



Seasonal Employment Opportunity

The Public Works department has an opening for a Seasonal Equipment/Waste Operator.

Contract Period – October 2021 to April 2022

Duties and Qualifications:

- **Equipment/Waste Operator must have a valid DZ licence**, AZ license would be considered an asset.
- You may be scheduled to work weekday and weekends including statutory holidays. The work schedule is under review and subject to change.
- Experience driving a variety of large and small equipment; (dump truck, waste truck, backhoe, bulldozer, front-end loader chainsaw etc.)
- You will be required to plow and sand various roads within the
- You may be required to patrol the roads within the Municipality checking for conditions and keep accurate and appropriate records of conditions according to the Minimum Standards outlined in the Minimum Maintenance Standards for Municipal Highways.
- 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.
- 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 or completed application to the attention of Christine Dixon, Deputy Treasurer, cdixon@seguin.ca by **4:00 p.m. Thursday September 30th, 2021.**

Christine Dixon, Deputy Treasurer, 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. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for the purpose of candidate selection. The Township of Seguin is an equal opportunity employer and if you require accommodation to participate in the recruitment process, please contact our office.

Vaccination is a key element in the protection of employees against the hazard of COVID-19. New employees must comply with the Seguin Township Mandatory Vaccination Policy prior to commencing their employment.

PUBLIC WORKS SEASONAL EQUIPMENT/WASTE OPERATOR AND LABOURER

Summary:	Operates equipment to maintain roads, bridges and ditches and waste sites.
Location:	11 Humphrey Drive, Seguin Township
Department:	Public Works
Reports To:	Public Works Lead Hand, however may take direction from Public Works Operations Coordinator
Updated:	August 21, 2018

Tasks:

Operation and Maintenance

1. Operates both tandem and single axle trucks for the purpose of hauling sand, salt, gravel and ditching material.
2. Snowplow and sand roads and removes snow at waste sites and shops.
3. Operates waste collection vehicles to collect and transports garbage to and from waste sites and landfill sites, within and outside of Seguin Township.
4. Operates a backhoe for the purpose of loading trucks, road maintenance, waste site maintenance and various other tasks.
5. May operate grader.
6. Provides maintenance to ditches, assists in culvert installation, traffic and road signs.
7. Operates chainsaws, grass cutting equipment, cutoff saws, a 'steam jenny' to thaw culverts, power tools and other pieces of small equipment.
8. Repairs potholes, cold patch, removes beaver dams, and removes debris such as garbage, brush, and fallen trees from Township roads.
9. Conducts roadside grass cutting, maintains bridges, and flags traffic at work sites.
10. Operates the water truck to distribute water and control dust.
11. You will be required to patrol the roads within the Municipality checking for conditions (such as snow and/or ice accumulation) and keep accurate and appropriate records of conditions according to the Minimum Standards outlined in the Minimum Maintenance Standards for Municipal Highways.
12. Required to report conditions to supervisor when/where required.
13. Ability to read work orders and follow through on tasks such as installation of road signs, flagging and road maintenance work, tree maintenance, and garbage removal.
14. Assists with maintaining a clean, safe and organized shop.
15. Provides general maintenance to vehicle and equipment.
16. Assists with the operation and maintenance of the Municipal Landfill and Transfer Waste Sites, picking up heavy items illegally dumped at various locations.
17. Follows Seguin Township Operational Safety Protocol.

Customer Service

18. Liaises with ratepayers to communicate information and promote the township.
19. Monitors township activities on the way to and from work sites, identifies issues and notifies direct supervisor for further investigation.

Other

20. Complies with Seguin Township policies and procedures.
21. Completes daily duty status sheets and keeps paperwork organized
22. Performs other related tasks as assigned by management.
23. Able to work flexible hours as required.