



# Seasonal Public Works Labourer Application

Hampton, P.O. Box 1066, Hampton, NB, Canada E5N 8H1  
 Tel: 506-832-6065 • e-mail: [hr@hampton.ca](mailto:hr@hampton.ca)

<b>Job Title:</b>	Seasonal Public Works Labourer
<b>Reports to:</b>	Mark Cormier, Public Works Supervisor
<b>Application Deadline:</b>	March 31, 2023, 4:30 pm
<b>Start Date:</b>	Positions start various dates, beginning late April
<b>Job Summary:</b>	Assisting with the general maintenance of town streets and recycling bins, garbage collection, and maintenance of town signs and all other general maintenance duties in Hampton. The Works staff also participates in the operation and maintenance of other departments such as Parks department.
<b>Job Duties:</b>	<ul style="list-style-type: none"> <li>• Responsible for assisting with the maintenance and upgrading of all Public Works and Utilities in Hampton including solid waste removal, water and wastewater facilities and recycling bins</li> <li>• General maintenance including asphalt repair, culvert replacements</li> <li>• Responsible for upkeep of equipment including maintenance</li> <li>• Public Works staff also participates in the operation and maintenance of other departments such as Parks department</li> <li>• Assume any other relevant duties at the request of a senior team member, Works Supervisor, or the Director of Public Works</li> </ul>
<b>Education and Certification</b>	<ul style="list-style-type: none"> <li>• High school students or graduates with basic mechanical aptitude</li> <li>• A valid Class 5 driver's license.</li> </ul>
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>• Front-line position with both inside and outside work, emergency call out, the potential to deal with uncooperative customers, and heavy physical exertion</li> <li>• High School diploma is an asset</li> <li>• Training in the operation and maintenance of town equipment</li> <li>• Related experience with street maintenance and small equipment</li> <li>• A team player, honest, hardworking and enjoys a solid day's work</li> <li>• Energetic, friendly, customer focused, good interpersonal skills</li> <li>• Operation and maintenance of equipment and facilities used in the operation of the public works department.</li> <li>• All staff are expected to follow the Safety Policy and NB Occupational Health and Safety Act</li> </ul>
<b>Training &amp; Work Conditions:</b>	<ul style="list-style-type: none"> <li>• This position is 40 hours per week, not all 8:00 – 5:00 pm. Must be flexible to work some evenings and weekends</li> <li>• Requires work to be performed in both indoor and outdoor environments in a variety of weather conditions</li> <li>• This is a front-line position with both inside and outside work, emergency call out, the potential to deal with uncooperative customers, and heavy physical exertion</li> <li>• Team based environment</li> <li>• Must attend staff orientation and training</li> </ul>



Date Received: \_\_\_\_\_

## Seasonal Employee Application Form – Public Works Labourer

**\*\*Please complete this form in full and include it with your cover letter and resume.**

### Personal Data

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Requested Time Off (if required): \_\_\_\_\_

### Education, Certification and Training

Highest Level completed: \_\_\_\_\_

Year Completed: \_\_\_\_\_

Name of Academic Institution: \_\_\_\_\_

### Languages: (Please check all that apply)

Spoken:

- English  
 French  
 Other (please specify) \_\_\_\_\_

Written:

- English  
 French  
 Other (please specify) \_\_\_\_\_

**Training:** (Please list any training that you have received which would be beneficial to this position)

**Certification:** (Please list all current certifications, date earned, and expiry date)

<u>Certification</u>	<u>Date Earned</u>	<u>Expiry Date</u>
French Language Proficiency Certificate Level _____	_____	_____
Workplace Standard First Aid _____	_____	_____

Some positions are only available due to funding from the Federal and Provincial student grant programs.

Were you a fulltime student in the spring of 2023? YES \_\_\_ NO \_\_\_

Are you returning to fulltime studies in the Fall of 2023? YES \_\_\_ NO \_\_\_

By my signature on this application, I:

- Authorize the verification of the above information and any other necessary inquiries that may be needed to determine my suitability for employment.
- Affirm that the above information is true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## References

Please list three references who are not members of your family.

1. Name:	Number:
Relationship:	Email address:
2. Name:	Number:
Relationship:	Email address:
3. Name:	Number:
Relationship:	Email address:

## NEXT STEPS:

- ✓ Submit this **application** along with a **cover letter** and **resume** to [hr@hampton.ca](mailto:hr@hampton.ca). Applications can also be delivered in person to the Town Hall, 648 Main Street, Hampton NB.
- ✓ Applications are due no later than **4:30 pm, March 31st**.
- ✓ Interviews will be held in April. Only those selected for an interview will be contacted.

*Hampton is an equal opportunity employer. It is our practice to evaluate all candidates on their ability to perform the work tasks and provide accommodation when needed. We try to match employees with their interests, abilities and future career objectives providing valuable work experience.*