

**TOWNSHIP OF ADMASTON/BROMLEY
JOB DESCRIPTION**

Job Title:	Last Revision Date: March 2, 2022
Student Public Works	Approved By:
	CAO/Clerk
Reports To:	Effective Date: March 2, 2022
CAO/Clerk & Acting Road Superintendent	

Position Summary:

Primary function of student worker is to perform various services related to the Township roads while focusing on public safety and convenience.

Position Qualifications:

- G2 license mandatory, and a Clear Driver's Abstract.
- Demonstrate ability to work independently and as a team and perform physical demands of the position.
- Experience in the following would be an asset:
 - Cutting grass, fixing fences, brushing, cold patching and flagging.
- Computer knowledge and experience in the following would be an asset:
 - Microsoft Word
 - Microsoft Excel

Current training in the following courses would be considered an asset:

CPR & First Aid.

Job Description:

We are seeking a Secondary or Post-Secondary student to assist public works staff with a variety of maintenance activities, including grass cutting, weed snipping, fixing fences, brushing, cold patching, flagging and sign inspections.

In addition to the above, students may be required to assist with file organization and data entry of public works information. Good computer skills would be an asset for this.

The students will also be responsible to protect their own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

The forgoing description reflects the general duties necessary to describe the principal functions of the student job identified and shall not be construed to be all of the work requirements that may be required for this position.

Rate of Pay/Hours of Work:

\$15.00/Hour

40 Hours week – Monday to Friday, 7:30 a.m. - 3:30 p.m. (*subject to change*)

Closing Date: 3:00 p.m. on Thursday March 31, 2022

Resumes, including a detailed cover letter are to be emailed to

info@admastonbromley.com or mailed/delivered to

477 Stone Road, Renfrew, ON K7V 3Z5.

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

The Township of Admaston/Bromley is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

The Township of Admaston/Bromley will attempt to provide reasonable accommodation for a known disability for an applicant or employee if requested.