



THE CORPORATION OF THE TOWNSHIP OF NORWICH

Employment Opportunity

Sidewalk Winter Control Operator

Seasonal Part Time Position

The Township of Norwich with a population of 11,367 is one of five rural Townships within the County of Oxford. The municipality is seeking a seasonal part time Sidewalk Winter Control Operator to operate a sidewalk tractor and perform winter maintenance. The rate of pay will be \$26.02 - \$29.85 per hour. This position is on a call-in basis, which may include day/shift work, including evenings and weekends.

QUALIFICATIONS must include the following:

- Must possess and maintain a valid Class G Ontario Driver's Licence. AR or AZ licence is considered to be an asset.
- Minimum one (1) year experience in the operation of heavy trucks and / or equipment for the purpose of winter maintenance
- Minimum one (1) year experience in the maintenance of equipment
- Snow removal equipment experience would be considered an asset
- Candidates may be tested on their skills

Please view a detailed job description which is available on our website at www.norwich.ca or upon request.

Applicants must indicate how they meet the minimum qualifications in their resume. Please submit your cover letter and resume **by 4:00 p.m. Wednesday, November 27th, 2024**, to:

Mary Winegarden, Human Resources Coordinator
Township of Norwich, 285767 Airport Road, Norwich, ON N0J 1P0
Phone # 519/667-2000 Ext. 7616, E-Mail: mwinegarden@norwich.ca

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The Township of Norwich is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility of Ontarians with Disabilities (AODA) upon advance notice of specific accommodation required.



JOB DESCRIPTION

Seasonal Part Time Position

Sidewalk Winter Control Operator

PURPOSE:

The seasonal part time position of the Sidewalk Winter Control Operator operates a sidewalk tractor and performs winter maintenance. This position includes but is not limited to snow/ice removal operations on Township sidewalks to maintain an acceptable standard for public safety and convenience. This position reports to the Director of Public Works and the Roads and Construction Manager. A criminal Background Check and/or a Driver's Abstract will be required if offered employment.

SKILL AND EFFORT:

Education and Qualifications

- Must possess and maintain a valid Class G Ontario Driver's Licence. AR or AZ licence is considered to be an asset.
- Minimum one (1) year experience including but not limited to the operation of heavy trucks and/or equipment for the purpose of winter maintenance in Public Works or equivalent
- Minimum one (1) year experience including but not limited to the maintenance of a variety of equipment such as changing oil, lubricating, minor repairs, replacing shoes and blades, etc.
- Snow removal equipment experience would be considered an asset.
- Must possess knowledge and understanding of the Occupational Health & Safety Act
- Candidates selected for an interview may be tested



RESPONSIBILITIES:

- Required to operate a sidewalk tractor with attachments to clear snow and ice for the winter season. Tandem/or single axle dump truck, pickup truck with trailer, and other miscellaneous power and hand tools.
- Performs sidewalk winter maintenance, loads unloads and transports equipment to required locations.
- Completes reports, inspection sheet/reports, documents required by the Township and for compliance with the Ontario Minimum Maintenance Standards, the Occupational Health and Safety Act and other forms of legislation where necessary.
- Performs winter control operations such as plowing sidewalks to remove snow and ice.
- Required to perform physical work such as lifting, pushing, pulling, and carrying.
- Requires good working knowledge of road safety practices and required to be a competent worker as defined by the Occupational Health and Safety Act.
- Discusses plans and priorities with Manager(s) – recommends techniques for dealing with maintenance and repair problems.
- Performs all other duties as assigned.

WORKING CONDITIONS:

The following conditions below include but are not limited to:

Physical Demands

- This position will be day/shift work; including evenings and weekends, and/or call-ins.
- The employee is regularly required to stand; sit; walk on a wide range of surfaces; use hands to finger, handle, or feel, reach with arms; climb or balance; stoop, kneel crouch, or crawl and talk or hear.



Environmental Conditions

- This position involves all weather conditions.

Mental Demands

- This position must be able to complete tasks in a timely manner.
- All Public Works staff must be able to effectively interact with the public in a courteous and respectful manner.
- The employee must be able to exercise judgment when working without direct supervision once the task has been outlined
- Notify the Lead Hand, or Manager(s), of any operational problems or issues, and ensure work is carried out to quality standards established by the Township of Norwich.