

**Date:** June 24, 2011

**Job Title:** Labourer

**Reports to:** Leadhand

**Positions Supervised:** n/a

**Position Summary:**

Performs various labouring tasks related to Public Works, Building and Parks such as shoveling, raking, cleaning, tamping gravel and other base materials, loading and unloading trucks and carrying materials

**Key Job Duties**

**Program Development and Implementation:**

- Public Works manual labour
- Parks manual labour including mowing, trimming and edging
- Garbage pickup from beaches and parks
- Janitorial functions
- Snow removal by hand and with small equipment

**Operations- Administration/Working Function:**

- Perform various manual functions related to Public Works such as shoveling, raking, sweeping, cleaning tools and work areas, raking gravel, tamping gravel and base materials, moving lumber, operating vehicles, loading and unloading equipment and materials
- Perform various Parks functions such as mowing, weeding, raking plant and shrub areas, removing debris, leaf blowing, trimming with line trimmers and power edgers
- Assist in setting up community events, install flags, banners, Christmas lights and decorations, set up barricades and perform flagging functions

**Customer Service/Communications:**

- Provide high level of customer service as the first contact to members of the public
- Handle inquiries and provide information and direction for the general public

**Risk Management Health and Safety:**

- Practice and adhere to Work Safe BC and District policies and procedures
- Observe and report work site hazards
- Participate in safety meetings

**Leadership and Supervisory:**

- Participate as a team member in the effective operation of public works, parks and facility labouring functions

**Financial:**

- N/A

**Qualifications:**

**Education/ Certification**

- High School Graduation
- Valid BC Class 5 drivers license

**Experience** - 6 months or an equivalent combination of education, training and experience

**SKILLS:**

- Perform heavy work for long periods
- Communicate effectively with the public
- Develop and maintain effective workplace relationships
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

**Job Provisions:**

- May be required to perform additional duties as assigned by supervisor
- Work in all types of weather