

MUNICIPALITY OF CROWNEST PASS

POSITION DESCRIPTION

POSITION TITLE:	LABOURER II
REPORTS TO:	FOREMAN
REVISION DATE:	

POSITION SUMMARY

Reports to the Public works Foreman, because this position is mainly working in the public sector this individual shall have a friendly and outgoing personality and be able to communicate with the public on a daily basis. This individual shall hold **a Class 5 License** and be willing to learn how to operate heavy equipment. Will aid in the upkeep of all sewer and water collection and distribution systems, signage and roadways in summer and winter.

**LABOURER II
JOB DESCRIPTION**

Utility Responsibilities:

1. Aid in the maintenance of municipal Streets and Roads, winter and summer, as required.
2. Aid in the maintenance of municipal water and sewer mains and services, as required.
3. Service hydrants annually and repair as necessary. Winterize hydrants in the Fall according to established schedule.
4. Maintain, repair and flush storm sewers as necessary
5. Maintain, repair and flush sewer lines as necessary
6. Able to operate CCTV instruments as part of pipe inspection and maintenance
7. Conduct minor equipment repairs as necessary
8. Liaise with contractors when required
9. Ensure that safety standards under the Occupational Health and Safety Act and pursuant regulations are adhered to, including protective equipment and clothing. This will require a good working knowledge of the Act and Regulations. All duties are to be performed within Town Policies and procedures and WHMIS guidelines.

Operator Responsibility

1. Maintains public roadways, lanes and sidewalks as directed. Conducts minor maintenance and repairs during the summer not limited to, crack filing, painting of parking and traffic lines.
2. Installation and repair of signs.
3. Responsible for the cleanliness and appearance of all Municipal Equipment.
4. Days and hours of work may vary in accordance with the requirements of the department and the directives of the Manager of Operations.
5. Undertake Disaster Services responsibility as required.
6. Assists in facilities maintenance. Performs carpentry, plumbing and minor electrical work as required.
7. Subject to “call out” in accordance with the “on Call” roster.
8. Subject to “call out” duties as required
9. Performs other duties as assigned by the Manager of Operations.

Minimum Qualifications

1. The ability to aid in the construction, repair, operation and maintenance of water distribution, sewage collection, roads and drainage systems.
2. High School Diploma or equivalent or a combination of experience and education.
3. Valid Alberta Class 5 driver’s license.
4. The Labourer II shall be able to work as a team and must get along well with others, including those of different cultural, gender and nationality. This individual shall also demonstrate acceptable public relations skills in dealing with the public.

Responsibility

The incumbent performs a wide variety of tasks within defined guidelines. Work is spot checked by his/her supervisor. Consequence of error in judgment could result in damage to equipment. Work, which is not performed up to standard or on schedule, may result in safety hazard to the general public.

Resource Management

The position has responsibilities when working with other employees, shows summer students/casuals how to operate equipment, tools and simple tasks.

Working Conditions

Work requires the position to work outdoors every day regardless of the weather conditions. The position is exposed to extremes of temperatures, rain, snow, mud, dust, and equipment vibrations.

Considerable risk for minor cuts/injuries exists on a daily basis. There is potential for more serious lost time injuries from time to time.

The work of the position requires considerable climbing off and on equipment, lifting medium to heavy objects such as, but not limited to: tires, grader blades, small motors, saws and signs.

Knowledge & Skills & Personal Attributes

The position requires a general knowledge of rough carpentry, plumbing, painting, welding, and mechanics and a broad general knowledge of sewer and water systems for their monitoring and repair.

Major contacts are with colleagues. Contact with the general public occurs normally for the purpose of information exchange. Major requirements are for courtesy in contacts.

The Labourer II shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness and display an ability to follow instructions from his/her supervisors as well as relay the same to others.

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. This individual shall also demonstrate acceptable public relations skills in dealing with the public.