



## Township of Seguin

### Seasonal Employment Opportunity

The Public Works department has a contract position available for a Seasonal Labourer from April to October 2021.

#### Duties and Qualifications:

- Must have a valid G licence.
- You may be scheduled to work weekends including statutory holidays as well as weekdays. The work schedule is under review and subject to change.
- Experience with a variety of equipment; (pickup truck, waste trailer, backhoe, chainsaw etc.)
- Ability to read work orders and follow through on tasks such as installation of road signs, flagging and road maintenance work, tree maintenance, cold patching and garbage removal.
- Maintain waste sites in a clean and safe manner.
- Ability to work as a cooperative team player in promoting a strong and positive work place.
- Must be able to perform physical labourer duties.
- Ability to read and understand legislation and manuals as related to equipment operation, highway traffic act regulations, traffic control responsibilities and health and safety legislation and policies.
- The ability to follow and complete instructions from supervisors.
- An understanding of Workplace Safety and the Occupational Health and Safety Act.

Please submit your resume to the attention of Christine Dixon, Deputy Treasurer, [cdixon@seguin.ca](mailto:cdixon@seguin.ca) by **12:00 p.m. Friday March 5<sup>th</sup>, 2021.**

Christine Dixon, Deputy Treasurer, [cdixon@seguin.ca](mailto:cdixon@seguin.ca)  
5 Humphrey Drive, Seguin, ON P2A 2W8  
Phone: (705) 732-4300 Fax: 705) 732-6347

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

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act for the purposes of candidate selection only.

The Township of Seguin is an equal opportunity employer, committed to diversity and accessibility within the workplace. We thank all applicants for their interest and advise that only those selected for an interview will be contacted. If you require accommodation to participate in the recruitment process, please contact our office.

## **PUBLIC WORKS SEASONAL LABOURER**

Summary: Assist with the operation of the Public Works Department. Requires working outside, heavy lifting and general labourer activities.

Location: Seguin Township

Department: Public Works

Reports To: Public Works Lead Hands

Last Updated: July 10, 2020

### **Tasks:**

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#### **Maintenance**

1. Maintains the various waste transfer sites in a clean, safe and tidy manner.
2. Provides assistance with cleanup at various locations within Seguin Township.
3. Pick up heavy items illegally dumped and transport to the landfill site.
4. Assist with landfill site operations.
5. Plows waste sites, parking lots, entrances and other locations as instructed.
6. Shovels and snow blows snow as necessary to keeps waste sites and public works shops clear of snow and ice in the winter.
7. Assist with the steaming of frozen culverts during the winter.
8. Cold patching and general road maintenance.
9. Provide general maintenance to vehicle and equipment.
10. Reports any identified issues to supervisor.
11. Assist Public Works staff when required.

#### **Administration**

12. Completes paperwork and records information as requested in an organized manner.

#### **Customer Service**

13. Provide excellent customer service to all users.
14. Assists Ratepayers with the unloading of a variety of items for disposal.
15. Able to communicate information to Customers.

#### **Other**

16. Complies with Seguin Township policies and procedures.
17. Performs other related tasks as assigned by management.
18. Must be able to work flexible hours. This position will require you to work; day, afternoon, and weekend shifts.