

TOWNSHIP OF SOUTH ALGONQUIN

JOB DESCRIPTION

JOB TITLE: General Labourer

JOB CODE: Operations

REPORTS DIRECTLY TO: Works Superintendent/
Chief Building Official

DEPARTMENT: Public Works

DATE PREPARED: September 19, 2013

DATE REVISED:

POSITIONS SUMMARY:

As a member of the Works Department reporting to the Works Superintendent, the Manual Worker 3 works on and provides day-to-day construction and maintenance to Township roads. The Manual Labourer performs manual duties, uses small tools and equipment and ensures safety procedures are adhered to. The Manual Labourer also drives pick-up truck and other light vehicles, and is assigned a specific number of tasks to complete each day.

DUTIES AND KEY RESPONSIBILITIES:

- Washes, cleans and performs general housekeeping of vehicles and workplace before the end of each work day.
- Adhere to the Dress Code.

Waste Management

- Performs waste management duties such as door-to-door waste collection from residences and businesses, landfill sites maintenance, accepting waste into sites and keeping accurate records of waste being brought in as required by the Ministry of Environment.
- Ensures compliance with the Certificate of Approval for the landfill sites.
- Keeps site free of major accumulations of burnable materials by controlled burning during suitable weather conditions and staying at the site during this time.
- Ensures that litter at the site for which he is responsible is kept to a minimum at all times.

Road Repair

- Assists with general maintenance functions for road repairs such as pavement patching for potholes and washouts.
- Replaces damaged road signs such as destination and stop signs in compliance with regulatory measurements.
- Installs maintains and removes fences, guard rails and posts; tightens loose guide rail cables.
- Assist in the repairs, sweeping and washing of Township bridges to comply with standard safety checks.
- Acts as flag person by directing traffic at construction and ditching jobs.
- Assists in road construction projects and paving preparation as required.
- Assists with annual spring clean up and maintenance such as sweeping roads, bridges and sidewalks and cleaning ditches and gutters.
- Assists with winter maintenance operations with vehicles, according to qualifications, such as snowplowing, sanding and ice removal on municipal roads, parking lots, walkways, building steps, etc.
- Assists with clearing debris from beaver dams blocking culverts to prevent potential flooding.

- Removes potential hazards from road and side of road by “brushing” and chipping obstructive trees and bushes.
- Cuts grass around guardrails, bridges and other Township owned properties.
- Digs ditches and clears weeds and brush as assigned.
- Removes bottles, refuse, dead animals and other debris from roads.

Equipment Operation

- Performs routine mechanical inspection or “circle check” of vehicle, reports malfunctions or defects and maintains vehicle log book.
- Drives Township vehicles and operates other light Township equipment (i.e. half ton, half ton with plow, riding lawn mower, weed eater, etc.) as needed.
- Ensures safe, effective use and maintenance of any vehicle, tools or general equipment used.
- Adheres to standard operating procedures and fulfills daily maintenance of vehicles and equipment including greasing, fluid level controls, replacing light fixtures/bulbs and regular interior and exterior cleaning of vehicles
- Assist operators with repairs to equipment

General

- Keep an accurate record of all activities in which he/she is involved.
- Maintain all necessary documentation relating to vehicles operated on public highways.
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately and attending all training services regarding occupational health and safety.
- Follow all guidelines for employers and employees as legislated under the Ontario Occupational Health and Safety Act.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Position does not supervise the work of others.

QUALIFICATION:

- Grade 12 education preferred.
- Possess valid G Class driver’s license with satisfactory driver’s abstract.
- Ability to operate 4X4 truck with snowplow attachment.
- Ability to obtain Chainsaw Operator Safety Certificate, Propane Safety Certificate and Surface Miner Training Certificate.
- Ability to complete WHMIS training and Traffic Control training.
- Thorough knowledge of safety procedures when working in construction areas, due to heavy equipment operation, and diversion of traffic.

EXPERIENCE:

- One (1) year previous experience in a construction or labourer position preferable in a municipal environment.
- Demonstrated experienced in the safe operate tractor sweeper, packer, sledge hammer, cut off saw, steamer, chainsaw and hand tools on a regular basis.
- General understanding and knowledge of road construction and maintenance activities.
- Basic mathematical skill to understand grade calculations and construction cross heads.
- Ability to maintain all tools and machinery that he/she operates following acceptable maintenance and servicing according to service manuals and applicable policies.

- Ability to perform heavy lifting, carrying, bending, moving, and climbing for extended periods of time when completing day-to-day operations, frequently in inclement weather within Occupational Health and Safety regulations.

QUALITIES:

- Excellent interpersonal skills when relating to the public, contractors, subcontractors, or co-workers.
- Good communication skills (written and verbal) to obtain and give information to staff members in the Works Department and occasionally to contractor/suppliers.
- Ability to work effectively in a team environment.
- Good decision making skills to resolve minor situation on his/her own.

WORKING CONDITIONS:

- Works outdoors most often occasionally exposed to extreme or inclement weather.
- May be called upon to work overtime and unusual hours in order to handle emergency and poor weather conditions.
- Frequent exposure to dirt and dust, noise, vibration, grease and oil, waste and dead animals.
- Appropriate personal protective equipment required.

TOWNSHIP OF SOUTH ALGONQUIN

GENERAL LABOURER

JOB DESCRIPTION ACCEPTANCE

I, _____ hereby recognize and accept the preceding duties and responsibilities as the incumbent of this position.

Employee/Incumbent

Date

CAO/Clerk-Treasurer

Date