

CITY OF FORT ST. JOHN POSITION DESCRIPTION

Class Title: Labourer
Department: Public Works/Facilities & Protective Services
Date: September 2000

NATURE OF WORK

Performs a variety of unskilled and semi-skilled tasks and operates a variety of equipment in the construction, operation, repair, maintenance and replacement of City facilities such as the sanitary and storm sewer collection systems; potable water distribution and supply systems; streets and sidewalks; parks, boulevards, cemeteries and City owned or operated buildings/structures.

SUPERVISION RECEIVED

Works under the supervision of assigned supervisor within applicable department.

SUPERVISION EXERCISED

May provide direction or assistance to temporary workers or other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The maintenance and minor capital construction of the water, sanitary and storm sewer collection systems and water distribution systems by assisting in:

- Repairing, upgrading and replacing of damaged pipes, hydrants, valves, meter housings, manholes, catch basins, culverts and other related items or facilities;
- Flushing, cleaning and rodding of water mains, sewer lines, catch basins and manholes as applicable and when required;
- Servicing of water hydrants and water lines valves when required;
- Laying of proper grades, pipes for sanitary sewer systems, storm water systems, water lines;
- Constructing and/or installing thrust blocks, hydrants, valves, meters, manholes, catch basins and culverts and ditches;
- Constructing and/or installing concrete forms, shoring, scaffolding and revetments where and when required;
- Thawing of culverts, storm sewers;

The maintenance and minor capital construction of roads, sidewalks, parks, cemeteries and boulevards by:

- Clearing brush from roadways, boulevards, parks and ditches and cleaning and clearing of culverts and ditches;
- Grass cutting, weeding, pruning, seeding, fertilizing, liming, planting, transplanting, tilling, watering and maintaining of flower beds as required;
- Crack and pothole patching as required;
- Sweeping sidewalks and streets, snow removal, sanding and salting sidewalks;
- Collecting garbage from grounds and containers; cleaning and replenishing supplies in washrooms
- Assists in the constructing of curbs, road beds, sidewalks and fences as required;
- Erecting and maintaining signs, painting of roadways, curbs, etc.
- Traffic control and flagging.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

The maintenance and minor capital construction of City owned or operated facilities, buildings and structures such as:

- Opening and securing public facilities as required;
- Custodial/janitorial duties including removing litter from grounds;
- Ice maintenance, including edging and flooding and completing related ice plant records;
- Regular departmental inspections of buildings and facilities including inspections for public safety and removal of obstacles and hazards
- Pool maintenance including filtration, sanitation, standard testing and recording readings;
- Building maintenance and repairs

The operating, basic maintenance and related safety inspections of a variety of related equipment such as:

- Compressors, pneumatic hammers, cutters and compactors;
- Chain saws, lawn mowers, wheeled tractors, powdered sewer augers, pumps and similar gas, diesel, electric or air powered tools;
- Utility vehicles such as car and light trucks; wheeled tractors and compactors;
- Hand tools such as axes, scythes, machetes, saws, pruning shears, hammers, shovels, rakes, etc. required to carry out assigned tasks.
- Ice making/maintaining equipment
- Janitorial equipment

Other related duties, including but not limited to, the following:

- Unloading, loading and moving of supplies;
- Assisting tradesmen;
- Maintenance of log books and records including user group hours and statistics;
- Answering routine questions from the public;
- Participating in departmental training;
- Liaising with staff and supervisors;
- May serve on various employee or other committees.

REQUIRED QUALIFICATIONS, LICENSES, CERTIFICATES & REGISTRATIONS

- Graduation from high school education or equivalent.
- WCB First Aid Level I
- Valid Class 5 BC Drivers Licence
- Transportation of Dangerous Goods
- WHIMIS
- Criminal Record check (if departmental requirement)

REQUIRED KNOWLEDGE, ABILITY AND SKILL

- Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
- Skill in operation of some of the listed tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time; Ability to work safely;
- Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

REQUIRED KNOWLEDGE, ABILITY AND SKILL (cont.)

GENERAL

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related and/or a logical assignment to the position.

This is a position in the BC Government and Service Employee's Union.