

Resort Village of Bird's Point

JOB DESCRIPTION

POSITION TITLE / POLICY NAME: Seasonal Public Works/Park Maintenance

REPORTS TO: Administrator and Council Committee

EMPLOYMENT CLASSIFICATION: Seasonal

LATEST REVISION DATE: May 9, 2022

POLICY # 04

PAY TYPE: Hourly

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This position provides general labour in support of the delivery of public services, including, but not limited to: maintenance of public streets, grounds, parks & recreational facilities, rights-of-ways, and maintenance of equipment.

QUALIFICATIONS

- **Knowledge of:**
 - general maintenance, construction, tools and equipment
 - the occupational hazards involved and the safety precautions necessary in performing maintenance, construction and repair work;
 - the methods, materials, tools and practice in trade of street and road maintenance repair
- **Ability to:**
 - perform the specialized semi-skilled maintenance and repair;
 - perform strenuous work, including heavy lifting;
 - respond to weather emergency events requiring road maintenance under adverse weather conditions;
 - operate related equipment
 - carry out oral and written instructions;
 - to work alone without supervision;
 - completing tasks and duties as assigned
 - work outside normal work house if necessary
 - Pass a post-employment offer background check

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Operate power equipment including attachments, maintain and repair equipment in good operating condition
2. Patch roads and streets as required
3. Check culverts and shoulders and repair if necessary
4. Removal of beaver dams intersecting Currie Avenue as required
5. Erect road signs, install and repairs as required
6. Plow snow on streets as required
7. Erect and remove barricades and snow fencing as required
8. Perform carpentry work on village property as required
9. Trim trees, brush and stumps. Debris removal as required.
10. Mowing, brushing, and clearing right of ways
 - Verges and ditches weekly starting in early May (first cut) 1st Ave. and Currie Ave.
 - Entrance Roads Second cut (further out) with a brush mower 3 times in high season (or more if needed)
 - Grass on the high/low ditch (start early May) entrance roads to village (start early May - 4 roads)
 - Cut from trailers to boat launch (new this year)
 - by Yvonne Cyr approach needs to be cut starting in May
 - on municipal road behind Yvonne Cyr – to be cut starting in May
 - hand mowing, trimming as required
11. Park Area
 - Pick up trash, debris, leaves in park area
 - Empty all garbage's in park area (in the summer this will have to be done on weekends also)
 - clean gazebo when needed
 - Repair any broken fences at park and around the hotel (parking area) when needed
 - Repair, stain, etc all picnic tables,
12. Beach Area
 - Clean and Rake beaches as required
13. Bath House/Showers
 - Repairs, Check for upkeep, report to council if anything needs to be done
14. Waste Management Site
 - Cut grass when required
 - Clean area when required
15. Creeks/Water Flowing
 - Check culverts in spring to make sure they are clear and notify road committee/Administrator if needed to be cleaned out
 - Check creek to made sure flowing properly (etc. beavers)

OTHER REQUIREMENTS

- All employees are expected to practice safe work habits at all times and to follow safety guidelines, which includes Safety equipment worn at all times (safety vest, hat and steel toe boots)
- Training (if required for employment)
- Possession of a valid driver's license and have access to reliable transportation
- Detailed Time sheet (hours and description) for employee to be filled out daily
- Employees only allowed in village shop area (liability)
- Other duties as assigned by the Village Administrator