

## Job Description Labourer

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| <b>Position:</b> Labourer                                                                                                           |                                   |
| <b>Reports To:</b> Director of Public Works and Roads<br>Forepersons                                                                | <b>Revised:</b> February 21, 2020 |
| <b>This Position is:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing <input type="checkbox"/> Revised |                                   |

### Job Summary:

This position provides a variety of construction, maintenance, snow removal and repair services for roads and municipal property; keeping machinery and equipment in good working condition.

### Duties and Responsibilities:

- Works within the scope of the policies of the Municipality and under the guidelines of the Ontario Ministry of Transportation.
- Responsible for the safe and effective use of machinery being operated in carrying out work assignments; operates without supervision after tasks have been defined.
- Assists with construction projects.
- Patching (hot and cold) paving, ditching roadsides.
- Fill in washouts caused by rain and winter backup.
- Haul, load, and unload gravel.
- Clean and install culverts.
- Brushing and removing dead trees from public property.
- repair/install road signs, fences, and guardrails.
- Clear roadsides of debris and weeds.
- Snow removal and deicing of walkways, driveways, and parking lots.
- Operates power tools safely; knowledge of safe welding practices; maintains any work areas in a neat fashion.
- Maintains a daily diary of work activities.
- Willing to undertake training as required by the job.
- Perform duties in accordance with the Occupational Health and Safety Act.
- Performs other duties as required.

### Qualifications:

- High School Diploma or equivalent.
- Minimum of one-year experience performing job related duties.
- Ability to operate a variety of equipment.
- Ability to operate power tools safely.
- Valid Ontario Driver's Class 'G' License with a clean driver abstract.
- Valid Class "DZ" Driver's License an asset.
- Knowledge of flagging and construction maintenance regulations.
- Knowledge of Occupational Health and Safety Act.
- Chainsaw certification.

### Key Competencies:

- Knowledge of road maintenance programs and construction methods.
- Ability to identify operating problems and road hazards.

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- Expected to use initiative and judgement as well as work with limited supervision once tasks have been defined.

### **Health and Safety:**

All Employees are responsible for being aware of, understanding and following Occupational Health and Safety regulations by taking reasonable precautions to protect themselves and fellow workers from health hazards and unsafe situations. Employees are required to follow any Health and Safety policies and procedures established by the Municipality.

### **Supervision:**

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

### **Contacts:**

Internal: Roads Foreperson, Director of Public Works, other team members and office staff.

External: With contractors and the general public to provide information, ensuring polite and tactful relations.

### **Working Environment:**

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the employee will encounter. Reasonable accommodation may be made to enable people with disabilities to perform the essential functions of the job.

- Possible exposure to physical and health hazards.
- Exposure to severe weather conditions, (snow, wet weather, heat, humidity, freezing rain, fog).
- Machine noise, vibration, dust, and dirt.
- Potential for stress caused by unpredictable weather and heavy traffic.
- Hours of work vary depending on road conditions and may be on-call.

### **Physical Demands:**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be provided to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to talk and listen. The employee is often required to stand for long periods of time and use their arms and hands when flagging. There is a considerable degree of physical skills, lifting (up to 50 lbs.), coordination and speed required. Activities include reaching, sitting, standing, visual attention to details and movement of moderate weight materials. Frequently performs repetitive tasks. This job has limited capability to control interruptions and pace of work.

### **Impact of Error:**

- Loss of revenue to the Municipality.
- Decisions have an impact on the work of others within the department.
- Failure to maintain roads and worksites can create public safety issues and could impact the Municipality legally.
- Misinterpretation of data or inaccurate information could reflect poorly on the Municipality.
- Poor customer service could reflect poorly on the Municipality.

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This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description, however, is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

I have read the job description and understand the job requirements of this position and the expected standards of performance.

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Employee

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Date