

SCHEDULE “A” TO BY-LAW 28-2021

Wollaston Township

Job Description

POSITION TITLE: Labourer

DEPARTMENT: Public Works

REPORTS TO: Public Works Superintendent

POSITION SUMMARY

Reporting to the Public Works Superintendent, the Labourer engages in general labour such as building maintenance, litter removal and yard work.

RESPONSIBILITIES

Labourer Duties:

- Complete any assigned minor building maintenance and repairs.
- Water and maintain plants and annuals in public garden beds.
- Mow lawns and remove litter at multiple Township locations (beach, park, arena, cemetery, Township office, garage, and King Road property).
- Complete all seasonal maintenance activities at Wollaston Beach including cleaning, opening and closing of washroom and change room, dock maintenance/removal, and winterizing of water systems.
- Maintain the outdoor, covered ice rink including flooding and snow removal.
- Clean and organize Community Centre following events (i.e. community fundraisers).
- Perform other related duties as required.

WORKING RELATIONSHIPS

Internal: Public Works Superintendent Municipal Staff

External: General Public Contractors

KNOWLEDGE, TRAINING AND QUALIFICATIONS

The incumbent must have proficient knowledge of the following (or the willingness and ability to obtain):

- Grade 12 Diploma or equivalent
- Completion of Landfill Operation course
- Knowledge of recycling and landfill maintenance
- Knowledge of relevant Municipal bylaws
- Up to one year of directly relevant experience
- Ability to safely operate a front-end loader to move garbage and a tractor to cut grass.

SKILLS AND COMPETENCIES

- Physical effort to push/pull or hold equipment or materials
- Customer service skill and ability to respond to public inquiries
- Strong sense of safety awareness
- Strong time management and organizational ability
- Ability to work independently and prioritize tasks with minimal supervision

WORKING CONDITIONS

Work activities take place outdoors with exposure to inclement weather, dirt, dust, noise, and vibration. Some shifts may take place on weekends and holidays. Occasional lifting and carrying of items weighing up to 50lbs.

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.