

DTR Job Description



Position Title: Public Works Labourer

Department: Public Works

Reports To: Public Works Foreman

Date: June 1, 2016

Job Purpose/Summary:

Under general supervision, the labourer performs a variety of semi-skilled and manual labour duties. Work involves general maintenance of streets, boulevards and sidewalks, park buildings, grounds and recreational equipment, recycling program, clean-up projects, road patching work, sewer and irrigation maintenance, and other miscellaneous work.

Examples of Work:

1. Clean/maintain sidewalks, streets, roads, boulevards, public grounds as directed.
2. Conduct minor construction projects and repairs during the summer, crack filling, painting of parking and traffic lines, sign maintenance.
3. Occasionally operate Public Works equipment such as trucks, loaders, mowers and miscellaneous small equipment.
4. Sweep debris and shovel snow from streets, sidewalks, building grounds and other areas, and load snow and debris into carts or trucks.
5. Shovel cement and other materials into cement mixers, spread concrete and asphalt on road surfaces using shovels, rakes and hand tampers, and perform other activities to assist in maintenance and repair of roads.
6. Assist in repairs and maintenance to sewer and water lines and accessories.
7. Perform related duties as assigned by the Public Works supervisor.
8. Assist in excavating and filling in of graves at the Cemetery.
9. Spread sand or salt on sidewalks for snow and ice control.
10. Operate power mowers and cutters to cut lawns and grass along roadsides.
11. Cut trees, trim branches, rake leaves, apply fertilizer and insecticides by hand, and water public lawns, trees and shrubs.
12. Load and unload trucks with supplies and equipment.
13. Assist equipment operators to secure attachments to equipment or trucks.

Job Specifications:

Skill Factors:

Education/Qualifications:

- British Columbia Class 5 Driver's License with air brake endorsement – required
- Grade 12 education – required
- Advanced carpentry skills – **preferred**
- Crane Certification Level "A" (Folding Boom 22 tonnes and under) – **preferred**
- Occupational First Aid Level 1 – **preferred**
- Confined Space Certification – **preferred**
- Traffic Control Certification – **preferred**

Experience:

- 2 years' experience in a municipal public works environment - **preferred**

Communications:

- Must possess sufficient interpersonal skills
- Must be able to communicate clearly and effectively
- The ability to maintain harmonious working relationships with the general public and other staff members

Tasks:

- Must be able to work effectively with minimal supervision and as a part of

14. Maintain machines and equipment; assist in minor equipment repairs as required.
15. Assist skilled tradespersons such as carpenters, plumbers, and mechanics.
16. Keep abreast of new practices: procedures: techniques and innovation methods.
17. Willingness to train in all aspects of the District of Tumbler Ridge from time to time for possible future promotions or advancement.

NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

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- Must be able to maintain confidentiality in relation to information received or collected during the course of the work
- Must be able to adapt effectively to changing operational priorities and tasks

Effort Factors:

Physical Demands:

- Must maintain the physical agility, strength, fitness and vision requirements required of the position
- Must be physically able to lift heavy items employing safe lifting procedures
- Must be able to perform highly physical tasks effectively under adverse and extreme environmental conditions
- Must be able to work effectively from ladders and at extreme heights

Mental Demands:

- Must be able to respond frequently changing operational demands
- Must be able to deal effectively with difficult people and extremely stressful situations
- Must be able to understand written and/or verbal instructions