

# PUBLIC WORKS ASSISTANT

## TERMS OF REFERENCE

Responsible for assisting the Public Works Supervisor in maintaining the buildings, parks, streets and other Village of Pugwash owned properties.

## TERMS OF EMPLOYMENT

- Full/Part time position: 22 - 40 hours per week depending on season/weather. Flexible hours. May include some Saturdays. May— October. Wages: \$16/hour. Will be required to work July 1<sup>st</sup>.

## QUALIFICATIONS

- Capable of using manual and power tools and equipment.
- Self-motivated, trustworthy, team player
- Grade 12 or equivalent or higher.
- Available for flexible hours or emergency call-out
- Valid Nova Scotia Driver's License.
- Successful completion of a Vulnerable Sector (VS) check, a Nova Scotia Department of Community Services Child Abuse Registry Check and a driver's abstract.
- Physically fit

## Preference

Non smoker

First Aid/CPR training

Send résumé and cover letter to:

Lisa Betts, Clerk Treasurer

PO Box 220, Pugwash, NS, B0K 1L0

[villagecommission@pugwashvillage.com](mailto:villagecommission@pugwashvillage.com)

Telephone inquiries: 902 243 2946

Application deadline: Thursday, March 28<sup>th</sup> 2024

## RESPONSIBILITIES

- Knowledge and previous experience operating various pieces of equipment such as small tractors, chainsaws, weed eaters, lawnmowers, saws, a variety of hand tools, etc.
- Necessary knowledge of safe working and operating procedures related to equipment and tools and work procedures required to assure public safety.
- Performing a variety of semi-skilled tasks in the maintenance of various Village properties which include parks, sidewalks, outdoor theatre and car parks..
- Perform janitorial duties including, but not limited to: washing, sweeping and mopping all parts of village facilities. Window washing, garbage collection and disposal.
- Assist Parks Maintenance staff with lawn and landscape maintenance as required.
- All indoor and outdoor areas are to be always kept clean and tidy.
- Good physical condition with sufficient strength and stamina to perform heavy manual work outside in the presence of all types of weather conditions.
- Performing other related work as required.
- Solid waste. Pick up and dispose of garbage/recycling/compost on these properties and all public areas in the Village. Keep dog litter bag containers supplied with bags.
- Assist with preparations for events or festivals as required.
- Report missing items, vandalism or required supplies to Clerk.
- Upon instruction from the Clerk or Supervisor, work with other community organizations as projects may occur.
- Other duties as required by the Clerk.

## PERSONNEL POLICIES – SEASONAL - OFFICE/RECREATION STAFF

### RESPONSIBLE TO: Clerk Treasurer

- Lunch break: one half hour (unpaid)
- Mid-morning/afternoon 10-15 minute paid break. Employee taking any extended breaks will be required to make up for that time or lose those wages. Time sheet is to reflect that time.
- Punctuality – arrive in time to open office/building/start programming promptly. Complete all closing duties at the end of shift.
- Breaks not taken are not accumulative.
- Employee is expected to maintain own time sheet and its accuracy.
- Payment is weekly.
- The time sheet must be accurately filled in and signed before a cheque will be issued.
- Vacation pay will be included in earnings each week.
- Personal phones and electronic equipment during work hours to be used in the case of emergency only.
- In the event of sickness or emergency, employee must notify the Clerk as soon as possible.
- All tools, safety equipment and resources required will be provided.
- All safety equipment provided must be used when appropriate.
- Smoking or vaping on any Village property is not permitted.

**Overtime:** Employee may be called in for additional hours.

Overtime rate (1.5x regular rate) does not apply until employee exceeds 48 hours in a week. Employee, with approval of Village Clerk, may use accumulated hours for time off.

**Physical Appearance:** Employee is expected to keep a neat, clean and tidy appearance. Office: dark pants/skirt/kilt/capris and white/light coloured shirt or blouse is expected. Recreation/Public Works: suitable attire for the activity involved.

**Honesty:** Time sheets and cash reports must be accurate.

**Trust:** Must maintain the confidentiality of the Commissioners and staff of the Village of Pugwash.

**Discipline:** In the event that an employee does something to warrant a verbal warning from the Clerk, a record of that warning will be kept. If the behaviour continues, a written warning may be issued. If the employee does not comply with the direction or policy in question, their employment may be terminated.

**Termination of Employment:** Employees must give at least two weeks' notice in writing to the Village Clerk.