

**MUNICIPALITY OF CROWSNEST PASS**

**JOB DESCRIPTION**

**COMMUNITY SERVICES- LABORER**

POSITION TITLE:	COMMUNITY SERVICES- LABORER
REPORTS TO:	COMMUNITY SERVICES FOREMAN
REVISION DATE:	MARCH 18, 2005

**POSITION SUMMARY**

The Laborer Position is responsible for performing general “hands on” operational and maintenance requirements within and around designated facilities and infrastructure that are the property of the Municipality of Crowsnest Pass. The Laborer position is directly responsible to the Community Services Department Foreman.

**Job Requirement**

1. Shall be responsible for the daily maintenance and/or operation of Community affiliated facilities and infrastructure as governed by the Municipality of Crowsnest Pass.
2. Shall be responsible adhere to policy decisions authorized by Municipal Council as directed by the Community Services Foreman.
3. Shall assist maintaining a comprehensive facilities, infrastructure, and equipment preventative maintenance program.
4. The Laborer Position shall display an ability to follow instructions from his/her supervisor.
5. Shall ensure the use of safe and proper working practices and proper care of tools, equipment, and buildings.
6. 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.
7. Operates heavy equipment when required and directed.
8. Perform related duties as assigned by the Community Services Foreman.
  - a. Maintain all work and storage spaces in a clean and organized manner.
  - b. Document and maintain records on all operational and maintenance duties completed on a daily basis.
  - c. Refer any inquiries/concerns/complaints to the Recreation Director.
  - d. Completion of other duties that maybe assigned from time to time by the Community Services Foreman.

## **Knowledge and Skills:**

1. Display knowledge and abilities in the following areas:
  - a. General knowledge in Recreation and Park facility operations.
  - b. General knowledge in occupational hazards and necessary safety precautions.
  - c. General knowledge in mechanical operations.
  - d. General knowledge in general maintenance.
  - e. Ability to maintain equipment and detect possible service and maintenance requirements for effective operations.
  - f. Complete knowledge of methods practiced and rules for safe operation of assigned equipment.
  - g. Ability to work under minimal supervision.

## **Job Qualification Requirements**

1. Valid Alberta Drivers License
2. Personality enabling positive public relations
3. A thorough knowledge of building maintenance.

## **Personal Attributes**

1. The Laborer Position shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness.
2. The Laborer Position 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 Laborer Position shall possess good inter-personal skills and shall demonstrate acceptable public relations skills in dealing with the public.
4. The Laborer Position must often work alone to work with a minimum of supervision. He/she shall demonstrate decision-making skills and must work well under pressure and strict time lines.

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