



Town of Fort Smith Job Description

Facility Labourer

POSITION TITLE: Facilities Labourer

POSITION NUMBER: 13024

DEPARTMENT: Municipal Services Facilities

REPORTS TO: Supervisor

CLASSIFICATION: Full-time Indeterminate

LOCATION: Municipal Services Garage

Summary of Position

Under the supervision of the Facilities Supervisor the incumbent will be required to perform all non and semi-skilled tasks associated with labourer duties: cutting grass, flagging, loading equipment, repairing fences, janitorial, cleaning streets, removing garbage, using manual tools, laying pipes, digging, etc. The incumbent will perform other related tasks as assigned. Assignments are performed under general supervision and performance is subject to review, inspection and evaluation by the Supervisor.

Outline of Duties

1. Assists in the maintenance and upkeep of the Town facilities by:

- Working as an effective member of the facilities crew.
- Ride back of garbage trucks, collecting garbages.
- Sweeping debris and shovelling snow from streets, sidewalks, building grounds and other areas, and loading snow and debris into carts or trucks.
- Shovelling cement and other materials into cement mixers, spreading concrete and asphalt on road surfaces using shovels, rakes and hand tampers, and performing other activities to help with maintenance and repair of roads.
- Spreading sand or salt on sidewalks for snow and ice control.
- Digging ditches and trenches using shovels and other hand tools.
- Operating jackhammers and drills to break up pavement.
- Loading and unloading trucks with supplies and equipment.
- Collecting and loading refuse on garbage trucks.
- Helping equipment operators to secure attachments to equipment or trucks.
- Helping with routine maintenance and repair of equipment.
- Helping skilled tradespersons such as carpenters, plumbers and mechanics, as required.
- May be required to operate mobile sidewalk-cleaning equipment.
- Assisting with programs and special events, as required.
- Operating, maintaining, and storing all equipment in a safe and effective manner according to all relevant legislation, bylaws, policies and procedures to minimize risk of injury, property damage.
- Participating in staff meetings to provide input into daily operations, programs, identification of facility improvements and long-range planning.
- Operate the resurfacers ice edger, open and close arena, security checks and building checks

2. Ensures the cleanliness and appearance of the facilities are maintained and according to all health regulations by:

- Operating, maintaining, and storing cleaning equipment according to manufacturer's directions.
- Sweeping, scrubbing, and mopping.
- Vacuums, shampoos, and spot cleans rugs and carpets in offices, and other work areas.
- Cleans lounges, offices, kitchens, hallways, and other facilities as assigned.
- Empties waste receptacles and replaces liners.
- Mops spills, removes debris and replaces light bulbs as needed.
- Performing waste and snow removal on an as required basis.

3. Collects, transports, and disposes of waste and recyclable materials from residential, commercial, and industrial areas by:

- Picking up and transporting waste to disposal sites and landfills using large vehicles, such as garbage trucks.
- Assisting in maintaining and cleaning the vehicles and equipment.
- Ensuring the waste is handled and disposed of safely for the environment and the public. Strict safety protocols and regulations must be followed. Cleanliness and hygiene are essential to public health and safety.

4. Completes other duties as assigned.

Positions Supervised

This position is not responsible for the supervision of other workers.

Responsibilities

Responsible for:

- Assisting with the efficient maintenance of the Town's buildings, green spaces, parks, playgrounds, and outbuildings.
- Assisting with the operation and minor maintenance of a variety of hand and power tools as well as the small equipment related to parks, buildings and road maintenance.

Contacts

- Facilities Supervisor
- Other Town Staff
- The public

Work Environment

- The incumbent must be in good health to work outdoors which may include extreme hot and cold weather conditions.
- Work may take place near or with equipment, instruments, machinery or power/hand tools that may be a source of accident or injury. The incumbent must wear safety equipment as appropriate to the performance of duties.
- The work will be physically strenuous and demanding, lifting, pulling, and managing equipment and objects will be required.
- The incumbent may be exposed to hazardous substances such as insecticides, flying particles, noise, strong vibrations, intense odours and dust.
- Work will require interaction with the public and on occasion members of the public can be verbally abusive. The incumbent must remain calm and respectful to the public in handling these situations.

- The incumbent may be exposed to dangerous and/or toxic substances. All necessary precautions must be taken to protect ears, eyes, nose, mouth and skin from irritation or infection.
- Shift work in the evenings, weekends and holidays may be required.
- The incumbent may feel occasional stress with work demands and scheduling.
- Regular exposure to grass, hay, trees, flowers, cleaning solutions, insects or extreme temperatures will be required in the performance of the day-to-day duties.

Knowledge, Education and Experience

Knowledge

- Familiarity with Material Safety Data Sheets.
- Experience with hardware, tools and warehouse equipment.
- Basic understanding of electrical, plumbing and building maintenance.
- Basic math skills.
- Good communication skills in English.
- Attention to detail.
- Grade 10 or equivalent.
- Class 5 Driver's License is required.

Skills

- Ability to use various hand tools, grass cutting equipment, tiller, etc.
- Client service and public interaction skills
- Ability to work independently
- Ability to problem solve and make appropriate decisions
- Effective verbal and listening communication skills
- Ability to read and write to record daily records
- Time and stress management skills
- Willingness to perform labour related duties

Personal Attributes

- Honest and trustworthy
- Respectful
- Possess cultural awareness and sensitivity
- Flexibility
- Dependability and reliability
- Positivity and hard working

The Public Works Labourer will be required to take the following employer paid training and certifications:

- WHMIS 2015 certification
- First Aid and CPR certification
- Confined Spaces certification
- Fall Arrest certification
- ICS 100

Signatures on following page

Certification

I have read and understand this job description. I have been informed that it is a general description of the duties, responsibilities and qualifications required for my position which forms the basis for my classification level and against which my performance will be evaluated.

Employee's Signature

Date

I agree that these job duties reflect the requirements of the job.

Facilities Supervisor

Date

Director of Municipal Services

Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

Senior Administrative Officer

Date