



THE CORPORATION OF THE
Township Of Pelee

JOB DESCRIPTION

Position Title: Maintenance & General Labourer

Reports To: Operations Manager

Purpose:

Reporting to the Operations Manager, the Maintenance & General Labourer is responsible for assisting with daily maintenance of parks including their facilities in order to ensure that clean, safe and healthy facilities and grounds are available for the public. The Maintenance & General Labourer will assist in other departments within Public Works as well as the municipal campground and marina as required.

Responsibilities:

- Assist with ensuring municipal properties' lawns are maintained for safe and enjoyable public use;
- Assist with maintaining trail paths as assigned;
- Assist with ensuring assigned public washrooms are kept clean, operational and safe for public use;
- Ensure all equipment is maintained for efficient use at all times;
- Perform general maintenance tasks at the municipal campground and marina as assigned;
- Report any issues found with Public Works facilities to the Operations Manager;
- Maintain a positive relationship with the residents, business community, local boards and authorities;
- Ensure the confidentiality of all departmental and municipal information in accordance with the Municipal Freedom of Information and Protection of Privacy Act;
- Ensure that all municipal matters are being addressed as per the Township's Policies and/or Procedures;
- Attend necessary and/or approved courses, educational workshops, seminars, webinars, meetings and conferences;
- Work in compliance with all Occupational Health and Safety and Workplace Hazardous Materials Information System regulations; and
- Perform other duties within Public Works as assigned by the Operations Manager.