

LABOURER 1 POSITION DESCRIPTION

PURPOSE OF THE POSITION

The Labourer is responsible for assisting in all Public Works departments to ensure a clean and safe community. This position can be either permanent or seasonal.

SCOPE

Reporting to the Operations Supervisor the Labourer is a member of the Public Works Team and will assist in all operations of the department in a safe and effective manner.

RESPONSIBILITIES

- Documentation of all daily events
- Daily and weekly garbage patrols
- Grass cutting and weed whipping as required
- Erecting and maintaining signs within the Town
- Maintenance duties on roadways, lanes, and sidewalks
- Maintenance duties on parks as required
- Servicing of Town equipment as required
- Operating Town equipment as required
- Participation in on-call duty rotation
- Cleaning of debris from storm drains
- Picking up refuse in/on traffic ways
- Meter reading as required
- Cemetery duties regarding plot preparation and maintenance issues as required
- Assisting in all Public Works department areas as required with duties related to water, sewer, natural gas, roads and streets
- Assisting with duties related to other Town departments as directed by the Operations Supervisor
- Dealing with residents and members of the public in a courteous and respectful manner, including receiving, reporting and dealing with any concerns
- Assisting with keeping the Public Works shop clean and in proper repair
- Attending work related workshops and seminars
- Adhere to the Town of Redwater Health & Safety Program
- Any other duties as approved by the Operations Supervisor or Infrastructure Manager

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- 1 year of experience required
- Valid Class 5 Alberta Motor Vehicle Operators License
- Mechanical inclined
- Experience with the operation of equipment an asset

Skills:

- Effective verbal and written communication skills
- Must work effectively and efficiently with others and alone with little or no supervision, always be punctual, and take direction well
- Communicate openly and respond well to public inquiries in a calm and friendly manner
- As work is performed at various outdoor work sites within the Town, physical job requirements include: occasional lifting of 50 pounds or more, twisting, walking, exposure to outdoor conditions, working in traffic areas
- Effective time management skills

Personal attributes:

- Honest, trustworthy and respectful
- Maintain standards of conduct
- Flexibility
- Demonstrate sound work ethics
- Ability to work within a team environment
- Promoting positive community awareness and public relations at all times
- As this is an entry level position; demonstrate enthusiasm and commitment to upgrade skills and progress within the department
- Maintain a clean standard of hygiene and neat appearance
- Adhere to the Municipal Code of Ethics
- Demonstrate a dedication to the position and the community

CERTIFICATION

Employee Signature

Supervisor's Signature

Printed Name

Supervisor's Title and Name

Date

Date

I certify that I have read and understand
the responsibilities assigned to this position

I certify that this job description is an
accurate description of the
responsibilities assigned to the position

Senior Administrative Officer's Signature

Date

I approve the delegation of responsibilities outlined herein within

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.