



THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Roads Assistant

CLASSIFICATION: Student/Co-op

DEPARTMENT: Engineering, Public Works
& Building

SALARY LEVEL: \$15.50/hr (44 hrs weekly)
under review

LOCATION: 16735 - 8th Concession, Schomberg

JOB PROFILE:

Function:

To assist with traffic control for road maintenance, grass cutting, asphalt patching and general shop duties. Assists with the maintenance of infrastructure inventory and condition databases with respect to surveying and data collection as required.

Reports to:

- Deputy Director of Engineering & Development or his/her designate

Supervision Responsibilities:

- None.

Duties and Responsibilities:

- Assists with traffic control.
- Assists with the maintenance of the infrastructure inventory and condition databases with respect to data collection and surveying.
- Grass cutting.
- General shop duties.
- Asphalt patching.
- Performs all reasonably related duties as required.

Education/Experience:

- First year college or university Engineering student.
- Working knowledge of computer programs including Excel, Word, etc.
- Basic surveying knowledge.
- Knowledge of traffic control procedures (Ontario Traffic Manual, Book 7) the *Occupational Health and Safety Act* and First Aid would be an asset.
- Excellent verbal and organizational skills.
- Must be able to work courteously and effectively with the general public, and staff

Conditions of Employment:

- Must have own safety boots.
- Ability to stand for prolonged periods.
- Valid class G driver's license in good standing with access to own transportation.
- Work involves mental and visual concentration with frequent interruptions.
- Work areas will be outside in various locations including construction sites.
- Normal working hours are 7:00am – 4:30pm Monday to Thursday and 7:00am to 3:30pm on Fridays; however additional work may be required outside of this range from time to time.
- Physical ability to climb stairs and ladders, kneel, bend, walk, lift and carry objects of varying weights (maximum of 50lbs).
- Ability to work outdoors in inclement weather, if required.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____