

# **Village of Port Clements - Public Works Summer Employee**

Term 8 weeks – earliest start date is June 29<sup>th</sup>, 2020 – latest August 28<sup>th</sup>, 2020

Reporting immediately to the Public Works Superintendent. This position is primarily focused on public works duties. The goal of this employment program is to provide the successful candidate with the opportunity to develop work force skills and exposure to municipal workforce options.

Hourly Wage: \$16/hour.

The main duties for the Public Works Summer duties will be centered around grounds keeping; however, other exposures will be as described below:

- ❑ Assist with general grounds keeping – mowing, tree removal (limited), brushing, path/trail maintenance, campsite inspection, Village asset inspection.
- ❑ Assist with daily maintenance on Village of Port Clements Infrastructure and Services;
- ❑ Assist with responding/completing Work Orders. Document and report if applicable. Clarify with Public Works Superintendent or Public Works Assistant, if necessary.
- ❑ Assist with repairs on Village assets – repairs for maintenance due to breakage and/or vandalism
- ❑ Assist with carrying out street maintenance – filling pot holes, brushing, etc.
- ❑ Trash Removal – from trash containers- public (VOPC).
- ❑ Assist with sewer duties – sewer reading, lift station inspections ensure that they are functioning & repair as needed.
- ❑ Assist with Community Park & Playground Inspection – general repairs and maintenance.
- ❑ Assist with repair and maintenance of water distribution and water treatment plant leaks, turn on and off water connections, general projects that improve the water supply and distribution systems.
- ❑ Assist with Biomass Plant –fuel monitoring, deashing, monitoring, etc.
- ❑ Assist Committees or Commissions for events – Public Works will provide assistance as needed (limited and approved by Public Works Superintendent & Chief Administrative Officer).
- ❑ Must be flexible in daily duties and schedule.
- ❑ and any other tasks that are assigned to Public Works or Chief Administrative Officer.

## **Desired Qualifications:**

Ages of 15 – 30 years

- ❑ Ability to communicate effectively both orally and in written form;
- ❑ Demonstrated ability to work positively and professionally with the public, elected officials and all levels of staff;

If you are interested, please mail, fax or email your résumé with a cover letter and work references to:

**Attention: Ruby Decock**

**The Village of Port Clements**

**Box 198, Port Clements, B.C. V0T 1R0**

**FAX: 250-557-4568**

**Email: [cao@portclements.ca](mailto:cao@portclements.ca)**

**THE APPLICATION DEADLINE IS JUNE 15<sup>th</sup>, 2020**

*Part of the Canada Summer Jobs Program*