

TOWN OF BLIND RIVER

POSITION DESCRIPTION: **PUBLIC WORKS LABOURER**

REPORTS TO: Public Works Foreperson/Sub-Foreperson

POSITION SUMMARY: The Labourer is responsible to the Foreperson/Sub-Foreperson for the completion of all labour duties as assigned.

RESPONSIBILITY OVER: The Labourer is responsible to maintain a positive pleasant attitude towards all constituents, staff and visitors to the municipality.

DUTIES & RESPONSIBILITIES:

- a) Completes labour duties related to Public Works operations, i.e. traffic control, road works, water and sewer works, manual snow removal and sanding, wingman, building and grounds maintenance and restoration work, i.e. asphalt patching, sodding curb stop repairs and concrete repairs.
- b) Operates heavy equipment designated as labourer position – trackless and all attachments, pickup trucks utilized for winter operations, tandem dump truck, loader, water truck.
- c) Effectively carries out assigned functions for municipal maintenance and construction activities.
- d) Ensure proper maintenance procedures are followed when operating equipment/vehicles.
- e) Perform pre-operative inspection and maintenance of all vehicles/equipment prior to and during utilization.
- f) Operate/maintain small equipment and attachments such as chain saws, lawn mowers, brushers, plows, buckets, sanders, etc.
- g) Performs garbage collection duties (spring clean-up), including operation/maintenance of equipment, removal to landfill site, and fixing garbage bins as required.
- h) Operate/maintain all equipment in a safe manner.
- i) Repair/sharpen chain saws, mower blades, knives, etc.
- j) Performs summer maintenance program including; painting street lines, buildings, repair road washouts, repair sidewalks, repair fences, street cleaning; clean/thaw catch basins; repair and install street signs and safety device signs, grade roads, build roads, install park equipment as required.

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- k) Performs winter maintenance program including plow sidewalks, sand sidewalks, plow roads, prepare for Christmas Season, clean Municipally owned parking areas, snow shoveling around Municipally owned buildings.
- l) Provide assistance to other departments/individuals including Municipal Facilities, Municipal Services, water and sewer.
- m) Report non-functional street lights, traffic lights, missing and damaged street lights.
- n) Maintain a safe work environment by cleaning garage, washing equipment and trucks, cleaning public works yard.
- o) Assist mechanic with repairs to equipment/vehicles as requested.
- p) Maintain minimum Class “G” Ontario driver’s license in good standing.
- q) Report any unsafe conditions that exist within the municipality to the Manager/Foreperson as soon as possible.
- r) Assist with water and sewer repairs, as required.
- s) Repair/replace broken or bent street signs.
- t) Ensures that the vehicle reports are properly completed and submitted to Mechanic.
- u) Participate in the general maintenance program of the municipality, as required including litter/trash collection.
- v) Submits crew cards and vehicle inspection reports daily or when required.
- w) Assist with work/burials at municipal cemetery, as required.
- x) Responsible for tools issued.
- y) Participation in emergency management may be required outside normal working hours.
- z) All other duties as assigned.

QUALIFICATIONS (Education, Experience, Knowledge, Skills & Abilities)

- Must have a High School Diploma or equivalent
- Must have a valid class “G” Ontario Driver’s License
- Ability to understand and follow instructions
- Excellent work performance record
- Ability to perform all duties assigned
- Ability to work after hours as assigned/needed

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- Ability to climb, as well as to lift/push/pull equipment and tools of weights up to 100lbs