

## City of Pembroke

### **General Maintenance (Student) Job Summary**

Operations Department – Roads and Fleet

Reporting to the Roads Supervisor

Rate of Pay - Ontario Minimum Wage

### **Education, Skills, Abilities**

1. Sixteen (16) years of age.
2. Possess an Ontario Driver's License in good standing.
3. To project a suitable public relations image to the general public with the best interests of the City first and foremost.
4. Possess a good general knowledge of City streets.
5. Capable of taking instruction and working in a team environment while carrying out a high level of maintenance under minimum supervision.
6. Proficient in the use of maintenance tools, the operation of vehicles and be mechanically inclined

### **Responsibility:**

Under the direction of the Roads and Fleet Supervisor, you will efficiently perform a wide variety of manual labor maintenance tasks and assist in repairing and maintaining the City's vehicle fleet.

### **Duties**

1. To operate as directed: trucks, lawnmowers and other tools and small equipment;
2. Manual labor;
3. To assist in properly maintaining and operating all equipment relating to the roads and fleet section;
4. Assist City Employees in the daily maintenance and operations as required;
5. Carry out other related duties as assigned.

### **Hours of Work:**

Forty (40) hours per week, Monday to Friday 7:30 AM to 3:30 PM, with the understanding evenings and/or weekends may be involved during special events or peak periods.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

As a condition of employment, candidates must submit a current successful Police Clearance Certificate and will also be required to sign a Confidentiality Agreement.