



POSITION DESCRIPTION

1. Position Title:

Summer Student – Water Department

2. Reporting Relationship:

Reporting to the Manager of Environmental Services (or designate)

3. Positions Supervised:

None

4. Scope of Position:

Under the supervision of the Manager of Environmental Services (or designate), carries out the daily general labour-related activities associated with the Water Department as determined by established practices and policies of the Township of Southwold and the Statutes of Ontario.

5. Principle Responsibilities:

5.1 Assists in all aspects of the day-to-day general operations of the Water Department as required. May perform a variety of duties including, painting hydrants, completing Ontario One Call locates, trimming around water infrastructure, supporting meter readings and final reads, organizing/cleaning workshop, and any other duties related to water that doesn't require a water operator license.

5.2 Assist in some duties relating to the wastewater infrastructure within the Township. May perform duties such as completing Ontario One Call locates, trimming around the wastewater treatment plant, and any other duties related to wastewater that doesn't require a wastewater operator certificate.

- 5.2 Operates various tools and equipment in a safe manner used in water department duties and activities as assigned such as but not limited to, shovels, rakes, two-way radios, water pumps, weed eaters, traffic control devices, pickup trucks, and other job-related equipment.
- 5.3 Required to wear safety boots, hard hats, protective gloves, vest and safety glasses in accordance with Health and Safety Policies of the Township of Southwold and general safe practices. Ensures work is being carried out with sound judgement and in a safe manner and advises the Manager of Environmental Services of the existence of any potential or actual danger to health and safety of a worker which he/she is aware.
- 5.4 Carries out other job-related duties as assigned.

6. MINIMUM QUALIFICATIONS:

- 6.1 Must be a student enrolled in a Secondary School, a Community College or enrolled in a University Program.
- 6.2 Must have a valid current G2 Driver's License with clean driving record acceptable to the Township's insurance carrier.
- 6.3 Must be able to understand, read and write English and be able to respond to both verbal and written communications.

7. Authority of Position

Authority limited to direction given and to operating within accepted procedures.

8. Working Conditions:

- 8.1 The normal work week is 35 hours. Normal hours of work are Monday to Friday, 8:00 am to 3:30 pm with 1/2 hour (unpaid) for lunch. Summer hours may be implemented.
- 8.2 Works with other municipal employees in a team environment on various construction and maintenance projects associated with the Water Department. Contacts within the work unit are primarily with the Manager of Environmental Services.

9. Physical Skill and Effort

Good physical condition to operate most equipment and perform laborious activities as required. Strength and mobility to work in a typical field or shop maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing, and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50 pounds unassisted; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

10. Working Conditions

The employee regularly works in outside weather conditions and in roadways with exposure to physical hazards and inclement weather conditions such as heat, cold, rain etc. The employee regularly travels to various job sites and operates or works near moving mechanical parts and heavy equipment. The employee frequently works in the public right-of-way, streets, and roads in various traffic conditions. The employee is occasionally exposed to fumes, airborne particles, sharp tools and insects. The noise level in the work environment is sometimes loud.

11. Health & Safety

Everyone at the Township of Southwold has a responsibility to work in a healthy and safe manner and to follow all Township Health and Safety Guidelines (policies and procedures)