

Job Description

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| Working Title | Date Prepared |
| <i>Labourer</i> | April 13, 2021 |
| Department | |
| Public Works | |

Overall Purpose

- To provide services to maintain: sidewalks, public properties and water and sewer plus other Town required services.

Key Responsibilities

- To operate and maintain the following equipment: Light duty trucks, and Mowers
- Regular day to day scheduled maintenance of Town owned grounds, municipal buildings, infrastructure, recreations parks, etc. and any given work assigned by Director of Public Works
- Municipal building maintenance includes housekeeping, painting, clean up, snow removal and tasks as assigned by Director or designate.
- Mowing and trimming of landscaped areas, garbage collection, leaf and debris collection, park setup and housekeeping and working with general grounds equipment.
- Assist in routine maintenance, service connections, repairs of breaks or new installation of sewer/water/ storm lines and all associated components
- Maintenance of street, sidewalk and storm basins as well as the task of asphalt patching, curb and sidewalk construction and maintenance.
- Any other defined duties as presented by the Director of Public Works or the Town CAO

Reporting Relationships

This Job Reports to:

- The Director of Public Works or the designate

Job Titles and number of incumbents reporting to this job: (if applicable)

Contacts (Typical)

- Town administration
- Water works department, parks and recreation and culture
- External providers of goods and services
- Other governmental bodies and regulators
- Professional entities

- CUPE Local 281
- Residents of the Town on matters of concern.

Innovation

- To be effective and efficient in the tasks
- To place priority to tasks
- To look for better ways to resolve a problem or concern by team effort
- To ensure corrections or services required are done according to budget

Decision Making

- To ensure the safety of the residents and Town staff at all public places within the Town boundary
- To ensure the safety and well being of the residents and the commercial aspect of the Town
- To be proactive in thinking and assessing as to avoid sudden substantial expenditure requirements
- To work as team to determine the support and logistics to achieve a better way to solve the matter

Impact of Results

- The safe and secure surroundings within the Town
- The security of the public streets, walkways, buildings, and other areas under their authority
- The success of a well budgeted and well-run Public Works operation.
- A better task routine and proactive staff.

Dimensions (Approximate)

- 32 km of asphalt pavement to maintain
- Town Sidewalk to maintain
- Curb to maintain and keep clear of debris
- 5 public building to maintain
- Water and sewer system operating clear of blocks and free from breaks
- Trenton Park and public lands to mow and maintain

Working Conditions

A Physical Environment

- Working in all types of weather, hot and cold, sun and rain
- Covering a lot of territory within Town boundary
- Working in underground infrastructures and trenches
- Possibility of long days working

B Physical Effort

- Heavy lifting
- Physical workload

C Sensory Attention

- Dealing with time frames and deadlines

- Dealing with safety hazards
- Dealing with the Residents and other Users within the Town
- Dealing with sometimes confidential information

D Mental Pressures

- Achieving positive outcomes within a short time frame
- Dealing with priorities
- Multitasking

Other

- The ideal candidate should have a High school completion of Grade 12 with a clean driver record.
- Experience with plumbing, excavation, traffic control and concrete work an asset
- General equipment maintenance is an asset
- Candidate must be able to prove a good work ethic along with working cooperatively and effectively with other staff.
- Must be cautious and courteous working around others including the public.
- Either have current or successfully complete safety training required by OHS, standard first aid and WHMIS

Verification:

This job description has been approved by the Director/Manager and Director of Human Resources as an accurate description of the job as of:

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|--|--|
| Incumbent's Signature and Date: | |
| Director/Manager's Signature and Date: | |
| | |
| HR Director's Signature and Date: | |
| CAO's Signature and Date: | |

| Compensation & Classification USE ONLY | | | |
|--|--|-----------|--|
| Salary | | Pay Level | |
| Approved Classification | | | |
| Approval Date | | | |