



## **TOWNSHIP OF LANARK HIGHLANDS**

### **Position Description: Administrative Assistant/Labourer – Summer Student**

The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all of the work requirements inherent in this position.

#### **KEY ACTIVITIES**

##### **ADMINISTRATIVE ASSISTANT**

1. Photocopies and faxes material for the Clerk Administrator and other staff as directed by the Clerk Administrator.
2. Files for the Clerk Administrator and other staff as directed by the Clerk Administrator.
3. Provides clerical support for the Clerk Administrator and other staff as directed by the Clerk Administrator.
4. Performs other related duties as assigned.

##### **LABOURER**

1. Performs general labour and maintenance tasks not usually requiring regular heavy physical exertion or regular exposure to hazardous working conditions. (ex. cleaning up garbage, store rooms and parks, watering grass and flowers, weeding, painting, etc.)
2. May perform some heavy lifting with occasional exposure to hazardous conditions and may be required to operate equipment (ex. lifting boxes or equipment, shovelling, grass cutting, etc.)
3. May operate tools and equipment to complete tasks and in so doing, conducts inspections of tools and equipment prior to use, both to identify and report any potential problems and to correct minor problems and reports any potential problems to their Supervisor.
4. May clean, maintain and store tools and equipment.
5. Performs other related duties as assigned.



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#### FACTOR DESCRIPTION

##### 1. Knowledge

- Ability to deal with the public in a pleasant, positive, professional manner
- Excellent communication skills
- Ability to perform secretarial and administrative skills
- Strong time management and organizational skills
- Ability to take initiative
- Punctual and reliable
- Team oriented

##### 2. Experience

###### Administrative Assistant

- Experience in an office environment
- Word processing, spreadsheet and data base experience
- Experience dealing with the public and suppliers
- Capable of carrying out duties with minimal supervision
- Municipal training is an asset

Knowledge may be learned through on-the-job training.

###### Labourer

- One (1) month experience in general maintenance and operating equipment

The work may require a valid (G) driver's license in order to complete work at various Township locations.



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#### 3. Complexity/Problem Solving

- Follows prescribed practices, verbal and written instructions.
- Determines work priorities.
- Refers complaints to the appropriate staff member or supervisor.

#### 4. Mental Effort

- Mental effort is required for the entire day to remember priorities and to maintain composure when dealing with interruptions and the various moods and needs of customers.
- Mental effort is required on tasks and multiple factors for periods of up to one hour when operating tools and equipment.

#### 5. Physical Effort

##### Administrative Assistant

- May be required to sit for periods of over one hour.
- May be required to lift boxes of paper weighing 50 lbs.

##### Labourer

- May be required to stand or walk on uneven surfaces for periods of over two hours.
- May be required to work outdoors for long periods of time.

#### 6. Impact of Decisions

##### Administrative Assistant

- Failure to provide secretarial, clerical and administrative services in an efficient and effective manner will result in disruptions in the provision of services.
- Errors in dealing with the public may cause an escalation of the individual's complaint.



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#### Labourer

- Failure to operate equipment properly may impact the safety of the employee or other employees.
- Errors may cause damage to equipment or property.

#### 7. **Financial Authority**

N/A

#### 8. **Supervision**

N/A

#### 9. **Policies and Procedures**

Follow the policies and procedures of the Township.

#### 10. **Contacts – Interpersonal Skills**

Internal Contacts: Clerk Administrator                      Arena Manager  
Reeve and Council  
All Township Staff

External Contacts: General Public  
Suppliers and Contractors

Must present a pleasant, positive and professional image regardless of their demeanour or work stress. Communication skills are required to liaise with other staff and to find out the nature of inquiries and concerns from residents so that they are addressed appropriately.

#### 11. **Work Environment**

##### Administrative Assistant

- Works in busy open office, with disruptions.



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#### **Labourer**

- May be exposed to high temperatures or extreme weather conditions during the summer while performing tasks and can seek relief or shelter to limit the level of exposure.

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety. Follow all guidelines for employees and employers, as legislated under the Ontario Occupational Health and Safety Act.

#### **12. Working Conditions and Pressure**

- Deals with public complaints, refers contentious issues to supervisor.
- Must deal with the stress of frequent interruptions and the various moods of people while maintaining a pleasant and calm manner.
- Must safely operate tools and equipment for extended periods.

Work hours are Monday to Friday - 8:30 a.m. – 4:30 p.m. with a half hour lunch.