

## **PUBLIC WORKS SEASONAL ( Day Docks Welcome Centre)**

**POSITION:** Public Works Seasonal, Day Docks Welcome Centre

**RESPONSIBLE TO:** Maintenance Supervisor

**NATURE OF WORK:** This is a hands-on seasonal position reporting to the Town Maintenance Supervisor (or his designate). The incumbent has demonstrated knowledge and skill in coordinating and training the staff. The skills required to operate, maintain, a Welcome Centre and Day docks with the ability to handle rentals. This position ensures that all areas under their direct responsibility are kept at a high level of presentation and that equipment assigned is maintained to a high level in accordance with direction from the Maintenance Supervisor and the corporate maintenance program. The Public Works Seasonal Worker meets with the Maintenance Supervisor for assignments specific to the area for which they are responsible. The incumbent may be required to ensure the Welcome Centre staff provide good service, perform cleaning, maintains Day Docks, lift and ensure rentals and all day-to-day operations run smoothly.

*Note:*

*This job posting reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.*

***Note: The incumbent shall ensure that the confidentiality of Town affairs is respected and practiced at all times.***

### **ORGANIZATIONAL RELATIONSHIPS:**

- Responsible to the Maintenance Supervisor (or designate) for the supervision of direct reports, performing duties as required
- Responsible to the Maintenance Supervisor for quality of work as well as all costs specific to this operation.

- Meets daily, by phone or in person, with the Maintenance Supervisor to discuss overall operations and receive directions.
- Informs Maintenance Supervisor of any abnormal condition.
- Inform Maintenance Supervisor of any employee performance issues and follow up with counselling/discipline as directed.

**PRIMARY FUNCTIONS/ACCOUNTABILITIES:**

- Assists with heavy moving in the Town.
- Care and maintenance of Day Docks and facility as directed.
- Prepare and tidy displays
- Cleaning, maintenance of designated washroom facilities
- Care and maintenance for property as directed.
- Garbage bag removal and replacement from Town waste receptacles as directed.
- Ensure facilities described or subsequently added are maintained in accordance with the corporate preventive maintenance program.
- Ensure all equipment is in good condition, maintained and operating in a manner consistent with design specifications.
- Ensure an inventory of items used are recorded/reported to the Maintenance Supervisor for reorder in order to carry out the corporate preventive maintenance program.
- Responsible for assisting employees with submitting payroll times to the Maintenance Supervisor as required.
- Responsible for ensuring the Maintenance Supervisor is notified of any employee absence or tardiness.
- Responsible for ensuring the Maintenance Supervisor is notified of any employee performance issues.
- Responsible for compiling reports, records, charts, etc., necessary to ensure an efficient operation of a preventive maintenance program in a clear, concise manner.
- Responsible for compliance of approved safety regulations.

- See repairs are carried out on equipment which has malfunctioned.
- Operate equipment as required.
- Work safely following all OH&S regulations.
- Perform any other duties, responsibilities and/or functions as may be assigned by Management.

### **REQUIRED COMPETENCIES:**

- Thorough knowledge of principles, legislation, legal requirements, and best practices the primary functions/accountabilities defined above.
- Strong organizational, and conflict-resolution skills.
- Ability to effectively communicate clearly and concisely both orally and in writing. This includes listening skills that promote understanding and communication in a professional, respectful manner.
- Good analytical and critical systems thinking skills.
- Demonstrated ability to develop and encourage an effective team culture and supportive workplace environment.
- Strong problem-solving ability-able to react/adapt to changing demands and/or conditions.
- Ability to function effectively in a diverse and fast-paced work environment with challenging and often competing priorities.
- Ability to establish, maintain and promote friendly, co-operative and productive relationships with other Departments, staff, elected officials, community groups, and the general public.
- Extensive knowledge of the hazards and necessary safety precautions applicable to the work.
- Strong time management skills-to plan and organize own work as well as direct and supervise the work of other employees ensuring timeliness and deliverables are consistently achieved or exceeded.

**EDUCATION AND EXPERIENCE:**

- High school graduation
- Demonstrated ability to communicate with confidence.
- Demonstrated ability to maintain facility in high standards
- Must be in possession of a valid driver's license.
- Physically capable of lifting and have no physical limitations.
- Experience in dealing with Public an asset

**Acknowledgement:**

I have read and understand my roles and responsibilities as they apply to my work duties, my performance expectations, my ability to get along with my colleagues and in support of a respectful work environment.

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Name (Print)

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Name (Signature)

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Date