<p>Department:</p>	<p>Infrastructure</p>
<p>Prepared By:</p>	<p>Human Resources Advisor</p>
<p>Approved:</p>	<p>March 6, 2017</p>
<p>Revised:</p>	
<p><u>Job Function:</u></p> <ol style="list-style-type: none"> Reporting to the Roads Manager the Truck Driver/Labourer is responsible for adhering to all municipal infrastructure programs and services. 	
<p><u>Skills and Qualifications:</u></p> <ol style="list-style-type: none"> Previous experience (1-2 years) and knowledge of the operation and maintenance of powered equipment such as lawnmowers, chainsaws and small hand tools etc. Ability to operate and travel in a variety of vehicles/equipment and perform duties in all types of weather and under inclement conditions. Effective verbal and listening communications skills. Completion of Grade 12 education or equivalent and maintain a valid Ontario Class DZ Drivers' License and clean driver's abstract. 	
<p><u>Direction Received/Independent Action:</u></p> <ol style="list-style-type: none"> General direction is provided by the Roads Manager. Performance is monitored by the Roads Manager through the Township's Performance Management Program. 	

8. Must have the knowledge of and ability to apply and interpret policies, procedures and regulations such as the Occupational Health and Safety Act.

Working Relationships:

Routine Contacts:

9. Roads Manager – Direct reporting relationship
10. General Manager of Infrastructure Services – Confer, as required, the daily operation of all activities associated with infrastructure.

Non-Routine Contacts:

11. General Public – Responds to residents in a positive and courteous manner.

Duties and Responsibilities:

12. Perform daily vehicle/equipment safety and maintenance checks.
13. Operate and safely secure all equipment according to safety policies and procedures.
14. Operate and or drive a variety of equipment and machinery including but not limited to Tandem Snow Ploughs, Township pick-up trucks, mowing equipment, backhoe, front loader etc.
15. Advise Roads Manager of any requirements for maintenance or repairs.
16. Participate in routine garage maintenance ensuring a safe workplace.
17. Deal with the public in a courteous and respectful manner and make note of and report complaints and respond in a respectful manner.
18. Maintain inventory.
19. Adhere to Safety Regulations at all times.
20. Work independently and/or part of a crew under the direction of the Roads Manager.
21. Set up traffic control devices as per the daily traffic control plan. May direct traffic under certain working conditions.
22. Perform various road maintenance activities for both granular and hard surfaced road

allowance for both winter and off winter operations.

23. Perform other duties as assigned.

Physical and Sensory Demands:

24. Physical demands include lifting, pulling and managing heavy equipment and objects for short to medium durations.

25. Maybe exposed to unpleasant sights and smells.

Mental Demands:

26. May be exposed to frequent periods of long concentration.

Impact of Errors:

27. Errors could possibly have an impact on the level of quality municipal services provided.

28. Errors may lead to charges being laid against the Corporation resulting in possible fines or potential lawsuits.

Hours of Work:

29. Required to work eight (8) to ten (10) hour days during normal business hours, emergency response and during winter season must be available to work overtime.

Overtime:

30. Overtime is compensated as per the Collective Agreement.

Work Environment:

31. Spends 80% to 90% of the average work year outdoors and/or operating equipment.

32. Balance of work year is spent indoors generally the Township garage.

Job Description: Truck Driver/Labourer

Hazards:

33. Occasionally exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.