

<b>TOWN OF STRATFORD - JOB DESCRIPTION</b>			
<b>POSITION:</b>	<b>Infrastructure Maintenance Worker</b>	<b>JOB NUMBER:</b>	<b>No. 43</b>
<b>SALARY RANGE:</b>	<b>Level 1, 40 hours per week permanent part time, 36 Weeks</b>	<b>ESTABLISHED:</b>	<b>August 2022</b>
<b>RESPONSIBLE TO:</b>	<b>Infrastructure Superintendent</b>	<b>REVISED:</b>	

### **JOB SUMMARY**

- The Infrastructure Maintenance Worker is to assist in the repair and maintenance of trails and active transportation corridors, buildings, properties, equipment, recreational facilities, and occasional utility operations to ensure safe and well-maintained public works.

### **MAJOR RESPONSIBILITIES**

- To inspect, repair, and maintain trails and active transportation corridors throughout the Town.
- To assist in routine/preventative maintenance including, but not limited to, the inspection and repair of Town, Utility, and recreational buildings, equipment, and properties ensuring compliance with established standards;
- To maintain, repair, and operate vehicles, machines, tools and equipment as directed;
- To respond to emergency calls for repairs or maintenance as required;
- To assist in the preparation and maintenance of recreational surfaces and sport fields, providing turf management and irrigation, as required;
- To assist in snow removal, de-icing, grass cutting, landscaping and general maintenance operations;
- To assist in the construction, installation, inspection, and maintenance of playground equipment, fitness equipment, and other recreation related equipment; and
- To assist in the preparation of buildings and/or grounds for special events and restore the buildings and/or grounds after the event.

### **KNOW HOW**

- Ability to perform carpentry, and minor electrical and plumbing repairs typically acquired through training or experience as a mechanic, carpenter, or other trade;
- Proficiency in the operation and maintenance of a variety of heavy vehicles and equipment, typically acquired via Class III Prince Edward Island Driver's License with an excellent driving record;
- Ability and knowledge of hazards and safety precautions applicable to buildings/parks/playgrounds, trails, etc.;
- Maintains safe, organized working areas ensuring compliance with safety regulations and confined space training;
- Strong interpersonal and communications skills; and
- Minimum Grade 12 or equivalent and must be bondable.

### **WORKING RELATIONSHIPS**

- Assists and reports to the Infrastructure Superintendent;
- Assists departmental staff with daily operations and other duties as assigned;
- Assists part-time and seasonal workers as required; and
- Interacts with utility customers and members of the public.

### **PROBLEM SOLVING**

- The ability to evaluate the condition of public works, buildings, and equipment; make repairs or recommendations;
- The ability to respond effectively and efficiently to resolve recreational, utility system, and public works related issues;
- The ability to deal with complaints from recreation users, utility customers, and members of the public; and
- The ability to resolve simple conflicts, when necessary, apply judgement to determine what issues need to be escalated.

### **ACCOUNTABILITY**

- Accountable to the Infrastructure Superintendent for performance, to department staff for collaboration, to utility/infrastructure users for the efficient operation of systems and repairs, and to recreation users for their confidence in the safety of Town parks and recreation facilities.

### **WORKING CONDITIONS**

- Physical Effort – work involves long periods of physical exertion, often in confined spaces, related to the maintenance of utility systems and Town properties with equipment weighing no more than 25 Kg.
- Physical Environment – works outdoors tending to areas of utility systems, often independently, travels to multiple sites within the Town, and indoors to repair buildings and equipment when necessary.
- Sensory Attention – requires significant outdoor work in all weather conditions and telephone and personal communications with department staff.
- Mental Stress – works under pressure, on-call, after normal working hours and on weekends, members of the public will not always be happy or pleasant, particularly when feeling aggrieved.