


**Municipality of Dysart et al**  
**Position Description**

<b>Position: Seasonal Employee – Roads Department</b>	
<b>Reports To: Operations Manager</b>	
<b>Positions Supervised: None</b>	
<b>Date: March 2024</b>	

**Part 1 – Description of Job Requirements**

**General Accountabilities**

The Seasonal Employee is responsible for providing manual labour in the daily completion of tasks relating to road maintenance under the direction of the Operations Manager.

**Specific Accountabilities**

- Set up traffic control at job sites (directing traffic & flagging)
- Repair potholes on municipal roads
- Operate and maintain small tools
- Roadside brush/dead animal and fallen tree/debris clearing
- Routine culvert and ditch maintenance
- Install and/or maintain guiderail posts and cables and road signs
- Perform general cleanup of municipal work areas
- Complete required documentation of daily activities
- Report deficiencies in road related matters
- Perform all duties as assigned in a safe, efficient, and courteous manner
- Perform other duties as assigned

## **PART 2 – Technical Skills, Education, Experience and Working Conditions**

### **Technical Skills/Education:**

- Possess an Ontario Secondary School Diploma
- Ability to understand operating/maintenance instructions and safety precautions
- Knowledge of road construction/maintenance practices
- Knowledge of the Occupational Health and Safety Act
- Ability to perform heavy manual labour duties in an outside environment
- Demonstrated ability to deal with the public in a polite and courteous manner
- Ability to use personal computers, two way radios, basic computer software & smart phone technology
- Possess and maintain a valid Ontario Class 'G' driver's license with acceptable driving record-Preferred "DZ" driver's license.

### **Experience:**

- Previous road maintenance or construction work considered an asset

### **Working Conditions:**

- Work is performed outdoors in all weather conditions
- Working in a unionized environment.