



JOB DESCRIPTION

LABOURER II

POSITION TITLE:	LABOURER II
REPORTS TO:	COMMUNITY SERVICES FOREMAN
REVISION DATE:	JUNE, 2003

POSITION SUMMARY

The Labourer II shall be responsible for assisting municipal departments in the upkeep and repair of all Municipal facilities The Labourer will also operate heavy equipment when required.

Job Requirements

1. Shall assist in facility maintenance of public property such as buildings, landscaping, plumbing, painting, welding, carpentry, minor electrical work, concrete work and motor vehicle maintenance
2. Perform regular scheduled maintenance and pairs for all Municipal facilities,
3. Assists in the operation of municipal facilities as required
4. Shall provide assistance to the Public Works Department as approved by the Community Services Foreman
5. Responsible for the neatness and upkeep of the Municipal Operations Shop.
6. Must be able to multi-task, have the ability to work unsupervised or cooperatively as a team member
7. Operates heavy equipment when required.
8. Shall assume "on call" duties as required.
9. Ensure that all Safety Standards as described within the Occupational Health and Safety Manual and pursuant regulations are adhered to including the use of protective equipment and clothing. This will require a good working knowledge of the act and regulations.
10. Shall assist Operations Department with the maintenance and repair of water and sewer lines, if required.
11. Shall perform all duties in accordance with all Municipal Policies.
12. Shall perform other duties in relation to the position requirements as assigned.

Job Qualification Requirements

1. High School Diploma or equivalent
2. Shall have demonstrated training and/or experience in building construction and general carpentry skills
3. Shall have, or be able to acquire, certification in WHIMS, First Aid
4. Shall have demonstrated good working practices consistent with Alberta's Occupational Health and Safety's Statutes and Regulations.
5. Shall have a valid Alberta Driver's License

Personal Attributes

1. The Labourer II shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness.
2. The Labourer II shall be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities.
3. The Labourer II shall possess good inter-personal skills and shall demonstrate acceptable public relations skills in dealing with the public.
4. The Labourer II must often work alone with a minimum of supervision. He/she shall demonstrate decision-making skills and must work well under pressure or tight time lines.
5. The Labourer II shall display an ability to follow instructions from his/her supervisors as well as relay the same to others.