



# Public Works Assistant Job Description

**Appointed By:** Amanda Davis, Chief Administrative Officer, and Lonnie Raymond, Public Works Supervisor.

**Delegated Authority:** TBD

**Term:** TBD – August 31, 2024

**Location:** Town of Bassano Shop (710 1 Avenue), Parks and Recreation Shop (317 2 Avenue), roadways, and public spaces within Bassano’s corporate limits.

**Compensation:** \$17.00 - \$21.00

## Summary

Under the direct supervision of the Public Works Supervisor or their appointee, Public Works Assistant are responsible to assist with the implementation of the Beautify Bassano Initiative. This includes duties such as, maintenance of green spaces, back-alley maintenance, beautification, road work, painting, and other general public works duties.

The proper maintenance of public spaces, roadways, and facilities directly impacts to how residents and visitor perceive our community and the standard of operations set by the Town.

## Hours of Work

Monday-Friday, 7:00 a.m. – 3:30 p.m. with a 30-minute unpaid lunch (40 hours per week).

## Requirements

1. Minimum age of 14.
2. Current criminal record check
3. Valid Class 5 Alberta Driver’s License (or Class 7 (learners) if between the ages of 14-16)
4. References from previous work experience
5. Current Standard First Aid is an asset but is not required.

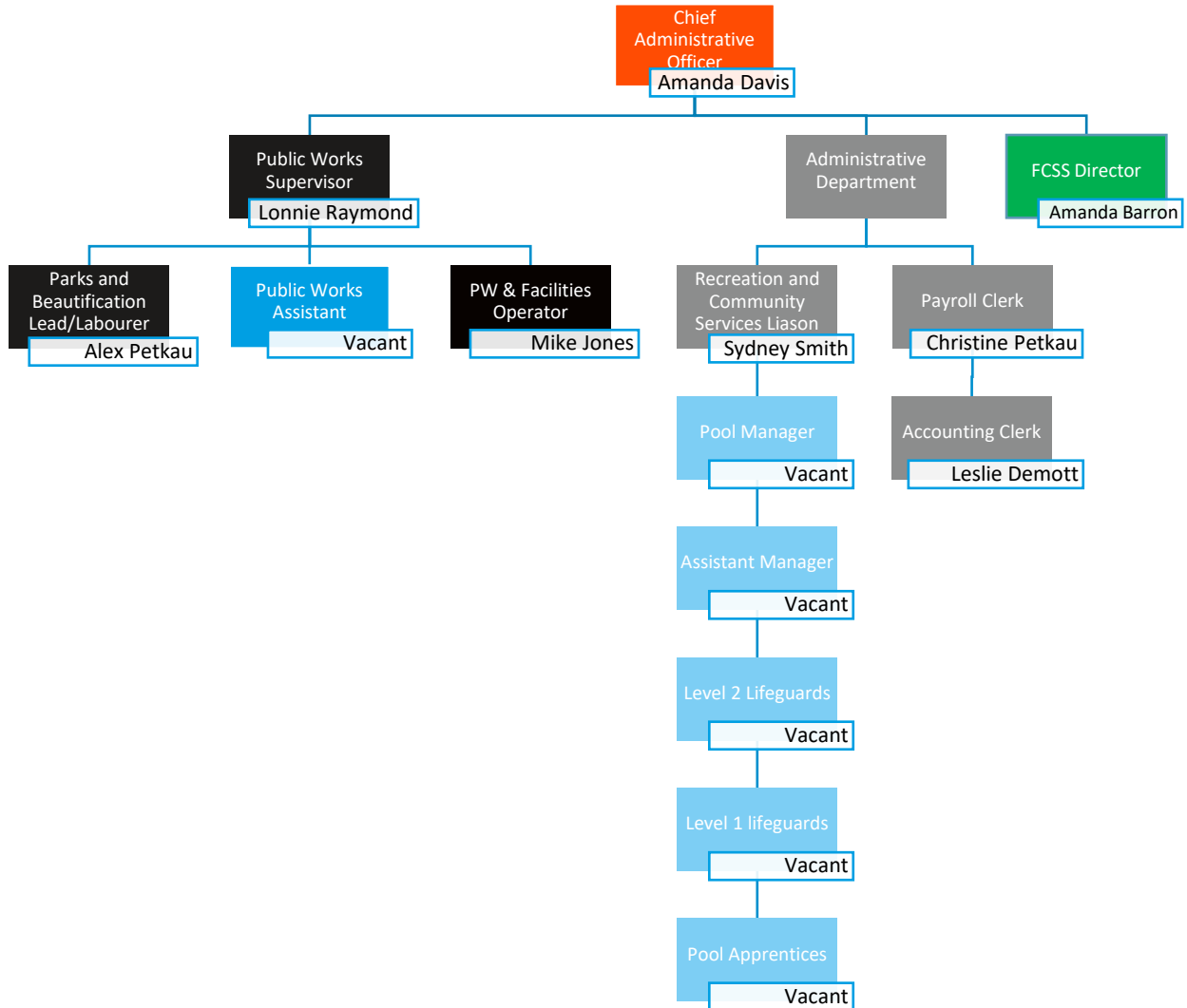
## Skills and Competencies

Public Works Assistant must possess the following skills and competencies:

1. Confidently work outdoors in a variety of elements,
2. Be a hands on worker,
3. Take direction from others and work within a small team,
4. Strong listening skills,
5. Ability to learn,
6. Trustworthy and honest,
7. Ability to change and adapt,
8. Attention to detail,

9. Bend, move, and sit for extended periods of time,
10. Time management,
11. Decision making skills,
12. Ability to lift 40 lbs, and
13. Respectful.

**Organizational Chart and Reporting Pathways**



The CAO will provide direction to the Public Works Supervisor regarding annual operational priorities. The Public Works Supervisor or their designate will work directly with Public Works Assistant and will develop a specific list of duties for them. Public Works Assistant is responsible to complete all tasks set out by the Public Works Supervisor or their designate.

Public Works Assistant shall report to the Public Works Supervisor if they are unable to complete work duties (e.g. sick) or if they have concerns related to work duties.

**Working Conditions**

Physical Demand	Mental Demands	Environmental Conditions
<p>Public Works Assistant may be handling cleaning chemicals, paint, oil, grease and other materials and must take necessary precautions to protect eyes, nose and skin from irritation and infection.</p> <p>Person(s) must be able to crouch, bend, and move around for extended periods of time.</p>	<p>Public Works Assistant must be alert and aware in order to operate equipment and tools safely.</p> <p>Public Works Assistant must follow all processes and procedures provided to them.</p>	<p>Public Works Assistant will be working outdoors and must be prepared for all types of weather.</p>
Sensory Demands		
<p>Public Works Assistant may be exposed to unpleasant sights and smells or dangerous and /or toxic substances. Public Works Assistant and must take necessary precautions to protect eyes, nose and skin from irritation and infection.</p>		

**General Work Duties**

The item below summarizes the typical duties completed by Public Works Assistant.

Public Grounds Maintenance	Roads Maintenance	General Public Works Activities
<ul style="list-style-type: none"> <li>▪ Cut/trim grass.</li> <li>▪ Water and maintain flowers.</li> <li>▪ Weed control and maintenance.</li> <li>▪ Pick up branches</li> <li>▪ Trim, plant/relocate trees, and scrubs.</li> <li>▪ Load and dump garbage/recycling.</li> <li>▪ Maintain park spaces.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Highway markings (paint crosswalks, curbs, etc.).</li> <li>▪ Crack filling and pothole repairs.</li> <li>▪ Installation/repair of public signage.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Load tools and equipment to prepare for jobs on various worksites.</li> <li>▪ Clean municipal equipment, vehicles, buildings and tools.</li> </ul>

**Personal Protective Equipment (PPE)**

The employee is responsible to wear standard PPE. This includes steel toed footwear, gloves, mask, safety glasses, hardhat, reflective vests, and work pants. Loose fitted clothes, or clothes with strings are not permitted to limit workplace hazards. Hair must be tied back to limit safety risks. Gloves, standard safety glasses, mask, hardhat, and reflective vests shall be supplied by the Town.

Upon signing this document, I \_\_\_\_\_ understand the level of performance and work deliverables expected of this position in 2024 and agree to work to achieve

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the mutually agreed upon terms. I \_\_\_\_\_ will maintain the confidentiality of this position and my role with the Town of Bassano.

I \_\_\_\_\_ will notify the Public Works Supervisor immediately if I become overwhelmed with the position, or require further direction, support, or guidance.

\_\_\_\_\_  
TBD

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amanda Davis, CAO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lonnie Raymond, Public Works Supervisor

\_\_\_\_\_  
Date