

Roads Crew Position

Bowen Island Municipality seeks one full-time Roads Crewperson. The Crewperson will primarily be responsible for assisting with the maintenance of the Municipality's road system. Additional labour tasks will be required under this position such as snow clearing and assisting other staff with the Municipality's docks, and buildings. The position will require that the crewperson interact in a courteous manner with the public.

The applicant will have a strong construction/maintenance background, be comfortable working outside under varying weather conditions, have the ability to work under supervision on a task-oriented basis, and hold a valid class 5 drivers license. This position is based on 35 hours per week.

Please submit your cover letter, resume, references and driver's licence abstract, available from ICBC (1-800-663-3051), via mail, facsimile, or email by November 2, 2009 at 4:00 pm to:

Midge Meeres, Public Works Clerk
Bowen Island Municipality
981 Artisan Lane
Bowen Island, BC V0N 1G0
Telephone: 604-947-4255
Facsimile: 604-947-0193
E-mail: mmeeres@bimbc.ca

We wish to thank all candidates for their interest, however, only those selected for interviews will be contacted.

Bowen Island Municipality

Job Description

Position Title:	Roads Crewperson
Department:	Public Works Department
Position Summary:	Primarily responsible for the day-to-day labour tasks required for maintenance of municipal infrastructure. This position shall also assist in labour tasks required for maintenance of municipal docks, trails, parks, buildings, and water and sewer utilities.
Supervision Received:	Acting Manager Public Works Engineering (AME) and Acting Manager Public Works Operations (AMO).
Supervision Exercised:	None Identified.
Date Prepared:	October 2009

Preamble

The Roads Crewperson is an outside labour position. This person will primarily be responsible for the actual field tasks necessary for the maintenance of the Municipality's roads and drainage works. In addition, winter maintenance requirements would consist of snow clearing from roadways and applying anti-ice material among other duties. Additional labour tasks shall also be required under this position for the Municipality's docks, trails, parks, buildings and water and sewer utilities.

This person will perform assignments under the general direction of the AME and/or AMO.

Duties and Responsibilities:

Roads:

Roads Maintenance tasks will be assigned during the weekly Roads Maintenance meeting by the AME and/or AMO.

1. Report observed road conditions to the AME, including urgency and required resolution means.
2. Assist in the assessment of and report on the condition of municipal roads and assist the AME with the development of priority lists for repair and reconditioning maintenance.
3. Undertake daily roads maintenance tasks as directed by the AME or/and AMO, including but not limited to the following:

- a. Plowing snow and applying anti-ice material utilizing one (1) ton or (5) five ton trucks, if licensed (air endorsed),
- b. Patching road surface potholes,
- c. Repairing road shoulder gravel,
- d. Compacting road base and surfacing aggregates using light construction equipment,
- e. Cleaning out culverts and ditches using hand tools,
- f. Installation of Municipal road signs and posts,
- g. Driving light trucks, Bobcat loader with various attachments ,and ATVs,
- h. Performing minor maintenance on Municipal equipment,
- i. Traffic flagging,
- j. Removing and disposing of road and roadside debris as required, including roadkill,
- k. Using various hand tools.
- l. Operating construction equipment including heavy duty power tools.

Trails and Beaches:

1. Undertake daily trail and parks maintenance tasks as well as seasonal beach maintenance as directed by the AME or AMO.

Docks:

1. Conduct minor repairs to Municipal dock structures, including decking and railings, and non-structural patching.

Facilities:

1. Under the direction of the AME or AMO, undertake the maintenance of any municipal structures and buildings.

General:

1. Assist the AME, and AMO in the performance of his/her duties.
2. Ensure compliance with safety standards for municipal works installations.
3. Interact with the public in a courteous and polite manner.
4. Other related public works duties as assigned by the AME or AMO.
5. Act as an emergency standby/callout person for infrastructure related emergencies. Where necessary, undertake repairs to damaged infrastructure, normally as directed by the AME or AMO
6. This position is based on a 35 hour work week. Hours of work will normally be 8:00 a.m. to 3:30 p.m., Monday through Friday; however these times may be adjusted to meet specific requirements. Additional work will be required outside of regular hours, including nights and/or weekends, to respond to emergencies.

7. The position will require adherence to the Municipality's personnel policy.

Skills Required:

1. Basic knowledge of road maintenance activities.
2. Basic knowledge of rudimentary carpentry.
3. Knowledge of Workers' Compensation Board Industrial Health and Safety regulations.
4. Ability to take direction from superiors, and perform work with and without supervision.
5. Ability to communicate tactfully and effectively with contractors, the general public, and staff.
6. Ability to adequately complete written formatted field report record sheets.
7. Ability to operate a one (1) ton standard vehicle.
8. Possess a valid Class V British Columbia driver's licence.
9. Has obtained or is willing to obtain a basic first aid training certificate.
10. Be physically capable to perform the work required, under varying outside conditions.

Equipment Required:

1. The worker will be required to supply his/her own equipment as follows:
 - a. Steel-toed boots.
2. The following equipment will be supplied by the Municipality,
 - a. Vehicle as required while working,
 - b. Safety vest, hard hat, gloves, safety glasses,
 - c. Field safety equipment,
 - d. Mobile phone and/or radio,
 - e. Small tools and other equipment.

The above information is correct as approved by:

(Original signed by H. Slegtenhorst in W. Hilsen's
absence)

Acting Manager Public Works Engineering

(Original signed)

Acting Manager Public Works Operations

(Original signed)

Chief Administrative Officer