

<b>Township of Selwyn</b>		
<b>Job Description</b>		
Position:	Public Works Labourer	Page: 1 of 2
Reports To:	Public Works Supervisor	Date: May 2024
This Job Description is: <input checked="" type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> Revised		

**Job Summary:**

To provide a variety of maintenance and construction services to municipal roads, properties, and facilities.

**Duties and Responsibilities:**

1. Conducts general maintenance functions such as patching and brushing, cutting grass and weeds, sweeping roads and intersections.
2. Assists with the year round sidewalk maintenance program and performs winter maintenance duties for Township facilities
3. Conducts general maintenance at waste sites.
4. Operates bulldozer and/or loader on road construction and reshaping ditches, to remove snow and ice from municipal roads and maintain gravel-surfaced roads.
5. Operates backhoe on small scale ditching and other minor road construction projects, loads granular materials, replaces guiderails, installs fencing, installs and repairs entrance culverts and traffic signs.
6. Operates trucks for aggregate haulage and snow removal ensuring that the vehicle is securely loaded for best use of space, protection and even distribution.
7. Fells trees ensuring employee and public safety.
8. Performs routine mechanical inspection of vehicles and reports malfunctions or defects and maintains vehicle log book.
9. Assists in the cleaning and general maintenance of municipal facilities.
10. Maintains equipment by performing such tasks as washing, cleaning and general maintenance functions such as greasing, changing oil and filters.
11. Operates other equipment as required.
12. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health & Safety Policy.
13. Performs other duties and carries out special projects as assigned.

**Supervision:**

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

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**Contacts:**

Internal: With the Public Works Supervisor or Equipment Operator/Labourer (Lead Hand) and co-workers for the purpose of obtaining and sharing information to complete work assignments.

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

**Working Conditions:**

Exposure to a normal garage environment. Exposure to hazards and inclement weather conditions. Some exposure to paint and diesel fumes. The incumbent may be required to work unusual hours in order to handle emergency and poor weather conditions.

**Job Knowledge:**

Grade 12 education and three years related experience. Knowledge of road construction, maintenance activities and safety procedures is considered an asset.

Requires a valid Class "D" driver's licence with "Z" endorsement.

**Key Competencies:**

- Adaptability/Flexibility
- Communication
- Customer Focus
- Initiative
- Job Knowledge
- Quality Orientation
- Teamwork and Cooperation