



5. Must alternate patrolling on weekends and/or in the absence of the Lead Hand during the winter months or as scheduled by the Public Works Superintendent.
6. Be available to operate equipment and or patrol roads within one half hour notice, 7 days a week, excluding time off for annual holidays when emergencies occur.

## **A – SKILLS**

### **1. Knowledge – education and experience**

#### **(i) Education and training**

(a) Minimum education required:

Secondary School Diploma

(b) Formal training required:

Class AZ or DZ drivers licence, Surface Mining Certificate, and Chainsaw Certificate

#### **(ii) Experience**

(a) Minimum number of years of related work experience necessary to achieve proficiency on the job: one year

#### **(ii) Other Key Skills necessary to achieve proficiency on the job.**

Good physical condition.

### **2. Decision Making – judgement, problem solving, creativity, initiative, and analysis.**

(a) Complexity of decisions : Low

(b) Nature & number of alternative solutions to chose from. Is research of alternatives required? Some

(c) Degree of responsibility for unusual problems: Low

(d) Degree of independent action and judgement? Low

(e) Decisions represent those of department? No

(f) Degree of responsibility for policy development? Low

**3. Communication – written, verbal and interpersonal**

Internal Contacts:

Mayor and Council: No

Managers: 1  
Public Works Superintendent

Non management staff: Public Works Staff

External Contacts:

General Public: No

Other external contacts: Yes

(a) Number and frequency of contacts requiring regular communication within the organization: Occasional

(b) Complexity of the type of information communicated & requested within the organization: Low

(c) Number and frequency of contacts requiring regular communication outside the organization: Occasional

(d) Complexity of the type of information communicated & requested outside the organization: Low

(e) Represents municipality at functions: No

**B – EFFORT (duration & intensity)**

**1. Mental effort – concentration & attention, complexity & analysis required, and mental fatigue**

(a) Approximate % of work day requiring periods of concentration to complete duties satisfactorily:

(l) 46-60%

(b) Amount of mental fatigue:

(l) medium

**2. Physical & manual effort – manual dexterity, complexity, volume of work, sensory requirements and physical fatigue**

(a) Approximate % of work day requiring periods of physical effort to complete duties satisfactorily:

(l) 61-75%

(b) Amount of physical fatigue:

(l) medium

**C – RESPONSIBILITY**

**1. Program Delivery - contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for of policies & procedures, responsibility for planning**

(a) Programs/services are delivered as follows:

(l) performance of duties has an immediate effect on the provision of programs/services

(b) Contact with the public is:

(l) limited

(c) Responsibility for development and evaluation of programs/services:

(l) none

**2. Human Resources – personnel policies & procedures, supervision, health & safety, training**

(a) Number of direct reports to this position: none

(b) Supervision/coordination of the work of other employees:

(l) never

(c) Provides informal training/instruction to other employees:

(l) never

- (d) Responsibility for hiring, discipline, motivation, training, performance review etc.: no
- (e) Involvement with HR function for municipality including overall policies, procedures, personnel files etc.:
  - (l) none

**3. Material & Information Resources – equipment, property, data records & software, confidentiality**

- (a) Responsibility for storage and maintenance of material or information:
  - (l) that is routine and non-confidential
- (b) Involvement in purchasing:
  - (l) gives input into purchasing decisions
- (c) Responsibility for using & maintaining equipment:
  - (l) uses heavy equipment safely and is responsible for storage or maintenance
- (d) Responsibility for policies and procedures relating to material & information resources:
  - (l) no involvement

**4. Financial Resources – budgets, treasury, accounting & confidentiality**

- (a) Involvement in financial matters:
  - (l) little or no involvement with financial matters
- (b) Budget/spending authority:
  - (l) some spending authority

## **D. WORKING CONDITIONS**

### **1. Physical Environment – physical surroundings & hazards**

- (a) Physical environments:
  - (l) frequently works in a disagreeable environment
- (b) Exposure to hazards:
  - (l) frequent
- (c) Risk of injury:
  - (l) often

### **2. Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, montony, social disruption**

- (a) Number of interruptions:
  - (l) some
- (b) Contact with public:
  - (l) minimal
- (c) Deadlines:
  - (l) few & assigned tasks can be completed in a day
- (d) Overtime:
  - (l) occasional
- (e) On call:
  - (l) frequent

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Public Works Superintendent Approval

**I have reviewed the above job description and agree it is accurate and complete.**

Supervisor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Approval

**I have reviewed the above job description and agree it is accurate and complete.**

Staff Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_