



THE CORPORATION OF THE COUNTY OF WELLINGTON

Engineering Department
Roads Division

Requires a

Seasonal Radio Shift 2

The Radio Shift reports to the Roads Superintendent and is responsible for providing radio and telephone coverage and administrative duties to support the County's winter control operation.

This position is Seasonal and will be scheduled for the duration of the winter season, approximately November to April. The hours of work for this position are Monday to Thursday from 8:00 am to 4:30 pm and Fridays 7:00 am to 3:30 pm.

The minimum qualifications for this position include:

- High school diploma.
- Customer service experience preferred. Municipal experience is considered an asset.
- Good computer skills and experience with Microsoft Word, Excel and Outlook.
- Must be able to work independently and as part of a team.
- Good communication and customer service skills.

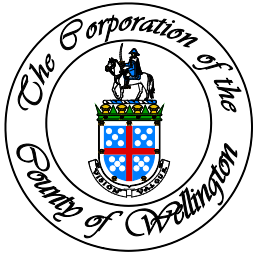
This position offers an hourly range of: \$19.86 to \$23.25 (2020 Non Union Compensation Grid).

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #116-20 by Friday, October 30 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Radio Shift 2	Reports to: Roads Superintendent
Department: Engineering Services	Positions Supervised: 0
Effective:	Revised: September 2020

BASIC FUNCTION:

The Radio Shift reports to the Roads Superintendent and is responsible for providing radio and telephone coverage and administrative duties to support the County's winter control operation.

PRINCIPAL RESPONSIBILITIES:

- Relay messages by two-way radio and telephone to and from Roads employees, the public and the Ontario Provincial Police (OPP).
- Maintain logs/records as directed by the Roads Superintendent, including weather and road reports.
- Record all telephone calls in an accurate manner.
- Updating external and other websites with information regarding road closures and conditions.
- Data entry such as; time entry, winter materials, invoice coding, fuel monitoring.
- Ensure garages are receiving weather reports in a timely manner.
- Assist with training and supervising Radio shift – part time staff.
- Other duties as assigned.

PROBLEM SOLVING RESPONSIBILITIES:

- Maintaining records to the satisfaction of the Roads Superintendent.
- Being able to contact on-call staff in a timely manner.

CONTACTS:

Internal: Roads Staff

External: OPP, Public, Other Municipalities, Tow Truck Operators

MINIMUM QUALIFICATIONS:

- High School Diploma.

- Customer service experience preferred. Municipal experience is considered an asset.
- Good computer skills and experience with Microsoft Word, Excel and Outlook.
- Must be able to work independently and as part of a team.
- Good communication and customer service skills.