



MUNICIPAL POLICY MANUAL

CODE: 1036

**CATEGORY: Management & Organizational
Functions**

Labourer

Description Summary:

Under direction of a supervisor, performs skilled work in a variety of labor intensive tasks for construction and maintenance of roads, right-of-ways and upon County lands. May also be required to operate light equipment and vehicles. Duties are to be performed with all due care and attention to safety and regulations.

Position Duties:

1. Manual tasks that may include fire fighting, waterline break repair, maintenance at landfill sites, maintenance and dead fall removal at campgrounds, water well servicing at campgrounds, building maintenance and repairs, sieve analysis and/or scale person on crushing/stockpiling projects, survey assistant, fencing, rock picking, root picking, seeding, beaver control problems, cleaning CMP ends, patching, pothole repair, signing, guard rail, guide posts, bridges, etc.
2. Loading and hauling of signs, culverts, grader blades, etc.
3. Maintaining a daily record of fuel, blades, types of blades, CMPs, signs, fencing material, and any other inventory items removed from (or replaced into) the Public Works yard and submitting to Supervisor/Job Costing Clerk immediately.
4. Recording on sheets provided, all inventory items removed from the parts room, as they are removed.
5. Grass and brush cutting along all roadways (manual with chainsaw, mowers & chipper).
6. Reporting to Supervisor any missing, broken, or damaged regulatory signs.
7. Operating all types of light equipment/trucks of which may include light trucks, tractors, front-end loaders, rotary mowers, rollers, compactors, brush chipper, etc.
8. Service and maintenance of all equipment/trucks to maintain in good condition.
9. Maintaining and submitting daily time sheets for Supervisor's approval, that include hour meter readings, as well as fuel and oil usage of equipment operated.
10. Reporting to Supervisor and/or Shop Foreman any damages or malfunctions of operated equipment/trucks.
11. Perform routine checks on roadways for safety concerns for the travelling public.

Effective

Policy Date: 00/04/18

Reference: Res. # 00-197

Revision: Res. # 02-340



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12. Due to adverse weather conditions, and or emergency situations, work may not be on a regular scheduled basis.
13. Ensuring safe work practices are observed at all times.
14. Maintain courteous relations with the public, other contractors, Council members, and other co-workers.
15. Perform other duties as required.

Effective

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