

JOB DESCRIPTION
MUNICIPALITY OF THE DISTRICT OF GUYSBOROUGH

TITLE: Special Projects Labourer

STATUS: Seasonal, Full Time

HOURS: Normally 8:00 a.m. - 5:00 p.m.
Monday - Thursday or Tuesday - Friday
Overtime may be required as scheduled
Daily hours may fluctuate project dependant

REPORTS TO: Director of Public Works & Supervisor of Public Works

RESPONSIBILITY: The Special Projects Labourer will be responsible for providing facility maintenance; upgrading and repairing support services to all municipal owned properties as assigned; operation of equipment and tools; assist skilled tradespersons as well as a wide range of duties as directed.

QUALIFICATIONS:

- Grade 12 Diploma or equivalent;
- Valid drivers license with a good vehicle and machinery operation record;
- Knowledge of safety procedures and policies;
- Demonstrated ability to operate required equipment in a safe and responsible manner;
- Effective communication skills both oral and written;
- Ability to work with minimal supervision and to understand and execute instruction in an efficient manner;
- Experience with equipment maintenance, cleaning, and safety standards;
- Ability to record and maintain records;
- Ability to lift 50lbs.

EQUIPMENT OPERATION REQUIREMENTS:

- Operation of small tractors for landscaping, ride-on and normal push lawn mowers and other maintenance equipment;
- Operation of a $\frac{3}{4}$ ton truck with or without towing a trailer;
- Operation of power hand tools.

DUTIES & RESPONSIBILITIES:

- Repair and maintain municipal parks, playgrounds, buildings, sidewalks, parking lots and other municipal properties and structures when required;
- Operate hand tools, lawn mowers, power saws, small machinery;
- Load and unload trucks with supplies and equipment;
- Perform various types of landscaping duties;
- Familiarize with skills and technology related to the operation, maintenance and repair of municipal facilities;
- Assist skilled tradespersons such as carpenters, plumbers etc.;
- Ensure all equipment is in proper working order;
- Study and learn technical skills and technology related to the operation, maintenance and repair of municipal facilities;
- Participate with other Public Works staff in the development and documentation of operating and maintenance procedures;
- Carry out other such duties as may be assigned from time to time by the Public Works Director or Supervisor;
- Display effective communication skills when dealing with public;
- Perform all duties that relate to the position as assigned by the Public Works Director or Supervisor.