



**City of Pembroke
OPERATIONS DEPARTMENT
Roads & Fleet Section**

GENERAL MAINTENANCE CLASS 1 – ROADS

Position Summary:

Under supervision of the Supervisor of Roads & Fleet, to properly operate as directed: trucks, dump trucks, highway sand spreaders, lawnmowers and other tools and small equipment used in the construction and maintenance of roads.

Qualifications:

- (1) Minimum Grade 12 education;
- (2) Must hold a valid Ontario Driver's Licence, Class "DZ"; and
- (3) Must have at least six (6) months experience in the operation of trucks, including dump trucks; and
- (4) Must have at least six (6) months experience in the field of general maintenance.

The successful applicant will possess strong communication skills, mechanical ability or potential, and be physically fit and alert.

The starting wage is \$17.98 per hour (probationary) for 40 hours per week. A complete job description follows below.

Applicants are invited to submit in confidence a detailed resume by 4:00 p.m. on Friday, February 12th, 2010 to:

Ms. Mandy Weisenberg, CHRP
Human Resources Coordinator
City of Pembroke
1 Pembroke St. E.
Pembroke ON K8A 3J5
Fax: 613-735-3660
Email: mweisenberg@pembroke.ca

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.

**CITY OF PEMBROKE
JOB DESCRIPTION**

TITLE:	General Maintenance - Class 1
DEPARTMENT:	Operations
SECTION:	Roads
REPORTS TO:	Roads Supervisor

GENERAL:

- 1) Possess and maintain a “DZ” Ontario Driver’s Licence.
- 2) Observe all Health & Safety Regulations
- 3) Practice good public relations at all times.
- 4) Be physically fit, alert and capable of following instructions with supervision; and
- 5) Have good communication skills.

EDUCATION & EXPERIENCE:

- 1) Must have a minimum of Grade 12;
- 2) Must possess mechanical ability or potential;
- 3) Must have at least six months experience in the operation of trucks, including dump trucks;
- 4) Must have at least six (6) months experience in the field of general maintenance

KNOWLEDGE, SKILLS, ABILITIES AND JUDGEMENT:

- 1) Be capable of carrying out assigned duties with a minimum of supervision and with a high sense of responsibility;
- 2) Must have experience or trainability in mechanics; and
- 3) Maintain harmonious relationships;

DUTIES:

- 1) To operate as directed: trucks, dump trucks, highway sand spreaders, lawnmowers and other tools and small equipment;
- 2) Take standby as necessary;
- 3) Manual labor;
- 4) To properly maintain and operate efficiently all equipment relating to the roads section; and
- 5) Carry out other related duties as assigned.