

EMPLOYMENT OPPORTUNITY

PUBLIC WORKS ASSISTANT

The Municipality of Powassan is seeking candidates for the position of Public Works Assistant. Reporting to the Public Works Foreman, the successful applicant will be responsible for the maintenance of municipal infrastructure including roads, sidewalks, cemeteries, and recreational areas.

Major Responsibilities:

- Performing daily inspections and operating and maintaining heavy equipment, including, backhoes, trucks, trackless, graders, and loaders.
- Using equipment as directed to perform road maintenance duties such as plowing, sanding, hauling, culvert replacement, bridge maintenance, ditching, brushing, grading, and culvert thawing as required.
- Maintaining cemeteries through grass cutting, installation of foundations, digging graves, and ensuring gravestones are stable and safe.
- Performing routine maintenance on municipal equipment and updating logbooks with maintenance and repair details

Minimum Qualifications:

- Minimum DZ license.
- Ability to operate heavy equipment including snowplow, backhoe, sidewalk plow, and grader.

A detailed job description is available at the Municipality of Powassan office or at <https://www.powassan.net/>. This will be a full-time position, at 40 hours per week. The salary range for 2025 is \$25.12 to \$31.40 per hour.

Applications will be accepted until: September 9, 2025, at 11:59 p.m.

Interested parties may forward a cover letter and resume to:

Brayden Robinson, Treasurer/Director of Corporate Services
250 Clark Street
Powassan, ON P0H 1Z0
brobinson@powassan.net

We thank all applicants 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 and is used for the purpose of candidate selection. The Municipality of Powassan is an equal opportunity employer. Accessibility accommodations are available and will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act.

POSITION DESCRIPTION

<u>JOB TITLE:</u> Public Works Assistant	<u>UPDATED:</u> August 2025
<u>REPORTS TO:</u> Public Works Foreman	<u>STATUS:</u> Full Time/ 40 Hours/Week
<u>DEPARTMENT:</u> Public Works	<u>TYPE:</u> Hourly

PURPOSE OF POSITION:

Under the Direction of the Public Works Foreman, Public Works Assistants are responsible for operating various types of municipal vehicles and equipment in the maintenance of municipal infrastructure, in addition to maintaining and repairing equipment and providing general construction and manual labour.

RESPONSIBILITIES AND DUTIES:

- I. Performing daily operations that ensure safety and maintenance of municipal infrastructure by:
 - Performing daily inspections and operating and maintaining heavy equipment, including excavators, backhoes, trucks, trackless, graders and loaders.
 - Using equipment as directed to perform road maintenance duties such as plowing, sanding, hauling, culvert replacement, bridge maintenance, ditching, brushing, grading, and culvert thawing as required.
 - Reporting any mechanical/service or safety concerns to Public Works Foreman.
 - Ensuring the safety of public roads within the Municipality, monitoring the roadway for obstructions and defects; operating vehicles and machinery in an alert and cautious manner.
 - Ensuring that all culverts and roads are clear and unobstructed using equipment such as chainsaws and steam equipment; generator, mulching equipment or other heavy equipment as required.
 - Maintaining recreational areas, such as parks and ball diamonds, including through grass cutting and other maintenance activities.
 - Constructing roadways and sidewalks.
 - Maintaining water and sewer systems, including the excavation and repairs of lines, valves, water meters, etc. in coordination with the MOE and Ontario Clean Water Agency.
 - Repairing line breaks under the supervision of a licensed Operator.
 - Maintaining cemeteries through grass cutting, installation of foundations, digging graves, and ensuring gravestones are stable and safe.
 - Performing routine maintenance on municipal equipment and updating logbooks with maintenance and repair details.
 - Replaces the Landfill Operator or Garbage Collector as required.
- II. Maintaining accurate and detailed records of operational duties:
 - Keeping an accurate and current logbook of daily duties performed.

- Providing accurate records and descriptions of any repairs required on equipment.
- Patrol records and Daily Inspections.
- Internal Work Orders.
- Time Sheets and Roll Over Sheets.
- Preventative Maintenance Inspection Records.
- Aggregate Usage Records.

III. Follow policies, procedures and guidelines adopted by the Municipal Council as directed by the Public Works Foreman by:

- Ensuring P.P.E. is up to date and worn at all times.
- Being attentive and cautious in all duties.
- Understanding and obeying all safety rules and regulations.

IV. Performing other associated duties as required.

POSITION SPECIFICATIONS

Education and Training:

- Minimum Grade 12 or equivalent.
- A Valid Class "A" License with "Z" endorsement is preferred, DZ License required, with a clean abstract.
- Has completed, or ability to successfully complete training as required in: Minimum Maintenance Standards; Book 7 (Flagging Technician); Municipal Pit and Quarry Worker; Material Handling or 0-8 Tonne Crane; Propane; WHMIS; Occupational Health and Safety; Defensive Driving; Chainsaw Operation; Tire Changing.

Experience:

- Experience operating, maintaining and/or repairing heavy equipment and trucks
- Two years of experience operating combination snowplow/spreader units, backhoe, grader, wheel loader, and excavator
- Experience with truck and float/tag operation as well as securing loads
- Welding and working with steel an asset

Abilities/Skills:

- Ability to understand and comply with the Municipality's Safety Policies and Procedures.
- Availability for winter operations standby.
- Effective written and verbal communication skills.
- Ability to perform physically demanding tasks.
- Efficient time management and organizational skills.
- Familiarity with shop equipment and hand tools.
- Ability to work in all weather conditions.
- Thorough record keeping skills.
- Ability to produce detailed and quality work.
- Understanding of CVOR and Hours of Service regulations and Daily Inspections.