



**The Corporation of the Township of Mulmur
Invites applications for:**

SEASONAL WEEKEND ROADS PATROLLER (1 position)

The preferred candidate will have a valid "G" or "DZ" driver's license and must be able to work flexible hours on weekends and holidays between December and April. This position requires the ability to:

- Provide road patrolling for the purpose of establishing and reporting the condition of the traveled road, structure or incident
- Initiate action and/or perform activity to remedy or mitigate the circumstance found

All qualified candidates are invited to email their cover letter, resume and clean driver's abstract in PDF format, Attn: John Willmetts at hr@mulmur.ca, indicating the position they are applying for, no later than **November 16, 2018 at 4pm.**

We thank all those applicants for their interest, but only those invited for an interview will be contacted. Information collected will be used in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* for the purpose of candidate selection. Mulmur Township is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.



TOWNSHIP OF MULMUR

POSITION TITLE: PUBLIC WORKS EMPLOYEE – Weekend Patroller - Seasonal

Work Duration Time Frame Approximately: (December 1 to March 31)

PURPOSE OF THE POSITION:

- To provide a formal planned activity of road patrolling for the purpose of establishing and reporting the condition of the traveled road, structure or incident;
- To initiate action and/or to perform activity to remedy or mitigate the circumstance found and provide written or electronic records of same; and
- To ensure snow and ice control, maintenance and repair services to road allowances for the safety and convenience of the traveling public.

1. MAJOR RESPONSIBILITIES

- a. Must be conversant with approved Township Policies and Procedures and the level of service (LOS) standards of the Township.
- b. Carry out the four general types of road patrol:
 - (1) Dealing with the general condition of roadways;
 - (2) Dealing with the specific condition of the traveled road surface;
 - (3) Dealing with the condition of a specific structure (Bridges/Culverts); and
 - (4) Dealing with the investigation of a specific incident or event that has occurred on the road system.
- c. Carry out reporting procedures electronically or by paper, daily.
- d. Analyze existing weather conditions and forecasted weather conditions via TV, Radio, and weather broadcasts and to verify outdoor conditions. Patrol to confirm weather reports, throughout Township.
- e. Identify and make minor repairs to road traffic signs.
- f. "Call In" staff to perform plowing and sanding operations and other operations once all troubled areas have been identified.

- g. Perform other related duties as assigned, and
- h. Report deficiencies to the Public Works Supervisor and/or the Director of Public Works in a timely fashion.

2. HUMAN RESOURCES

Will be responsible to advise public works staff, that are called in to assist, of defects found.

3. MATERIAL RESOURCES

- a. Carries out work assignments, using a variety of vehicles and hand and power tools to perform all jobs;
- b. Responsible for the safe and effective use of equipment provided to perform all jobs
- c. Maintains equipment, vehicles and tools in a safe operating condition by:
 - (1) Performing Daily Inspections and Maintenance on vehicles used;
 - (2) Performing minor repair/replacement of parts i.e. lights, mirrors, wipers etc.; and
 - (3) Reporting needed repairs of equipment to the Public Works Supervisor and/or Director of Public Works in a timely fashion.

4. FINANCIAL RESOURCES

Not Applicable

5. SKILLS, EFFORT AND KNOWLEDGE

- a. Possesses knowledge of winter road maintenance activities and safety procedures;
- b. Ability to operate a variety of maintenance equipment;
- c. Attends workshops and courses to up-grade skills and develop a broader base of expertise as required;
- d. Possesses and maintains the appropriate driver's license in good standing to operate necessary equipment;
- e. Awareness of and works in accordance with the Occupational and Health and Safety Act and Municipal policies and procedures; and
- f. Good communication skills, written and verbal.

6. PHYSICAL SKILL AND EFFORT

- a. Excellent physical condition with ability to handle physical stress; and
- b. Has the capacity to operate and maintain assigned equipment.

7. DECISION MAKING AND JUDGEMENT

- a. Expected to use initiative and sound judgment and to work with limited supervision;
- b. Advises or contacts the Public Works Supervisor and/or the Director of Public Works on operational issues and makes recommendations.

8. INTERPERSONAL SKILLS AND CONTACTS

- a. Internal – works co-operatively with co-workers to share information in order to complete work assignments; and
- b. External – provides information to the public in a courteous and tactful manner ensuring polite public relations.

9. ENVIRONMENT

May be exposed to physical hazards and inclement weather conditions

10. WORK SCHEDULE

- a. Will be required to work shift work hours to handle regular road patrolling and emergencies; and
- b. May be called upon to extended hours throughout the normal work week.