



Municipality of St.-Charles
2 King Street East, St.-Charles, ON P0M 2W0



JOB POSTING

Intern - Heavy Equipment Operator (Up to 1 year contract)

The Municipality is currently looking to hire an Intern - Heavy Equipment Operator to fill a contract position for up to one (1) year.

The ideal candidate will receive direction and guidance from the Public Works Department Head or designate during the Internship.

Primary duties:

Responsible for maintaining the road system of the Municipality of St.-Charles in a safe and efficient manner, as directed by the Public Works Department Head or designate. Assist in the maintenance of Public Works facilities and properties as required.

Similar experience is an asset.

Responsibilities will include:

The internship will perform various tasks associated with Public Works including but not limited to:

- Operates equipment (single and double axle trucks, graders, loaders, dozer etc.)
- Uses equipment to maintain municipal roads, as directed
- Uses equipment to perform winter control activities such as plowing, sanding, hauling and spreading of gravel, ditching etc., as directed.

The complete list of duties can be found in the Job Description (attached).

This position will primarily be an outside position with direction taken from the Public Works Department Head or designate.

This is a contract position up to one (1) year, 40 hours per week.

Salary:

- \$22.00 per hour

Candidate Criteria:

- Candidate must be a new entrant into the workforce, transitioning to a new career, or the unemployed or underemployed who are entering a new field.
- Candidate must have not previously participated in an NOHFC funded internship in the 2020 Mandate.
- Candidate must be 18 years of age or older.
- Candidate must be legally eligible to work in Canada.
- Once hired, the candidate must reside in the Northern Ontario community in which they are employed.

Deadline:

Please submit a covering letter and resume clearly outlining how you meet the qualifications of this position before **3:00 p.m. on Thursday, September 7, 2023**, to the attention of:

Denis Turcot, CAO
Municipality of St.-Charles
2 King Street, East
P.O. Box 70
St.-Charles ON, P0M 2W0
Fax: (705) 867-5789
cao@stcharlesontario.ca

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

Personal information is collected under the authority of the Municipal Act and will be used to determine suitability. We thank all applicants for their interest, however, only those candidates selected to be interviewed will be contacted.

In the event that no qualified candidate has applied, we reserve the right to extend the deadline for applications as needed.



THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES

JOB DESCRIPTION

POSITION: Intern - Heavy Equipment Operator

DATE: August 2023

JOB SUMMARY:

Incumbents in this position will be responsible for maintaining the road system of the Municipality of St.-Charles in a safe and efficient manner, as directed by the Public Works Department Head or designate. Will also assist in the maintenance of Public Works and property as required.

REPORTING STRUCTURE:

This position is a contract position for up to one (1) year Internship and reports to the Public Works Department Head or designate.

SALARY AND BENEFITS:

The rate of pay is set at \$22.00

1. KEY AREAS OF RESPONSIBILITIES & ASSOCIATED DUTIES

- 1.1 Operates equipment (single and double axle trucks, graders, loaders, dozer etc.)
- 1.2 Uses equipment to maintain municipal roads, as directed
- 1.3 Uses equipment to perform winter control activities such as plowing, sanding, hauling, and spreading of gravel, ditching etc., as directed.
- 1.4 Operates various small equipment such as chainsaws, steamers etc. and various shop equipment, in accordance with proper certification.
- 1.5 Performs routine maintenance and repairs on equipment as necessary or as directed.
- 1.6 Ensures that logs are kept for Public Works equipment, as required.
- 1.7 Performs Landfill Site maintenance, as directed, in adherence to the municipality's rules and regulations.
- 1.8 Responsible for meter readings at Lagoon pumping stations, as directed.
- 1.9 Identification of hazardous or potentially hazardous situations such as potholes, flooding of roads etc. and ensuring all witnessed hazards are immediately reported to the Director of Public Works, or designate.

- 1.10 Work in a safe and efficient manner and ensure relevant health and safety protocols are adhered to.
- 1.11 Other duties as assigned.

2. WORKING CONDITIONS

- 2.1 Exposure to weather elements of winter and summer are a regular part of the position.
- 2.2 Extensive driving required.
- 2.3 Some handling of hazardous material normally found in a municipal garage.
- 2.4 Changes in regular schedule of work are common, especially during the winter months,

3. QUALIFICATIONS & REQUIREMENTS

- 3.1 The intern will be expected to have general knowledge of various construction equipment and knowledge of road maintenance and facilities will be an asset.
- 3.2 Good organizational skills, excellent work ethic and communication skills.
- 3.3 Knowledge of health and safety protocols and procedures.
- 3.4 Possession of a valid driver's license (minimum DZ, with preference for AZ) and ability to operate all Public Works equipment.

4. IMPACT OF ERRORS

- 4.1 Poor maintenance of roads could result in injuries to the public and possible legal repercussions and could lead to increased road costs.

5. CONTROL

- 5.1 Policy direction is received from the CAO / Clerk via the Department Head of Public Works on existing By-Laws, Resolutions and Policies of the Municipality, federal and provincial legislation as well as professional standards and practices.

APPROVED BY: Denis Turcot, CAO