



EXTERNAL JOB POSTING

Position Title: Hybrid
Openings: One (1)
Status: Regular Full Time, OPSEU
Department: Operations - Facilities
Hours: 40 hrs per week
Wage: \$ 20.17 (start Rate) - \$ 24.97 / hour
Closing Date: **May 23, 2019 no later than 12:00 noon**

Based on the needs of the business the Town of Midland Operations Team has a full-time opportunity for a Hybrid. A Hybrid is responsible for maintaining snow plow routes, performing maintenance/construction/repair work to various roads, sidewalks, other municipal infrastructure (including street and traffic lights, storm water management), as well as, parks, horticulture, beaches, shore lines, sports fields, skateboard parks, and facilities. Responsibilities also include operating various pieces of equipment, as well as responding to customer inquiries. Work is performed in outdoor environments with inclement weather days, afternoons and evenings.

Our ideal candidate will have a secondary school diploma or equivalent, a minimum class "DZ" Driver's License, in good standing and reliable and a clean driver's abstract; three (3) years' experience in a roads operation/construction and parks/facilities environment; roadside snow plow, clearing and maintenance experience is preferred, or willingness to acquire, Ability to work independently and collaborate effectively in a team environment. Ability to work various shifts based on the needs of the business, Sunday to Saturday.

A detailed job description is attached.

Apply in confidence to:

Human Resources Town of Midland

575 Dominion Avenue, Midland, ON L4R 1R2

Email hr@midland.ca

The Town of Midland is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the recruiting process. Please advise the Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. The Town of Midland is a scent sensitive environment and we ask all applicants to refrain from wearing scents should they attend our offices.



Town of Midland – Job Description

POSITION SUMMARY

As a member of the Operations team, a Hybrid is responsible for maintaining snow plow routes, performing maintenance/construction/repair work to various roads, sidewalks, other municipal infrastructure (including street and traffic lights, storm water management), as well as, parks, horticulture, beaches, shore lines, sports fields, skateboard parks, and facilities. Responsibilities also include operating various pieces of equipment, as well as responding to customer inquiries. Work is performed in outdoor environments with inclement weather days, afternoons and evenings.

DUTIES & RESPONSIBILITIES

1. Maintains snow plow and sidewalk routes according to weather and road conditions, utilizing various pieces of equipment including but not limited to snow plows, sidewalk machines, versatile tractor with snow blower and plow attachments, telescopic boom with blower attachment and associated plow equipment, anti-icing unit and reversible plow blades making adjustments as required according to changes in the conditions in the field (snowplowing, sanding and salt management) while adhering to the minimum Maintenance standards.
2. Performs general roads maintenance duties including, but not limited to:
 - general concrete, carpentry, yard, and building maintenance
 - culvert repairs, including steaming and headwall construction
 - brushing, clearing and tree trimming and removal
 - guard rail and fencing repairs including snow fence
 - cold/hot mix patching
 - road traffic plans including set up and take down; traffic control
 - signage installation, repairs, inventory, and fabrication
 - litter and debris pick up
 - roadside grass cutting and maintenance including noxious weed control
 - maintenance to storm sewers, catch basins, manholes, retention ponds and water courses
 - road patrol inspections
3. Maintains Towns parks, trails, open spaces, horticultural displays, and other municipal properties including but not limited to grass cutting, trimming, turf maintenance/aerating, tree maintenance and removal, garbage collection, planting/weeding/watering of horticultural displays.
4. Performs sports field maintenance, including ball diamonds, soccer fields, and tennis courts and maintenance and cleaning of public restrooms.



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5. Performs beach and shoreline maintenance; installs, removes and maintains dock-installations and maintains the boat launch and dock.
6. Maintains buildings, arenas and facilities, including but not limited to, lobby floors, glass, walls, washrooms, stands, supply rooms, furnace rooms, lunchroom facilities, stairs, painting and grounds maintenance; performs minor maintenance of HVAC equipment, plumbing, light fixtures, dehumidifier, alarm systems, exit hardware, and garbage clean-up.
7. Responsible for Banquet Hall maintenance including room set-up and take down, general repairs, sweeping, mopping, stripping, waxing floors, etc.; reception of facility users and customer service; crowd control.
8. Responsible for the opening and closing of buildings and facilities including arming and disarming the security system; performing building security and alarm checks, visual inspections of building interior and exterior for health and safety concerns/hazards; weekly checks of air quality readings; recording findings and actions in daily log book.
9. Operates all types of equipment owned or leased, such as but not limited to, Single Axle dumps, Tandem Axle, compaction units, tractors, side walk units, side walk sweepers, flusher truck, vactor truck, loaders, riding and push mowers, trimmers, utility vehicles, hand tools and other related construction and maintenance equipment. Operates Town vehicles and municipal equipment according to applicable legislation, Town policies and Town procedures and in safe and conscientious manner, including performing all required pre-use inspections (circle checks).
10. Inspects, follows maintenance schedules, services and cleans equipment, yard, buildings and facilities, vehicles and tools to ensure safe operating condition of equipment.
11. Completes all required reports, daily records and documentation such as log book, injury reports, accident and incident reports, damage reports, daily work sheets, work order forms (maintenance issues), banquet hall check lists, playground inspection forms, Ministry of Transportation (MTO) logs and vehicle inspection forms/circle checks, etc. in a detailed fashion as necessary. Records, logs/documents and reports any issues and/or pertinent information to Supervisor. Inputs data into various computer programs and creates and maintains tracking forms.
12. Maintains effective and co-operative liaison, and exchanges information, with other staff, municipalities, government agencies, other organizations, members of the public, etc.; deals with all contacts in a courteous, friendly and efficient manner to promote a high standard of customer service and public relations at all times; investigates and resolve customer/resident concerns and complaints and maintains proper documentation.



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13. Is a proactive and engaged member of the Operations team. Makes and lives up to commitments and follows up with team members to ensure satisfaction of commitments made to others.
14. Performs other duties as assigned in accordance with service area and corporate goals, including assisting other service areas when required.
15. When designated act as a seasonal Crew Leader, directs staff in daily activities assigned and provides detailed activity reports to the Lead Hand Supervisor; receives customer complaints from customer service and provides response in a timely manner, whenever possible.

QUALIFICATIONS AND REQUIREMENTS

1. Minimum of a secondary school diploma (grade 12) or recognized equivalent.
2. Minimum class “DZ” Driver’s License, in good standing and reliable and a clean driver’s abstract; “AZ” license is an asset.
3. Certified Parks Technician (CPT) certificate is an asset.
4. Minimum of three (3) years’ experience in a roads operation/construction and parks/facilities environment; roadside snow plow, clearing and maintenance experience is preferred, or willingness to acquire. Must be trained and competent with snow plow operations within six (6) months of hire date. Knowledge of minimum maintenance standards.
5. Propane handling certification considered an asset.
6. Ability and experience with various types of equipment, including snow plow, sidewalk machines, grass cutters, tractors, chainsaws, ¼ to 2 ton trucks, single and tandem axel dump trucks, weed trimmers, loaders, backhoes, compaction units, ball diamond groomers, ability to operate various hand and power equipment and tools; ability to plow and sand and to operate equipment around utilities.
7. Excellent interpersonal, project/time management, analytical, communication, presentation, public/media relations and problem-solving skills.
8. Knowledge of OHSA, health and safety practices including WHMIS and current standard first-aid certificate.



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9. Ability to interact effectively and courteously with all levels of staff and contacts in a Customer Service focussed environment; build cooperative, collaborative working relationships with internal and external customers.
10. Ability to keep current with new regulations and legislations pertaining to Roads, Parks and Facilities.
11. Basic computer literacy utilizing word processing and computer generated maintenance equipment and programs.
12. Excellent record keeping, written and oral communication, and radio communication skills.
13. Ability to work various shifts based on the needs of the business, Sunday to Saturday.

PHYSICAL DEMANDS AND WORKING CONIDITIONS

Must be physically capable of performing all work, including lifting, pushing and pulling heavy objects, working with various chemicals and working in confined spaces.

Work in all types of weather, times, and environmental conditions.