Fort Smith
NORTHWEST TERRITORIES

Position: Municipal Services Labourer

Location: Municipal Services

Status: Casual

Closing Date: Friday November 20, 2026

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 THE POSITION

The Municipal Services Labourer is responsible for assisting with the general maintenance, upkeep, and cleanliness of Town infrastructure, public spaces, facilities, and water system sites. The position performs a variety of manual labour, cleaning, maintenance, and operational duties, including waste collection, snow removal, road maintenance, facility cleaning, and basic water system maintenance. The role also supports arena operations, landfill coverage, and special events as required, while ensuring all work is completed safely and in accordance with Town policies and procedures.

KEY RESPONSIBILITIES AND DUTIES

- Assist with the maintenance and upkeep of Town infrastructure, including roads, sidewalks, public spaces, and municipal properties.
- Perform waste collection, snow removal, ice control, road maintenance, and general groundskeeping.
- Assist with construction and repair activities, including concrete and asphalt work, ditching, trenching, and equipment operation.
- Maintain the cleanliness and general upkeep of Town facilities, including offices, community spaces, and recreational facilities.
- Assist with arena operations, including operating ice resurfacing equipment, completing building checks, and opening and closing the facility.
- Support water system operations through routine site inspections, water meter readings and replacements, curb stop shutoffs, and seasonal system maintenance.
- Provide landfill attendant coverage and assist with municipal programs and special events as required.
- Operate, maintain, and store tools and equipment safely and appropriately.
- Work collaboratively with other municipal services staff and assist with general maintenance, repairs, and operational tasks as required.

- Follow all applicable safety regulations, Town policies, procedures, and safe work practices.

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.

COMPENSATION AND BENEFITS

- Pay Level/Range: Level 12 ($64,985.95 - $73,978.45)

TO APPLY:

Submit your resume and cover letter to **humanresources@fortsmith.ca**