



**Township of
ELIZABETHTOWN-KITLEY**

**TO GROW A PROGRESSIVE COMMUNITY
FOR TODAY AND TOMORROW**

Job Description

TITLE:	Public Works Summer Student
REPORTS TO: (Directly)	Public Works Manager
REPORTS TO: (Indirectly)	Public Works Technical & Compliance Advisor, Lead Hand
WAGE:	\$18.59 per hour

POSITION OBJECTIVE AND SCOPE

Reporting to the Public Works Manager, the Public Works Summer student will provide support to the Lead Hand and public works members and assist with the activities of the public works department.

MAJOR RESPONSIBILITIES

- Traffic control during road maintenance activities
- General clean up responsibilities including litter collection, shop clean up, and cleaning public spaces
- Assisting with equipment and building maintenance
- Vegetation control such as grass cutting, weed whipping, planting, watering and weeding gardens
- Assisting with general road and asset maintenance activities
- Other duties as assigned by the Lead Hand and/or Public Works Manager

SKILL REQUIREMENTS

Education, Training and Job-Related Experience

- Must currently be enrolled in school full-time for the 2024/2025 school year and returning to school full-time in the 2025 fall term (normally starting in August or September) in either secondary or post-secondary
- Must be at least 16 years of age by June 1, 2025
- Previous co-op student experience in a public works environment, an asset.
- Valid "G2" or "G" license and use of a personal vehicle may be required, with mileage reimbursed

Additional Skills and Abilities

- Experience with motorized equipment, including tractors, lawnmowers, chainsaws, trucks considered an asset
- Knowledge of road maintenance activities and safety procedures considered an asset.
- Ability to work alone under minimal supervision and work outdoors in any weather condition
- Demonstrated problem-solving skills, attention to detail and accuracy.
- Works within accepted policies and procedures.
- Ability to convey and exchange information to people inside and outside the Municipality

WORKING CONDITIONS

Environment

- Exposure to inclement weather.
- Work to be performed both in office and in field, ability to handle physical demands of general road maintenance activities using hand and small power tools/equipment and the ability to sit for prolonged periods completing computer related tasks
- Required to supply and wear CSA approved footwear all other PPE shall be provided.

Schedule and Location

- Required to work 40 hours per week
- Regular hours are 8:00 a.m. to 4:00 p.m. Monday to Thursday
- Overtime work outside of regular hours may be possible as approved by the Public Works Manager
- Majority of work will be performed from the Public Works Yard with some work performed in the field and from the Municipal Office

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holder within this job classification. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.