

**DOURO-DUMMER
JOB DESCRIPTION MANUAL**

POSITION: Labourer	PAGE: 1 of 2
REPORTS TO: Manager of Public Works	DATE: September, 2019
THIS JOB DESCRIPTION IS: <input type="checkbox"/> NEW <input type="checkbox"/> EXISTING <input checked="" type="checkbox"/> REVISED <input type="checkbox"/> RESCINDED	

Job Summary:

To provide a variety of maintenance and repair services to roads and adjacent properties.

Duties and Responsibilities:

- Performs the tasks of cutting grass, roadside brushing, patching roads, sweeping roads and intersections and other maintenance duties as may be assigned;
- Loads and unloads supplies and materials to be used at job locations;
- Fells trees ensuring employee and public safety, utilizing chain saw and other equipment;
- Assists in cleaning and general maintenance of municipal equipment and facilities, and reports any malfunctions or deficiencies;
- Acts as traffic control person, directing traffic through a job site;
- Operates trucks and other municipal equipment to assist in various road maintenance and construction activities;
- Assists with general maintenance of closed landfill sites, parks, and transfer station;
- Responsible to adhere to the Occupational Health and Safety Act and the Township Health and Safety Policy;
- Maintains a good condition of roads during winter months by sanding and salting of roads or sidewalks, snow plowing and shoveling;
- Will be required to respond to emergency situations as they arise;
- May be required to carry out waste management duties;
- Other duties as assigned.

Supervision:

This position does not require the incumbent to supervise or direct the work of others.

Contacts:

Internal: With the Manager of Public Works and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With the general public, ensuring polite and tactful relations.

Working Condition:

- Exposure to normal garage environment;
- Exposure to hazards and inclement weather conditions;
- Some exposure to paint and diesel fumes;
- Labour intensive and physically demanding; lifting, carrying, kneeling, climbing, balancing.

Job Knowledge:

- Grade 12 education or equivalent and three years related experience;
- A knowledge of road construction, maintenance activities and safety procedures;
- Requires a Class “D” driver’s license with “Z” endorsement;
- Requires chainsaw certification;
- Experience in the operation and maintenance of heavy equipment and machinery;
- Current WHIMIS Certification;
- Current Accessible Customer Service Training;
- Current First Aid Certification;
- Successful Criminal Record Check.

Key Competencies:

- Good communication skills, proven ability to listen and correspond with the public and effectively communicate with co-workers with tact and courtesy;
- Demonstrate excellent customer service skills, including the ability to remain calm in encountering minor conflicts or complaints professionally and respectfully;
- Ability to establish and maintain effective working relationships with the public and other Municipal employees;
- Expected to use a high level of initiative and judgment and to work with limited supervision once tasks have been defined;
- Ability to work extended hours as required.

Employee

Chief Administrative Officer