



Labourer / Operator Recruitment Guide



The Corporation of the City of Sault Ste. Marie

Our Vision

To be the leading innovative, dynamic and efficient municipal corporation in the Province of Ontario.

Our Mission

To promote, encourage and lead economic and social growth within our community through the effective provision of municipal services and the development of community partnerships.

Our Values

- Accountability and Transparency
- Commitment to Citizens and Community
- Respect, engage and Value Employees
- Fiscal Responsibility
- Environmental Stewardship
- Integrity and Honesty
- Innovation and Productivity

Public Works Operations

Operations is responsible for maintaining paved roadways, surface-treated roadways, ditches, entrance culverts, curbs and gutters, and sidewalks.

Storm and sanitary sewer systems are also maintained year-round by Public Works crews. In-ground storm and sanitary sewer systems provide for the City's drainage and sanitation needs.

Operations change seasonally. Each season brings different responsibilities to the Division:

- **Spring** is the season for cleaning the last vestiges of winter. Winter sanding operations deposit an estimated 25,000 tonnes of sand. This material is removed through sweeping and flushing operations.
- **Summer** is the time when construction activities require repairs to roadways, sidewalks, curbs, sewers and ditches. Work includes lawn restoration, pavement patching, permanent repairs, and culvert replacement. In addition, preventative maintenance through catch basin cleaning, sewer flushing and ditching is implemented to prevent long-term problems. Problems with streets and sidewalks adjacent to your property or in your neighbourhood are dealt with within these programs.
- **Fall** construction work involves outstanding summer projects, concrete work, and less weather critical tasks. Stockpiling of sand and salt used by the Division takes place in the fall over a six-week period.
- **Winter** brings around-the-clock operations in road and sidewalk snow plowing, snow removal, sanding, salting and clearing of laneways and bus stops. Pothole patching is ongoing during the winter season.

Labourer / Operator Schedules:

Summer Hours: Monday- Friday day shifts. Evening/weekends, when required.

Winter Hours: 24 hour operations – shift work required

What you can expect as a Public Works Labourer / Operator:

- Comprehensive benefit package (100% employer paid)
 - Life Insurance and Long Term Disability
 - Member of OMERS Pension Plan
 - Become a member of the CUPE Public Works Local 3 Bargaining Unit
 - Overtime Banked Hours
 - Shift premiums
 - Financial Assistance for Training & Development Courses
 - Paid Sick Leave
 - Annual Boot Allowance
 - Personal Protective Equipment
 - \$50.00 contribution to MTO medical requirement
- ❖ Note: Eligibility may apply as per the current CUPE Public Works Local 3 Collective Agreement

Labourer / Operator Accountabilities:

Do you have what it takes to meet the expectations of a Labourer / Operator?

- **Labourer work** – general labour work - i.e. forms, asphalt, concrete, pipe laying, traffic control, trenching/ditching, etc.
 - Prepare and transport materials
 - Prepare the work site
 - Asphalt – shovel, rake, tamp, roll.
 - Cleaning up work site (sweeping, shoveling, raking) and cleaning work tools.
- **Operator work** - Heavy Equipment operation; e.g. backhoe, grader, pay loader, sander, refuse collection, tandem truck, plow truck, etc.
- Operate all equipment in a safe and efficient way according to all relevant legislation, policies and procedures.
- Clean trucks, equipment and tools as required.
- Ensure trucks and equipment are safely and securely stored.
- Provide manual labour services as required, including refuse collection.
- Operate basic hand tools such as saws, shovels, rakes, etc.
- Work outside with exposure to various weather elements.
- Wear various personal protection equipment to complete tasks.
- 24 / 7 operations; attend scheduled shifts; on call and overtime, as needed.

If you feel that you can meet the above expectations we encourage you to apply to the City of Sault Ste. Marie - Labourer / Operator position.

To be considered as a candidate you must meet the following mandatory qualifications:

- Secondary School Diploma or equivalent.
- Class 'DZ' license, with an excellent driving record (driver's abstract will be requested)
- Two years tandem truck driving experience, is preferred
- Skills in cement finishing, pipe laying, bricklaying, asphalt work, are an asset
- Must be physically able to perform the work, including but not limited to:
 - use hands to operate objects, tools or controls, and reach with hands and arms.
 - stand, walk, sit, climb, balance, stoop, kneel, crouch, and crawl.
 - repetitive bending / lifting (heavy)
- Ability to work effectively and efficiently as a team member in a fast-paced environment.
- Meet and interact with people in a pleasant, professional and responsible manner.

Selection Process

The City of Sault Ste. Marie uses a process that promotes fairness and equity among candidates. We urge you to read through this entire section to gain a better understanding of the process. We have included the submission requirements at each step to assist in you in preparing for this process.

Being prepared is an important part of a being a Labourer / Operator and this starts with the recruitment process. This ensures that we have a fair and consistent recruitment process and hire candidates that are best suited to the position and our corporation.

Outlined below is a brief description of the process that the City of Sault Ste. Marie will conduct. Movement from one step to the next will depend on the applicants' performance at each step. Costs associated with obtaining qualifications, certificates, and mandatory requirements are the responsibility of the candidate.

The selection process consists of the following steps: Each step must be successfully passed in order to proceed to next step.

- | | |
|-------------------|--|
| Step One | Submit Application |
| Step Two | Successful applicants notified to attend written testing |
| Step Three | Successful applicants notified to attend road testing |
| Step Four | Successful applicants notified to attend interview |
| Step Five | Employment Offer |

Step One: Apply

Submit application and/or resume highlighting your qualifications to:

Email	human.resources@cityssm.on.ca
Subject line	Labourer/Operator – Works

You can also visit our website at: www.saultstemarie.ca/jobs

Step Two: Written Testing

Upon review of application package received, if you successfully meet our criteria, you will be notified to attend written testing.

Written Testing consists of the following:

1. Math (numerical skills)
2. Reading Comprehension
3. Airbrakes
4. Drivers Exam
5. Circle Check – Written
6. Heavy Equipment
7. Locates
8. Trenching

Step Three: Road Test

Upon successful completion of written testing, you will be notified and provided details on completing the Labourer / Operator road testing.

- ❖ You must wear appropriate safety footwear and work attire to complete the road test.
- ❖ Testing will involve a tandem dump truck, without a plow attachment.

Road Testing consists of the following:

1. Circle Check
2. Air Brake Practical
3. Drive Test

Step Four: Interview

Successful applicants of road test will be contacted and provided details on attending interview. Applicants will be requested to provide a minimum of three professional references.

Step Five: Offer of Employment

Upon receiving a written offer of employment the following current information will be required, but not limited to:

- Successful completion of an assessment of fitness for work, based on the physical demands analysis (PDA) for the job.
- Provide a complete criminal record check, acceptable to the City.
- Hearing assessment.
- Valid “DZ” driver’s license.
- Drivers abstract from MTO, acceptable to Public Works.
- Proof of required education / certification.
- Proof of eligibility to work in Canada. (actual SIN)

- ❖ Details will be discussed when an offer of employment has been extended.

Hire List:

- Should a position not be currently available, at the time your application is received and the competition successfully completed, a hire list will be created.
- Successful candidates will be considered for future potential opportunities.
- This does not guarantee the candidate employment.
- The Hire List is at the discretion of the City.

NOTE:

- ❖ The Labourer / Operator Recruitment Guide is subject to change, at any time.

We thank all applicants for their interest; however, only candidates under consideration will be contacted.

Inquiries regarding the Selection Process can be directed to the City of Sault Ste. Marie, Human Resource Department.

Tiffany Fleming

Recruitment & Training Coordinator

Human Resources

705.759.5365

t.fleming@cityssm.on.ca



- ❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.*
- ❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*