

**Municipality of Arran-Elderslie
Position Profile**

SEASONAL WINTER PATROL/NIGHT PATROL

DEPARTMENT:	Public Works
REPORT TO TITLE:	Works Manager
Position status:	Seasonal, Bargaining Unit Position within CUPE (November to late March)
Pay method:	Hourly, Bi-Weekly
Normal workweek:	2:00 a.m. to 5:00 a.m. from Monday to Friday Fifteen (15) hours per work week Additional hours may be expected
Saturday or Sunday Hours:	paid at time & half
Over 44 hours Mon-Fri:	paid at time & half
On call Requirements:	Yes
Probation:	Nine (9) months (one (1) season trial basis, 2017-18 season)

POSITION OVERVIEW

Winter Patrol/Night Patrol is required to travel the Municipal road system while documenting conditions. This individual will also assist in all various maintenance tasks associated with upkeep of roads, sidewalks, parking lots and other Municipal facilities.

QUALITIES

- Motivated team player with a positive attitude. Able to work with minimal supervision when required.

DUTIES

Carryout winter maintenance operations such as, but not limited to:

- Patrolling the roads system within the Municipality as regulated by the Minimum Maintenance and Municipal level of service standards
- Documenting all patrol sequences as required under the Minimum Maintenance and Municipal level of service standards
- Snow plowing and ice removal, if hold a valid DZ drivers licence

- Sanding and salting, if hold a valid DZ drivers licence
- Respond to emergencies, which could happen during any twenty-four (24) period. Emergencies include, but not limited to stranded vehicles, medical emergencies, fires, utility breakdown, sign repair, or prioritizing road clearing
- Perform other related duties to maintain municipal property, roads, and roadsides as assigned by the Foreman

Vehicle & Equipment Operation and Maintenance

- Perform work assignments using a variety of vehicles, heavy equipment, as well as hand and power tools
- Responsible for safe and effective use of equipment using appropriate equipment where necessary
- Use initiative and judgment when operating equipment and operate without direct supervision when the task has been defined.
- Maintain equipment, vehicles, and tools in a safe and operational condition
- Follow acceptable maintenance and servicing schedules, such as oil changes, filters, and lubrication according to service manuals
- Work with other municipal employees to maintain equipment fleet by cleaning and performing minor servicing duties such as washing, waxing and vacuuming.
- Also maintain municipal buildings in a neat and tidy condition

FORMAL EDUCATION, LICENSING, TRAINING & EXPERIENCE

- Secondary School diploma
- As a Minimum, must hold a Valid G driver's license, Preference may be given to applicants who possess an "AZ" or "DZ" drivers licence
- Clean driver's abstract – Employment conditional upon candidate providing current driver's abstract once offer of employment has been given
- Valid First Aid certificate
- Participate in Public Works methods training and use of special or new equipment training

PERSONAL SKILLS

- Good interpersonal and communication skills with co-workers and the public.
- Well-organized, energetic team player
- Good physical condition required for physical demands of the job.

- Ability to operate a variety of equipment safely and efficiently.
- Working knowledge of the Ontario Occupational Health & Safety Act and practices.
- Maintain neat, tidy appearance.
- Conducts self in polite manner appropriate for working with the public and co-workers.
- Promotes Municipal policy decisions favourably.

EFFORT

- The work is physically demanding and repetitive.
- Responds to emergency requests and works on call time beyond regular work hours.

RESPONSIBILITIES

DECISION MAKING

- Works under the direction of the Works Manager.
- Works within established Municipal and Provincial policies and procedures.
- No supervisory responsibility.

JUDGEMENT

- Identify and report promptly to Supervisor, any existing or potential problems with any Municipal infrastructure.
- When to act independently in any situation and when to discuss a situation with a Supervisor.
- Identify and avoid potentially unsafe situations and practices.
- Identify mechanical problems requiring licensed service repair.

WORKING CONDITIONS

- Works outdoors in all kinds of weather (exposure to physical hazards and fluctuating weather conditions including but not limited to blizzards, whiteouts, ice storms, fog, machine heat, and unpredictable traffic are expected)
- Works inside equipment, which may or may not be air-conditioned
- Must be available for after hours, weekends, holidays and on-call duty.