

	Public Works Labourer Job Description	Department	Public Works
		Date Approved	November 2024
		Revised	

REPORTS TO: Public Works Foreman

REPORTS: None

Accountability/Responsibility

Under the general direction of the Public Works Foreman, incumbent will be expected to perform their duties to a high standard and follow all policies and procedures of the Village.

Primary Duties

1. Operate any equipment within the capacity of their driver's license.
2. Perform general labour, maintenance, safety checks and repair activities as assigned.
3. Responsible for the safe, efficient and effective operation of various equipment and performing physical labour associated with the day-to-day operations as assigned.
4. Participate in all safety training, orientations, meetings and ongoing training.
5. Ensure all standards of Workplace Safety and Health are followed, wear all assigned personal protective equipment, and maintain the same in proper condition for use.
6. Complete records relative to the equipment used and work performed.
7. Complete and submit timesheets to supervisor for verification and approval.
8. Fill in all forms in a neat and legible manner, including those required for record keeping.
9. Assist in the servicing and maintenance of equipment.
10. Clean-up of the yard, shop and other buildings and equipment as required.
11. Work in compliance with the provisions of all provincial regulations and Village policies.
12. Carries out all duties in a safe manner.
13. Work cooperatively with the Council, senior municipal staff, and coworkers.
14. Performs any other duties as may be assigned from time to time.

Experience & Qualifications

- Grade 12 or equivalent.
- Must maintain a valid Saskatchewan Class 5 Drivers License and provide a driver's abstract annually. A Class 1 drivers license and/or an Air Endorsement (A) would be an asset.
- WHMIS, first aid and CPR training is required.
- Demonstrated proficiency in English, both written and verbal.
- A practical knowledge of the operation, care, and maintenance of small tools/equipment, hand tools, small equipment, safe work practices under Occupational Health and Safety, and basic mechanics is desirable.
- Knowledge of basic care and maintenance of vehicles and equipment would be an asset.
- Prior experience with ¾ ton, dump truck, tractor/mower, mulcher, loader and one-ton truck.
- Knowledge of the municipality, including the road systems, would be considered an asset.

- Punctual, reliable, energetic and self-motivated individual who is able to work unsupervised, as well as part of a team.
- A Criminal Record Check is required.

Unique Position Requirements

- The position may involve working evenings and weekend shifts and rotational on-call shifts over weekends and statutory holidays as required. This position is required to be on call every third weekend.
- Ability to work outdoors in varying weather conditions. Exposure to physical environment which involves dirt, odors, noise, weather extremes or similar elements.
- Ability to perform strenuous physical activities (ability to lift/carry heavy loads 50+lbs) such as extensive walking, carrying, climbing, and lifting objects in all seasonal weather conditions.
- Ability to receive and comprehend instructions; work independently as well as in a team environment; interact positively with supervisors, other staff, and the general public.
- The incumbent may work directly with or be aware of confidential information in the course of their job duties and is expected not to disclose or use any confidential information in any manner for any purposes other than the proper discharge of their duties and responsibilities for the employer. Confidentiality is to be maintained at all times during, as well as after termination of employment for any reason.

Computer software and equipment use

- Microsoft Outlook, Word, Excel, cell phone, two-way radio

Incumbent

Chief Administrative Officer

Date