



LABOURER I and LABOURER II

JOB SUMMARY:

Under the direction of their immediate supervisor or the Public Works Foreman, this position is responsible for a variety of unskilled, manual tasks and duties. These tasks and duties are usually physical in nature and require the use of simple tools and equipment. Tasks and duties are normally carried out under the direction of a more senior employee or supervisor.

DUTIES AND RESPONSIBILITIES:

1. Assists as a "Helper," to personnel of higher classification, to carry out their responsibilities.
2. Operates equipment such as;
 - a. Labourer I Initial Duties and Responsibilities – Weed Eaters, Push/Self-propelled Lawn Mowers with or without small trailer plus other Simple Hand Tools and Equipment. Pickup Truck, One Ton Flat-Deck and TNT Cargo Trailer. (If short staffed, Labourer I can operate the Old Garbage Truck – No Air Brakes)
 - b. Labourer II Duties and Responsibilities – All equipment as above plus Chain Saws, Cut Off Saws, Pole Saws, Compactors and Jack Hammers, Farm Tractors and the Old Garbage Truck. (No Air Brakes).
3. Performs routine manual tasks such as, but not limited to:
 - a. Clearing brush from roadways and ditches
 - b. Weeding and grass cutting
 - c. Crack and pot hole filling
 - d. Refuse and litter pickup
 - e. Sweeping and cleaning
 - f. Cleaning and maintenance of facilities/ buildings
 - g. Unloading and moving of supplies
 - h. Clearing/cleaning of culverts and ditches
 - i. Replacing/ installing road and traffic signs
 - j. Painting of roads, signs and structures
 - k. Hand excavations and backfilling
 - l. Shoveling snow and sanding sidewalks
 - m. Directs traffic, places barricades and warning devices
 - n. Assists in the installation of water, storm and sewer lines, manholes, hydrants, catch basins, valves, etc.
 - o. Garbage pickup
4. Perform other duties and responsibilities as required.
5. If deemed qualified by the Public Works Foreman, perform the duties of an Equipment Operator I or Utility Operator I as required to ensure the efficient operation of the Public Works Department.

REQUIRED KNOWLEDGE AND SKILLS:

1. Must be physically capable of carrying out assigned duties in all weather conditions.
2. Must be able to communicate effectively in both oral and written form, in English, with other employees, supervisors and the general public.
3. Must be able to exercise courtesy and tact when dealing with other employees and the public.
4. Must be able to work safely in accordance with WorkSafe BC Regulations and District Policy.
5. Must be available for call-out to emergencies in the municipal infrastructure system as required.
6. Proven ability to communicate and work effectively with staff, co-workers and the public.
7. Must be willing and able to take training and courses requested by the District to attain Labourer II status and possible additional promotion opportunities within the District.

PREFERRED EDUCATION AND EXPERIENCE:

1. A valid Class 5 BC Driver's License or equivalent with clean drivers abstract.
2. Completion of Grade 12 or equivalent.
3. Current First Aid Certificate or equivalent.
4. Working knowledge of WHMIS regulations and WorkSafeBC requirements.
5. EOCP Small Water System (SWS) and/or Small Waste Water System (SWWS) certification or equivalent or higher.

POSITION STATUS:

1. This is a CUPE union position.
2. Wages and benefits as per the Collective Agreement.
3. A Labourer I will automatically move to a Labourer II rate as follows:
 - a. After 1,800 regular working hours not including overtime, statutory, sick, vacation or bank time; or
 - b. At such earlier time as the Public Works Foreman and the Director of Public Works and Utilities deem the employee has completed the training and courses and has obtained sufficient experience to safely operate the equipment itemized under Duties and Responsibilities, Article 2 (b).

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed.
