JOB DESCRIPTION
Municipal Services Labourer

POSITION TITLE: Municipal Services Labourer
DEPARTMENT: Municipal Services
REPORTS TO: Facilities, Water Plant and Public Works Supervisor
CLASSIFICATION: Casual
LEVEL 12
LOCATION: Municipal Services

Summary

The Municipal Services Labourer is a cross-trained casual position that supports the Public Works, Facilities and Water Plant departments as operational needs require. Under the supervision of the supervisor of the department assigned, the incumbent will perform non-skilled and semi-skilled labour duties.

Outline of Duties

1. **Assists with the maintenance and upkeep of Town infrastructure and public spaces (Public Works) by:**

- Riding the back of garbage trucks and collecting and loading refuse.
- Sweeping debris and shovelling snow from streets, sidewalks, building grounds and other areas, loading snow and debris into carts or trucks, and clearing snow from signs and solar panels at street crossings.
- Spreading sand or salt on sidewalks for snow and ice control.
- Shovelling cement and other materials into cement mixers, spreading concrete and asphalt using shovels, rakes and hand tampers, and assisting with road maintenance and repair.
- 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.
- Helping equipment operators secure attachments to equipment or trucks and assisting with tasks such as sewer flushing and crack sealing.
- Providing coverage at the landfill as a landfill attendant, as required.

2. **Assists with the maintenance and cleanliness of Town facilities (Facilities) by:**

- Sweeping, scrubbing and mopping; vacuuming, shampooing and spot cleaning rugs and carpets.
- Cleaning lounges, offices, kitchens, hallways and other facilities as assigned.
- Emptying waste receptacles and replacing liners; mopping spills, removing debris and replacing light bulbs as needed.

- Operating, maintaining and storing cleaning equipment according to the manufacturer's directions.
- Helping with routine maintenance and repair of equipment, and assisting skilled tradespersons such as carpenters, plumbers and mechanics, as required.
- Operating the resurfacer and ice edger, opening and closing the arena, and completing security and building checks, as trained and assigned.
- May be required to operate mobile sidewalk-cleaning equipment.
- Assisting with programs and special events, as required.

3. **Assists with water system operations and upkeep (Water Plant) by:**

- Mowing and general grounds upkeep at water plant and station sites.
- Cleaning ponds, stations and related facilities.
- Completing station checks.
- Changing out water meters and completing monthly meter reads.
- Completing curb stop shutoffs.
- Assisting with summer shutdown and winter start-up of water system equipment and sites.

4. **Safety and teamwork:**

- Operating, maintaining and storing all equipment in a safe and effective manner according to all relevant legislation, bylaws, policies and procedures to minimize the risk of injury and property damage.
- Handling waste safely for the environment and the public; strict safety protocols and regulations must be followed.
- Participating in staff meetings to provide input into daily operations, programs and identification of improvements

5. **Completes other duties as assigned**

Position Supervised

- This position is not responsible for the supervision of staff.

Contacts

Internal: Public Works, Facilities and Water Plant Supervisors, equipment operators, tradespersons and fellow Municipal Services staff, for direction, coordination and reporting of work completed and any hazards or equipment concerns.
External: Residents, customers, contractors and delivery personnel, in a courteous and respectful manner, including when entering properties for meter work and curbstop shutoffs.

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Work Environment

- The incumbent must be in good health to work outdoors in extreme heat and cold. The work is physically strenuous, with regular lifting, pulling and handling of equipment.
- Work takes place near equipment, machinery and tools that may cause injury; safety equipment must be worn as appropriate.
- The incumbent may be exposed to hazardous or toxic substances, noise, vibration, dust, odors, insects and cleaning solutions, and must take all necessary precautions.
- Work may require confined space entry, working at heights, and work in and around water and treatment facilities.
- Work requires public interaction; the incumbent must remain calm and respectful, including when members of the public are verbally abusive.
- Shift work in the evenings, weekends and holidays may be required

Knowledge, Education and Experience

- Grade 10 or equivalent; Class 5 Driver's Licence is required.
- Familiarity with Material Safety Data Sheets.
- Experience with hardware, tools and warehouse equipment; basic knowledge of small to heavy equipment, electrical, plumbing and building maintenance.
- Basic math skills, attention to detail and good communication skills in English.
- Ability to use various hand tools, grass cutting equipment, tiller, etc.
- Client service, public interaction, and effective verbal and listening communication skills.
- Ability to work independently and as part of a crew, solve problems and make appropriate decisions.
- Ability to read and write to record daily records; time and stress management skills.
- Willingness to perform labour-related duties.

Training and Certifications

The Municipal Services Labourer must be willing to take employer-paid training and certifications as required.

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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.

_____ _____
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