

Job Category:	In Scope
Department:	Transportation Services
Reports to:	Public Works Foreman
Prepared by:	Administrator
Date:	Revised December 2016

MAIN FUNCTION:

The Public Service Worker I position is responsible to assist municipal services staff in providing excellent services to the residents of the Town of Kamsack. This position is responsible for a variety of skilled and unskilled manual tasks involving heavy physical labour to ensure the proper maintenance, repair and construction of the Town’s infrastructure; including but not limited to all streets and right of ways, sidewalks, storm drainage system, parks, water system and sanitary sewer collection and treatment system.

DUTIES:

1. Assists with the collection of refuse and garbage

- Operates all assigned equipment in a safe and efficient manner according to all relevant laws, policies and procedures.
- Drives /operates the garbage collection truck safely and efficiently
- Collects and disposes of garbage/refuse according to set policies and procedures

2. Assists with the delivery of water and collection of sewage

- Assists in the installation, repair and maintenance of water mains, sewer mains, hydrants, valves and service connections, in a safe manner according to set policies and procedures.
- Assists in the operation and maintenance of the Town water works.
- Read water meters.
- If certified in Water Treatment, Waste Water or Water Distribution, operational tasks in the utilities department may be assigned on a casual or as needed basis.

3. Maintains municipal property, services and facilities

- Operate small tractors, mowers tillers and power equipment in a safe and efficient manner, ensuring policies, procedures and safety checklists are adhered to.
- Assists with street, curb and sidewalk maintenance, including removing general debris from streets, concrete/asphalt repairs, curb and crosswalk painting.
- Cuts grass, trims shrubs, trees and other vegetation in a safe and efficient manner.

- Makes minor repairs to municipal property and facilities, ensuring public and worker safety at all times.
- Plant, water and maintain landscape areas.
- Ensure all equipment and tools are stored in a safe and secure manner.
- Clean, service and make minor repairs to equipment and tools as per defined policies and procedures.

4. Provides manual labour service as and when required

- Operate basic hand tools such as saws, shovels, rakes,
- Operate basic power equipment tools such as lawn mowers, tillers, jackhammers, snow blowers,
- Provide manual labour assistance on various tasks and assignments

5. Perform other duties as assigned.

- In the absence of the Bylaw Enforcement Officer, locate and impound domestic animals running at large and care for those animals in the pound.
- Any other assigned duties that may be required to be performed from time to time

WORKING CONDITIONS:

1. Physical Demands

- The Public Service Worker I position is a physically strenuous and demanding job that requires lifting, pulling and managing heavy equipment and objects.

2. Environmental Conditions

- The Public Service Worker I must work outside in a variety of weather conditions and may be exposed to unpleasant sights and smells. Exposure to dangerous or toxic substances is possible, therefore all necessary safety precautions and procedures must be followed.

3. Mental Demands

- The Public Service Worker I must complete tasks in an efficient and effective manner, often while dealing with the public in a courteous and respectful manner.

SKILLS:

1. Knowledge

- knowledge of safe operation of basic hand and power tools
- basic knowledge of water and sewer operations

- basic knowledge of garbage truck and equipment operation
- knowledge of garbage collection and disposal procedures
- knowledge of equipment cleaning standards and procedures
- knowledge of workplace safety and safe lifting and handling procedures

2. Teamwork Skills

- ability to operate equipment and tools in a manner that ensure personal and co-worker safety
- client service and public interaction skills
- team building skills
- effective verbal and listening communication skills as well as the ability to read and write
- ability to communicate effectively in English

3. Personal Attributes

- must be honest and trustworthy
- must be respectful
- must possess cultural awareness and sensitivity
- must be flexible and have the ability to adapt to change based on operational needs
- must demonstrate sound work ethics
- must deal with the public in a courteous and respectful manner
- must be able to operate effectively in a political environment

EDUCATION AND EXPERIENCE:

- Grade 12 or equivalent
- Valid Class 5 license with clean drivers abstract
- Physical capacity to do heavy work
- Manual and mechanical dexterity
- Willingness to complete industry/safety related training courses
- Previous experience in a similar type of position considered an asset
- Valid "Air" endorsement must be obtained within 6 months of passing probation
- Certification in water works disciplines (water treatment, waste water, water distribution) or in pesticide applications (landscape) would be considered an asset.

PROGRESSION TO PUBLIC SERVICE WORKER II

To progress to a PSW II position the incumbent must have:

- Successful completed probation for a PSW I;
- Demonstrated the ability to effectively and efficiently perform all of the duties outlined above;
- Holds valid industry/safety certificates/endorsements at the PSW1 level (See Appendix)
- “Air” endorsement on Driver’s License
- Completed a minimum of 40 hours of skid-steer operation/experience
- Completed a minimum of 40 hours of loader operation/experience
- good attendance
- demonstrated motivation, ability, common sense and a positive attitude
- good communication skills and demonstrated initiative to serve the best interests of the community