



Information Guide for the Position of

Seasonal Labourer/ Truck Driver

Revised: January 2023

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INTRODUCTION

Thank you for your interest in working with the City of Niagara Falls.

This guide is for informational purposes only and is intended to provide an overview of the City's Seasonal Labourer/Truck Driver position and the recruitment process. Details within this guide may be subject to change.

POSITION OVERVIEW

At the City of Niagara Falls, the Seasonal Labourer/Truck Driver position falls under the operational umbrellas of two departments: Municipal Works and Recreation, Culture and Facilities. These departments are responsible for a multitude of public services in the City of Niagara Falls including the design, construction, maintenance and rehabilitation of the city's infrastructure. Employees within these departments constitute a highly visible and familiar presence in the lives of the citizens of Niagara Falls.

Seasonal Labourers/Truck Drivers work outdoors in all weather conditions and are responsible for performing the day-to-day maintenance of City roadways, sidewalks, parks, cemeteries, public grounds and facilities.

In the spring/summer/fall, work is primarily labour-focused (i.e. grounds keeping and maintenance) and in the winter, work is "on-call" to start and typically driver-focused (i.e., snow plowing and sanding).

REQUIREMENTS/QUALIFICATIONS

Mandatory Qualifications

- Valid DZ Driver's Licence
(candidates must provide a current, 3-year Driver's Abstract)
- Grade 12 or equivalent
- Related work experience
- Knowledge of safe work procedures
- Physically fit and able to work in a fast-paced environment
- Willingness to learn and the ability to deal tactfully with the public
- Acceptable Police Check (during recruitment process)
- Candidate testing and/or driver testing may be required

Preferred Qualifications

- Current First Aid and CPR
- WHMIS
- Heavy Equipment Operation certificate
- Landscaping diploma
- Book 7
- Chain saw
- Health and Safety courses

Message about City's COVID Vaccination Policy

The City of Niagara Falls has a COVID Vaccination Policy; however, that policy is currently paused and proof of vaccination status is not required at this time.

If pandemic circumstances and public health changes warrant it, this policy may be re-instated. In the interim, individuals are encouraged to follow all public health guidelines (for more information please visit <https://niagararegion.ca/health/covid-19>).

WORK CONDITIONS, TASKS AND TOOLS

Safety is first and foremost. Work is done in accordance to City policies and applicable legislation. Individuals are given extensive in-house training and are supplied Personal Protective Equipment (PPE).

General labourer duties include, but are not limited to: loading and unloading trucks; cutting grass and weeds; ditching; assisting with traffic control; gardening; litter pickup; raking leaves; and work site cleanup. Individuals may also work with cement, removing broken areas of asphalt or concrete, filling breaks and pot holes with asphalt mix using a shovel, rake and tamping iron.

Individuals may expect to be using ride-on mowers, shovels, rakes, pick axes, as well as gas-powered mowers, weed whackers and leaf blowers.

Possession of a DZ Licence is required for hauling in single, tandem and tri-axle trucks. For winter assignments, it is required for snow plowing, sanding, brine application and salting.

WORK SCHEDULE

Operations are 7 days a week, 24 hours a day, 365 days a year. Work allocation is determined by the Corporation and is based on operational needs. The summer schedule is different than the winter one. In addition, overtime, weekend, evenings, statutory holiday and rotating shift work may be required.

Spring/Summer/Fall Season

In the spring/summer/fall season, operational employees typically work 80 hours bi-weekly, with varied schedules, and shifts can be 8, 10 or 12 hours.

Winter Season

In the winter, staff is “on call” to start and is weather dependent until you gain seniority and eventually you will be working full time. Shifts can be 8, 10 or 12 hours.

Customer service excellence as well as safe roads and facilities for our residents during the winter season is of the utmost importance. Therefore, all seasonal employees are expected to be ready, willing and prepared to be called in to work at any time during the winter season.

Spring Recall

Seasonal staff are recalled to work in the spring (typically April) and may continue working until October or November (the length of a work season is based on weather and operational requirements).

PROBATIONARY PERIOD

The first 90 working days of employment is the probationary period.

Continued employment is subject to successfully completing this probation period as well as having provided an acceptable police check (the PCRJMC) during the recruitment phase / early stage of employment.

PATH TO BECOMING A PERMANENT EMPLOYEE

The benefit of working at the City is that there are a variety of positions in different departments such as Municipal Roadways, Water/Wastewater, Forestry, Parks, Arenas, etc.

To become permanent, one needs to successfully bid on a permanent position. It may take a few years and will depend on a variety of factors such as opportunity, qualifications, seniority, etc.

GENERAL RECRUITMENT PROCESS

Job Posting

The Job Posting can be accessed through the City's website during an active recruitment drive (www.niagarafalls.ca/jobs).

Apply with Cover letter, Resume and Driver's Abstract

A resume with cover letter and a current driver's abstract must be submitted through the City web site (www.niagarafalls.ca/jobs) by the application deadline. Applications cannot be accepted outside of a recruitment drive.

The abstract to submit is a 3-year, uncertified driver's record (not a CVOR).

For more information, and to obtain an abstract, visit Service Ontario's website at <https://www.ontario.ca/page/get-driving-record#section-4>. The cost of the abstract is the responsibility of the applicant.

Candidates must possess a valid DZ Licence by the closing date of the job posting.

Next Steps

We thank all candidates for their interest; however, only those candidates selected to move forward to this stage will be contacted.

Communication is by email; therefore, it is important to check messages regularly after applying (including spam/junk folders).

Testing

Selected applicants will complete a candidate assessment in person or online. There is no cost to the applicant for this testing.

The City of Niagara Falls supports the goals of Ontario Regulation 191/11 - Integrated Accessibility Standards. Please inform us if you require an accessibility-related accommodation to participate in the recruitment process.

Interview

Applicants will be selected for interview based on resume, qualifications, submission of an acceptable driver's abstract and the initial assessment. Only those candidates moving forward to interview will be contacted (via email).

The interview will be conducted by an interview panel consisting of representatives from Municipal Works, Recreation, Culture and Facilities and the Human Resources departments.

Driving Assessment

The top applicants may be required to complete a practical driving test in a City DZ vehicle. There is no cost to the applicant for this assessment.

Reference Checks

Candidates will be required to provide two professional references at time of interview.

The references should be people who have supervised your work and are able to answer questions related to work history and performance.

Offer of Employment and Police Background Check

The top applicants will be offered employment conditional upon receipt of a current and acceptable Police Criminal Record and Judicial Matters Clearance (PCRJMC) certificate.

If candidates are in possession of a PCRJMC that is three months old or less, it may be accepted.

For more information on the PCRJMC, including how to obtain one, please visit the Niagara Regional Police (NRP) website at

<https://www.niagarapolice.ca/en/what-we-do/policebackgroundchecks.aspx#>

The cost of this check is the responsibility of the applicant.

Orientation and Onboarding

Your career starts here - welcome to the team!

QUESTIONS?

Please direct any questions to HRDepartment@niagarafalls.ca