

POSITION DESCRIPTION

<u>JOB TITLE:</u> Public Works Labourer	<u>REVISION DATE:</u> May 2025
<u>REPORTS TO:</u> Public Works Foreman	<u>STATUS:</u> Full Time/ Permanent
<u>DEPARTMENT:</u> Public Works	<u>TYPE:</u> Hourly

PURPOSE OF POSITION:

Under the direction of the Public Works Foreman and/or Assistant Foreman, the Public Works Labourer will be responsible for supporting operations in water and sewer systems, roads, sidewalks, parks, and other municipal assets.

RESPONSIBILITIES AND DUTIES:

- I. Monitoring and maintaining water and wastewater treatment facilities to ensure compliance with safety and environmental regulations by:
 - Repairing water leaks and unplugging sewer pumps, gutters as required;
 - Inspecting equipment and performing maintenance as required;
 - Recording accurate data regarding daily and monthly readings;
 - Keeping up to date on legislative changes.

- II. Maintaining roads and related infrastructure, storm water drainage, and parks and recreation by:
 - Performing inspections of roads, bridges, and drainage systems;
 - Performing road, pothole, culvert, catch basin, and sidewalk repair in accordance with applicable legislation;
 - Removing snow and applying sand for sidewalks;

- III. Maintaining safety and appearance of municipal grounds and parks by:
 - Cutting grass at various sites (parks, green belt areas, ball diamonds, Almaguin Highlands Health Centre) in a manner that is safe for self and others;
 - Collecting refuse, foliage and recycling at sites and disposing accordingly;
 - Maintaining municipal walking trail system and sweeping sidewalks;
 - Participating in the maintenance and upkeep of municipal parks.

- IV. Contributing to a positive and safe work environment by:
 - Working safely and in accordance with the Occupational Health and Safety Act;
 - Investigating and addressing customer complaints in a proactive manner;
 - Interacting with the public and other stakeholders positively;
 - Eye and ear protection required when operating equipment.

- V. Assisting the Public Works Staff with other duties as assigned

POSITION SPECIFICATIONS:

Education

Completion of High School or higher

Licences

Class G Driver License

Class 1 Water Distribution and Supply considered an asset but not required

Experience

Experience general labour and operation of machinery considered an asset.

Experience in water and/or wastewater treatment is also considered an asset.

Abilities/skills

Attention to detail

Effective time management skills

Ability to utilize machinery

Understanding of applicable standards especially health and safety

Demonstrated ability to work independently to complete tasks.

Judgement

Challenges encountered in this position are generally routine and follow standard procedures. Solutions are typically straightforward, based on established guidelines and precedents. Most issues have clearly defined responses with limited alternatives, and more complex problems can be referred to a supervisor or appropriate personnel. The role requires minimal independent judgment or decision-making.

Contacts

Contacts are primarily within the organization requiring common courtesy, effective listening and comprehension skills, and the ability to work cooperatively with others.

Mental Effort

Tasks are generally routine with occasional interruptions.

Physical Effort

Tasks are typically outside with frequent sitting and walking throughout the day.

Personal Protective Equipment (PPE), including eye and ear protection, is required when operating equipment. All safety protocols must be strictly followed.

Resources

Works with information, data, and files that are straightforward, routine, and readily accessible. Tasks may include recording, organizing, or referencing standard information with minimal complexity or confidentiality concerns.

Policies and Personnel

Provides informal training or guidance to co-workers as needed, sharing knowledge of procedures, equipment operation, and safety practices to support effective team performance.

Material Resources

Work may minimally affect the safety, well-being or interests of user groups. May provide support services to the program or service, or to individuals who directly provide a program or service. Direct involvement is incidental to the functions of the job.

Work Conditions:

This position follows a standard Monday to Friday schedule, with 8-hour workdays and a 30-minute unpaid lunch break. The role is primarily performed outdoors, requiring exposure to various weather conditions and the operation of heavy machinery. Occasional overtime may be necessary to address emergency repairs.

Safety:

The working conditions present a minor to moderate risk of injury, harm, or illness. To mitigate these risks, appropriate safety protocols must be followed at all times. Use of eye and ear protection is mandatory when operating machinery.