



City of Campbellton

Job Description

Streets Maintenance Man

Disclaimer Statement:

Usage of the masculine form throughout the document is for convenience only, and refers to women and men alike.

Department: Public Works (Streets)
Job Title: Streets Maintenance Man
Reports to: Public Works Manager (Streets)
Last revised date: October 9, 2020



STREETS MAINTENANCE MAN

1. IDENTIFICATION

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|-----|-----------------------|--------------------------------|
| 1.1 | Organisation: | City of Campbellton |
| 1.2 | Department: | Public Works (Streets) |
| 1.3 | Job Title: | Streets Maintenance Man |
| 1.4 | Job Status: | Unionized – CUPE Local 76 |
| 1.5 | Immediate Supervisor: | Public Works Manager (Streets) |
| 1.6 | Last revised date: | October 9, 2020 |

2. TASKS AND RESPONSIBILITIES

2.1 Summary of Responsibilities

The incumbent participates in manual tasks in the Public Works Department (Streets) related to the construction, maintenance or repair of the roads, sidewalks, curbs, gutters, catch basins, etc. and of any other municipal structure that falls under the Streets responsibility. The incumbent also operates heavy equipment and trucks and participates in construction, snow plowing and hauling operations. The incumbent performs work of a physical nature.

2.2 Health and Safety Responsibilities

The incumbent is responsible to conduct himself in a way that ensures his own health and safety and that of other persons at work. He must be conversant with the safety rules and regulations of the City of Campbellton. He is required to report to his immediate supervisor the existence of any hazards of which he is aware. He must also use or wear such protective equipment as required by regulation or as recommended by manufacturer. He has to inform his supervisor of any task for which he feels he has not received proper training.

2.3 Tasks Profile

- Perform seasonal maintenance and repair work, as follows but not limited to:
 - Empty garbage cans and pick up stray garbage along City streets.
 - Wash and sweep streets and sidewalks.
 - Paint and fix benches, garbage cans, fences, etc.
 - Perform patching and resurfacing work with paving crew.
 - Paint traffic lines.
 - Install and/or repair guardrails, catch basins, etc.



- Install street name signs, traffic signs, etc.
- Mow lawn.
- Do landscaping work.
- Shovel, dig, rake gravel, leaves etc.
- Shovel snow.
- Direct traffic.
- Flush storm sewers.
- Move boxes, furniture, etc.
- Provide assistance to Festivals and Events:
 - Erect tents, barricades, fences, etc.
- Operate trucks or heavy equipment in a skilled, safe and efficient manner:
 - Plow streets and sidewalks.
 - Haul snow, gravel, etc.
 - Excavate trenches, dig pipes, etc.
 - Build walking trails and other structures.
- Perform regular inspections (walk around) and minor maintenance on machinery.
- Perform any other manual tasks related to Streets that need to be done.
- Assist all departments at the Department's request for manual labour and/or heavy equipment and truck operations.
- Perform any other departmental related tasks as assigned by the immediate supervisor.

3. AUTHORITY LEVEL

The incumbent reports to the Public Works Manager (Streets) and has no authority over subordinates. He also reports to the Working Foreman as directed by the Public Works Manager (Streets).

4. POSITION REQUIREMENTS

4.1. Mandatory Education

- Heavy Equipment Certification or combination of equivalent experience and skills.
- Grade 12 Diploma or GED, and/or meet the requirements of the Test of Workplace Essential Skills (TOWES).

4.2. Special Knowledge and Skills

- Mechanically inclined.
- Good knowledge of construction methods and techniques used in a municipal environment.
- Good knowledge of Health and Safety regulations related to Streets work and heavy equipment operations.
- Ability to learn new skills.



- Other related trade skills such as carpentry, electrical or plumbing abilities will be considered valuable assets.

4.3. Mandatory Requirements and Experience

- Have a valid class 3E driver's license.
- Be a certified heavy equipment operator with at least 3 years of relevant experience or have 5 years of relevant experience as a heavy equipment operator on construction sites or possess technical certifications and/or abilities as required and specified by the City at the time of posting.
- Be physically fit.
- Have successfully completed the probationary or trial period.
- Have successfully completed a criminal background verification.
- Have successfully completed a driver's abstract verification.
- Be available to work overtime when requested.

4.4. Behavioural Competencies

- Incumbent has to be ready to follow orders from immediate supervisor.
- He has to work well in a team.
- He has to be dependable.
- He has to be willing to take on new tasks and learn new duties.

5. REMUNERATION

- As per Collective Agreement (see Maintenance Man, Operator I and Operator II rates).

6. HOURS OF WORK

- As per Collective Agreement.

7. WORKING ENVIRONMENT AND TRAVEL REQUIREMENTS

- Outdoor – Year round basis.
- Work of physical nature.
- Garage environment - Potential exposure to fumes, sparks, etc.
- Occasional out-of-town travel for training purposes.

8. OPERATIONAL REQUIREMENTS

- Availability for overtime work is required – Evenings and weekends.



9. JOB DESCRIPTION APPROVAL

9.1 Departmental Level

Approved by: - Initials: _____

Title: -

Date of Approval: -

9.2 City Administration Level

Approved by: Manon Cloutier Initials: _____

Title: Chief Administrative Officer

Date of Approval: October 9, 2020

10. RECEIPT BY INCUMBENT

I have received a copy of this job description

Name: _____

Signature of incumbent: _____

Date: _____