



# JOB DESCRIPTION

## Public Works Labourer

<b>POSITION TITLE:</b>	Public Works Labourer
<b>POSITION NUMBER:</b>	13024
<b>DEPARTMENT:</b>	Municipal Services
<b>REPORTS TO:</b>	Public Works Supervisor
<b>CLASSIFICATION:</b>	Full time- indeterminate
<b>LEVEL</b>	Pay Level 12
<b>LOCATION:</b>	Municipal Services Garage

### Summary

Under the supervision of the Public Works Supervisor the incumbent will be required to perform all none 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 public crew.
- Ride back of garbage trucks, collecting garbages.
- Sweeping debris and shoveling snow from streets, sidewalks, building grounds and other areas, loading snow and debris into carts or trucks.
- Shoveling cement and other materials into cement mixers, spreading concrete and asphalt on road surfaces using shovels, rakes and hand tampers
- Performing other activities to help with maintenance and repair of roads.
- Snow removal from signs and solar panels on street crossings
- 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.



## JOB DESCRIPTION

### Public Works Labourer

- Helping with routine maintenance and repair of equipment.
  - Assisting with programs and special events, as required
  - May be required to operate mobile sidewalk-cleaning equipment.
  - Participating in staff meetings to provide input into daily operations, programs, identification of facility improvements and long-range planning
  - 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.
2. Ensures the cleanliness and appearance of the facilities of municipal services garage are maintained 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 clean rugs and carpets in offices and other work areas and other facilities at the municipal services garage.
  - Mops spills, removes debris and replaces light bulbs as needed.
  - Performing waste and snow removal on and as required basis.
3. Collects, transports, and disposes of waste and recyclable materials from residential, commercial and Industrial areas by:
- Garbage trucks pick up and flat deck 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.

### **Supervision**

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

# JOB DESCRIPTION

## Public Works Labourer

### Responsibilities

Responsible for

- The efficient maintenance of the Town's buildings, green spaces, Landfill, playgrounds, and outbuildings
- Assisting equipment operators with tasks such as sewer flushing, road maintenance and crack sealing
- Coverage at the landfill as a landfill attendance
- 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.

### Work Environment

- The incumbent must be in good health to work outdoors, which may include extreme heat 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 odor 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.



## JOB DESCRIPTION

### Public Works Labourer

- 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 knowledge of small to heavy equipment and electric fences.
- 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 etc.
- Client service and public interaction skills
- Ability to work independently
- Ability to solve problems 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 work



# JOB DESCRIPTION

## Public Works Labourer

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 and ICS 100
- Town of Fort Smith Safety Training Program
- Human Resources Information System (HRIS) internal training.

### 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 duties reflect the requirements of the job.

\_\_\_\_\_  
Public Works 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