



GEORGINA

Employment Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Seasonal Road Attendant

Job ID#2020.27S

Department: Operations & Infrastructure

Division: Roads

Location: Roads Yard

Status: April 29, 2020 – November 1, 2020

Number of Positions: 3

Scheduled Hours/Shifts: 40 hours/As directed

Salary Range: \$29.16/hour

Date Posted: February 21, 2020

Date Closing: March 9, 2020

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose:

Responsible for providing general maintenance to all Town roads and Town owned road-side properties including patching, ditching, grass cutting, tree/hedge trimming, maintaining culverts, signs, and guide rails, and acting as eyes and ears for the Corporation in potential emergency situations, providing accurate documentation to protect the Corporation from liability. For full details, please see job description which follows.

Minimum Qualifications:

To apply for this position you must have Grade 12 or equivalent with OGRA training preferred; one (1) year previous experience in road maintenance/building; a Valid Class DZ Licence with a clear driver's abstract to operate Town vehicles; and experience driving trucks, loaders and tractors.

How to apply:

Please forward your cover letter and resume in confidence by **March 9, 2020**, identifying the job title and **ID# 2020.27S** in the subject line to careers@georgina.ca or in person or by mail to Human Resources, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1

Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. We respect, encourage, and celebrate diversity. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated throughout this process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

We thank all candidates for their interest, however, only those being considered will be contacted.



Job Description: Spring/Summer Road Attendant

Responsible for providing general maintenance to all Town roads and Town owned road-side properties including patching, ditching, grass cutting, tree/hedge trimming, maintaining culverts, signs, and guide rails, and acting as eyes and ears for the Corporation in potential emergency situations, providing accurate documentation to protect the Corporation from liability.

Responsibilities:

- Provides general road maintenance including patching, etc.
- Responsible for keeping accurate log documentation for hours of service in accordance with the Highway Traffic Act.
- Performs set up and ensures that a traffic protection plan is in place and is appropriate for the area that is needed according to Book 7.
- Operates heavy equipment to complete all necessary duties, such as dump truck, tractor, loader, steam machine, etc.
- Maintains existing ditches and/or excavates new ditches including installing sub-drains when necessary.
- Cuts/trims grass and weeds on roadsides.
- Trims and/or removes brush and trees with the use of chainsaws, loader, etc. and disposes of brush and branches with the chipper truck and plants new trees/bushes as required.
- Cleans, repairs and/or installs catch basins and removes and disposes of any contaminated waste.
- Provides roadside clean up, including the removal of large/heavy objects on Town properties and disposes of road killed animals (excluding cats and dogs) and other garbage as necessary.
- Installs and maintains snow fence and uses steamer to thaw culverts.
- Maintains, repairs, paints and/or installs road/traffic and street name signs.
- Completes minor repairs and maintenance on machinery and equipment as required.
- Maintains the Town work yards (including shop and garage) through regular cleaning, painting and/or minor repairs.
- Maintains own safety and the safety of others by working in compliance with all applicable Federal and Provincial legislation and with the health and safety practices and procedures established by the Corporation.
- Participates in the Town's Health & Safety Program and complies with the Occupational Health and Safety Act, other applicable legislation and best practices.
- Maintains knowledge of and adheres to all Town of Georgina Policies and Procedures.
- Participates in ongoing Training and Development and ensures all mandatory requirements are met and maintained.
- Other duties as assigned.