June 2012

DISTRICT OF COLDSTREAM

JOB DESCRIPTION

POSITION: **LABOURER 1 - ROADS AND DRAINAGE**

REPORTS TO: Operations Superintendent, Roads and Drainage Foreman or designate

SUPERVISES: None

POSITION SUMMARY

This is a union position, able to perform a variety of entry-level labour-type duties for the day-to-day operation and maintenance of the roads and drainage systems. Reporting to the Roads and Drainage Foreman, this individual is responsible for the safe and efficient operation, cleaning, routine inspections and minor maintenance of a variety of vehicles, tools and equipment. Typically the work involves the operation of a variety of vehicles, small equipment and hand tools used in the installation, maintenance and repair of roads, sidewalks, drainage mains and catch basins, water and sewer mains and service connections, green spaces, trails and the Cemetery. Additionally, the individual will be required to participate in the on-call system and will be responsible for responding to, rectifying and documenting emergency and after-hours calls.

The individual must show a willingness to learn and remain current in maintenance procedures, operational procedures, technological advancements, and participate in offered educational and safety training courses.

The individual must exercise constant care to ensure the safety of others and to use courtesy and tact in the exchange of routine information with other District employees, the employees of private companies, and members of the public.

The normal workday shall consist of a scheduled period of eight (8) hours of work between the hours of 7:00 a.m. and 5:00 p.m. The normal workweek shall consist of five (5) such consecutive days.

REQUIRED EDUCATION, KNOWLEDGE, ABILITIES AND SKILLS

- Completion of Grade 12 or equivalent education and relevant experience
- Valid Class 5 BC driver's license
- Ability to take direction from supervisors for daily operations or tasks
- Ability to complete duties in a safe and efficient manner, following established safety policies and procedures
- Ensure compliance with all District, Provincial and Federal legislation, regulations and policies (i.e., WorkSafe, TDG, WHMIS), and takes immediate corrective action to remedy unsafe and/or insecure situations, including the cessation of work and decisions regarding unsafe work

- Physical agility and ability to complete duties requiring physical effort
- Ability to work outdoors in a variety of weather conditions
- Proficient written and oral communication skills; ability to exercise diplomacy, courtesy and tact when dealing with employees, contractors and members of the general public
- In the conduct of duties and while representing the District, acts at all times in an honest and professional manner
- Knowledge of safe operating practices and procedures related to hand tools, power tools and small equipment consistent with the Labourer's duties
- Ability to work in a construction environment; knowledge of the personal protective equipment and traffic control requirements necessary to mitigate exposure to hazards in construction areas
- Ability to provide limited direction to summer students
- Ability to exercise independence of judgment and action while performing daily duties
- Ability to make accurate notes and sketches
- Self-starter with the ability to preplan, problem solve and carry out tasks with limited supervision

PREFERRED EDUCATION, TRAINING AND EXPERIENCE

- Proficient in the use of computers for communicating information, recording and reporting data
- Class 3 driver's license with air-brake endorsement
- Level 1 first-aid certificate
- SuperHost training
- Traffic-control person certification
- Ability to assume limited responsibilities in the absence of the Labourer 2

ILLUSTRATIVE EXAMPLES OF DUTIES

- Participate in the on-call rotation
- Answer emergency roads/drainage calls and performs required procedures to determine the cause of the problem and takes necessary action to remedy the problem
- Participate in the daily work activities and assists staff in the safe and efficient operation of the Roads and Drainage Department
- Operate pickup trucks, cube van and 5-ton trucks
- Operate a variety of gas-powered, electric and manual hand tools required for the maintenance of the Cemetery, green spaces and roadsides, including rakes, shovels, brooms, lawnmowers, weedeaters, chainsaws and pruning equipment
- Operate a variety of gas-powered, electric and manual hand tools required for the repair and maintenance of municipal buildings, services and infrastructure, including hammers, handsaws, skill saws, table saws, radial-arm saws, jigsaws and drills
- Operate a variety of gas-powered, electric and manual hand tools required for the installation and repair of roads, services and infrastructure, including cut-off saws, compactors, drills, jackhammers, generators and pumps
- Assist in preparation of burial services
- Provide traffic control

- Install or repair municipal signs, maintain inventory of signs and materials, and request purchases as required
- Manual snow removal from District facilities, buildings, sidewalks, pathways, bus stops and fire hydrants
- Roadside garbage collection, empty and clean garbage cans, and recycling
- Removal of dead animals
- Water meter reading
- Provide input to the Foreman regarding daily priorities
- Monitor road surface, shoulder, boulevard and drainage conditions and make recommendations to the Foreman regarding maintenance requirements, including annual programs
- Assist with seasonal equipment changeovers
- Investigate and resolve public concerns
- Ensure all required locates have been obtained before an excavation is commenced
- Maintain accurate operational and maintenance records
- Recommend staff training requirements, programs and courses to the Foreman
- Assist in the planning and presentation of crew talks
- Ensure emergencies are dealt with in an effective and efficient manner and notify management of any injuries or medical emergencies, or damage to equipment, facilities or property
- Work with and monitor the work of supporting services and contractors employed by the District
- Utilize independent judgment, as well as courtesy, discretion and tact, when carrying out duties; abides by all confidential and professional discretion expectations
- Provide pertinent information to residents and business owners in area of service disruption
- Assist in the planning and implementation of preventative maintenance programs as required
- Perform routine inspections of vehicles and equipment, including identifying any damage or wear, greasing, engine oil checks, hydraulic and transmission oil checks, cooling system, filters and tires
- Report equipment problems requiring mechanical servicing in a timely fashion
- Ensure the maintenance, cleanliness and tidiness of the Public Works yard, vehicles and equipment
- Ensure employees under his direction can effectively and safely operate all equipment and tools as listed in their job description
- All persons employed by the District are required to assist in providing emergency services; duties assigned during an emergency may differ from regular duties
- Perform other related duties as required