



UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

Application Instructions

Thank you for your interest in the following temporary position at the United Counties of Stormont, Dundas and Glengarry in the Transportation Services Department:

TEMPORARY TRUCK DRIVER (DAY SHIFT) – ST. ANDREWS WEST PATROL (APPROX. 15 WEEKS)

This package contains the following documents:

1. Job Advertisement
2. The Fillable Application Form – This form is a separate link in the job posting on our website and please note it is only compatible with Microsoft Word 2007 or later.

Please follow the instructions carefully:

1. Your application package **must** include:
 - a. a cover letter (1-page maximum); and
 - b. the completed application form.
2. Submit your application package before the deadline indicated below via:
 - a. E-mail to: jobs@sdgcounties.ca (Subject line of the e-mail must contain: **Temporary Truck Driver (Day Shift) – St. Andrews West Patrol**); or
 - b. Deliver to: United Counties of Stormont, Dundas & Glengarry
Attention: Human Resources, Suite 207
26 Pitt Street
Cornwall, ON K6J 3P2

Applications will be received until 12:00 noon on Thursday, October 7, 2021.

United Counties of Stormont, Dundas & Glengarry
26 Pitt Street
Cornwall, ON K6J 3P2

Tel: 613-932-1515 Ext. 1235

Fax: 613-933-1578

www.sdgcounties.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We will accommodate the needs of applicants under the Human Rights Code during the hiring process.



TEMPORARY TRUCK DRIVER (Day Shift) Area of Work – St. Andrews West Patrol

The United Counties of Stormont, Dundas and Glengarry Transportation Services Department has an opening for a Temporary Truck Driver (Day Shift) for the above noted area. **(Early December to Late March – Approx. 15 Weeks)**

KEY DUTIES/RESPONSIBILITIES/ACTIVITIES

1. Maintain a valid DZ license
2. Operate the County owned heavy equipment including front end loaders, 6 Ton Plow Trucks, tractor mowers and other mobile equipment in an efficient way according to all relevant County policies and procedures.
3. Patrol the County roads, perform equipment and building maintenance and provide general labor as required.
4. Perform daily safety checks and routine maintenance on the equipment you operate.
5. Complete work reports, inspection sheets and other documentation as required by the Counties.
6. Clean heavy equipment operated by you as scheduled and/or required.
7. Advise the Patrol Supervisor of any requirements for maintenance or repair according to County procedures.
8. Participate in routine training, (WHMIS, Health & Safety, Winter Maintenance, etc.).
9. Perform other related duties as required.
10. Follow all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.

KNOWLEDGE, SKILLS AND ABILITIES

The incumbent must have proficient knowledge & skills in the following areas:

Truck and heavy equipment safety. Operation of front end loaders, 6 Ton plow trucks and other pieces of mobile equipment. Road construction and shoulder maintenance techniques. Record keeping systems. Heavy equipment cleaning and maintenance procedures. Demonstrated ability of safe operation of a variety of hand and power tools	Ability to operate heavy equipment in a safe and responsible manner. Public relations skills. Problem solving and analytical skills. Decision making skills. Effective communication skills. Ability to read and write English to complete operations reports. Time management skills.
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Consideration will be given to applicants who possess a valid Class DZ license preferably for three years and have a demonstrated ability to get along in a small group.

Salary: \$25.02/hour (Current Union Rate), plus applicable statutory benefits

Schedule: 40 hours per week (four 10-hour shifts), plus potential overtime

Please submit your mandatory cover letter and application to the mailing or e-mail address below. Applications will be received until 12:00 noon, on Thursday, October 7, 2021. Please do not submit your resume.

United Counties of Stormont, Dundas and Glengarry
 Attention: Human Resources, Suite 207, 26 Pitt Street, Cornwall, Ontario K6J 3P2
 Telephone: (613) 932-1515 Ext. 1235
jobs@sdgcounties.ca

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