



The Corporation of the Township of Drummond/North Elmsley

JOB DESCRIPTION

POSITION TITLE: PUBLIC WORKS ASSISTANT

POSITION PURPOSE: To provide administrative and operational duties as required to support the Public Works Manager.

REPORTING RESPONSIBILITIES:

The Public Works Assistant reports directly to the Manager of Public Works.

POSITION RESPONSIBILITIES:

The major responsibilities of this position include, but are not limited to:

1. Receives incoming visitors and telephone calls, identifies client needs, directs clients to the appropriate staff member or organization and answers general inquiries for the Public Works Department.
2. Maintains Township Road Entrance Permit records, explains application procedures to applicants and tracks permit completion.
3. Coordinates work orders for the Department using CGIS.
4. Coordinates the ReUse Centre Volunteers.
5. Monitors curbside collection and communicate with the contractor.
6. Maintains solid waste and waste diversion statistics. Completes annual landfill data sheets for landfill report.
7. Coordinates promotional activities for waste management and transportation including brochures, website content, and social media.
8. Assists with preparing tender documents, contracts and monitors agreements.
9. Performs other related duties as assigned.

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KNOWLEDGE/QUALIFICATIONS AND SKILL REQUIREMENTS:

- Community College graduate or relevant experience/education
- Municipal experience is preferred
- Proficiency in Excel, Outlook, Word
- Proficiency in GIS would be an asset
- Ability to communicate effectively both verbally and in writing
- Strong time management and organizational skills
- Ability to take initiative
- A working knowledge of the relevant legislation in public works and environmental services would be an asset
- General knowledge of road construction and rural road maintenance would be an asset
- General knowledge of Health & Safety policies and procedures
- Being familiar with minimum maintenance standards would be an asset

JUDGEMENT REQUIREMENTS:

Demonstrated sound judgment to determine if decisions regarding the administration and operations of the Township's Public Works Department are consistent with best practices, Ministry standards and the Township's policies and procedures.

WORKING RELATIONSHIPS:

Internal: Manager of Public Works, Public Works Supervisor, Roads Crew, Contractors, ReUse Centre Volunteers, Landfill Attendants
External: Other Municipalities, Service Providers, Members of the Public Ministry Officials.

WORKING CONDITIONS:

- Strict adherence to confidentiality, policies and procedures
- Normal Working Hours are Monday to Friday 8:30 a.m. to 4:30 p.m. with half hour lunch
- Work is generally performed in a typical office setting
- Occasionally deals with concerned citizens and those that may not agree with the policies, procedures, or decisions of the Township
- Overtime as required

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

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