

## **Public Works Assistant Job Description**

Reports to the Public Works Superintendent and carries out the following duties under the Public Works Superintendent's supervision or direction:

- Complete daily maintenance on Village of Port Clements Infrastructure and Services;
- Document and communicate completed works – updates provided by verbal or written as requested by supervisor or Chief Administrative Officer.
- Check water system daily under the supervision of the Public Works Superintendent – Public Works Superintendent, will do as directed to resolve operational issues to best of your abilities. General grounds keeping – mowing, tree removal (limited), brushing, path/trail maintenance, campsite inspection, village asset inspection
- Responding to Work Orders. Document and report if applicable. Clarify with Public Works Superintendent or Chief Administrative Officer, if necessary.
- Repairs on Village assets – repairs for maintenance due to breakage and/or vandalism
- Repair and inspect Small Craft Harbour.
- Carry out street maintenance – sanding, filling pot holes, de-icing, etc.
- Trash Removal – from trash containers- public (VOPC).
- Sewer Duties – lift station inspections ensure that they are functioning & repair as needed.
- Community Park & Playground Inspection – general repairs and maintenance.
- Repair water distribution and water treatment plant leaks, turn on and off water connections, general projects that improve the water supply and distribution systems.
- Biomass Plant – Basic maintenance, fuel monitoring, deashing, performance evaluation, monitoring, etc.
- Supervise summer students and contractors (assisting) – as directed by Public Works Superintendent.
- Assist Committees or Commissions for events – Public Works will provide assistance as needed (limited and approved by Public Works Superintendent & Chief Administrative Officer).
- Assist with decorations for Community Events – Christmas, Remembrance Day, Canada Days.
- Must be flexible in daily duties and schedule.
- Respond to Emergency events within reason. Be available on an agreed upon schedule for after hour call outs, with 2 hour (minimum).
- Acquire and maintain a minimum of small water and wastewater certification and any additional training as approved or required by the Public Works Superintendent and Chief Administrative Officer.
- and any other tasks that are assigned to Public Works by Chief Administrative Officer and/or through resolution by Council (within reason) and reviewed and approved by Public Works Superintendent.

In the absence of the Public Works Superintendent on the work site, the Public Works Assistant is responsible for the waste water and drinking water as well as any duties requested by the Public Works Superintendent or Chief Administrative Officer.