



## Village of Blacks Harbour Public Works Helper

<b>Job Title:</b>	Public Works Helper	<b>Job Category:</b>	Seasonal
<b>Location:</b>	Blacks Harbour	<b>Travel Required:</b>	Minimal travel outside the Municipality
<b>Level/Salary Range:</b>	Starting at \$13.00/hr	<b>Position Type:</b>	Summer Position
<b>HR Contact:</b>	Stacey Frost	<b>Date posted:</b>	April 13, 2022
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	May 16, 2022

### Applications Accepted By:

#### FAX OR E-MAIL:

506-456-4872 or [s\\_frost@blacksharbour.ca](mailto:s_frost@blacksharbour.ca)  
Subject Line: Summer Student Employment Application

#### MAIL OR IN PERSON:

Village of Blacks Harbour  
65 Wallace Cove Road  
Blacks Harbour, NB E5H 1G9

### Job Description

#### ROLES AND RESPONSIBILITIES

Working with Public Works staff, the Public Works Helper will be responsible for providing light maintenance and landscaping with a focus on customer service. Key responsibilities include:

- Painting municipal assets, such as fencing, hydrants and playground equipment
- Maintaining and weeding flower beds and lawn care maintenance
- Sweeping the yards
- Light duty general labour
- Materials Handling

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Demonstrated responsibility, leadership, organization and planning skills
- Capable of completing duties as assigned
- Able to work non-standard hours
- Possess a current clean Police Record with a Vulnerable Sector Check
- Excellent communication skills
- Must be friendly, outgoing and flexible
- Ability to lift and work outside in inclement weather
- To be eligible for the position, applicants must be returning to education in September of the current year.

#### PREFERRED SKILLS

- Previous experience in landscaping or work in a helping role
- Valid New Brunswick driver's license.



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### ADDITIONAL NOTES

Reviewed By:	Cara Hatt	Date:	March 30, 2022
Approved By:	Stacey Frost	Date:	April 13, 2022
Last Updated By:	Stacey Frost	Date/Time:	April 13, 2022