

Job Description

Skilled Labourer

POSITION SYNOPSIS AND PURPOSE

(A position overview and how it aligns with corporate strategies)



Reporting to the Utility Supervisor, the Skilled Labourer is responsible for installation, maintenance, repairs and troubleshooting of stationary machinery and equipment in the utility systems jointly with division employees.

Skilled Labourer includes operating light vehicles (<4500kg GVWR) and specialized tools or equipment.

MAJOR RESPONSIBILITIES

(Position activities and allocation of time spent doing each activity)



Description	Approximate Time Spent (%)
<p>Skilled Labour</p> <ul style="list-style-type: none"> Utilizing hand-held implements and tools in the mechanical repair or maintenance of utility equipment Reading and interpreting plans, sketches, control diagrams or similar in the diagnostic and repair process Working individually or leading a group in the delivery of tasks by interpreting diagrams and drawings Working from a ladder and complex spaces 	90%
<p>Other</p> <ul style="list-style-type: none"> Completing hazard assessments with work groups Providing work records or completing equipment inspection as required 	10%

***Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

MINIMUM QUALIFICATIONS

(Must Have)



Education (degree/diploma/certifications):

- High-school diploma or equivalent
- Trade certificate or demonstrated ability to complete tasks satisfactorily
- Class 3 OR 5 NS Drivers License with Condition 15 endorsement
- Additional compulsory training will be required and provided by the employer

Experience:

- 3 years experience in general construction or other relevant maintenance field
- Work in a municipal environment as an asset

Knowledge/Skill/Ability:

- Able to work independently or group environment to apply knowledge by maintaining physical structure from drawings, drafts or other visual cue
- Able to safely, efficiently and satisfactorily operate specialized tools and equipment
- Able to apply critical thinking skills to observe, diagnose and make repairs or modifications

WORK CONDITIONS



Contacts and Nature of Interactions

Frequency Legend			
Constant – every day for most of the day	Occasional – bi-weekly to monthly		
Frequent – daily	Rare – once in a while		
Regular – weekly			
Contact (Title)	Internal / External	Frequency	Nature of Interaction
Departmental Employees	Internal	Regular	Interdependent tasks
Management	Internal	Regular	Oversight and review of operation
Vendors	External	Frequent	Purchasing parts, materials, tools or equipment

Interactions with contacts are generally courteous and collaborative, although occasional exposure to rudeness or conflict may occur.

Work Demands

This position spends approximately:

- 20% of the time indoors
- 70% of the time outdoors
- 10% of the time driving a vehicle during work

Physical effort:

- Able to spend extended periods of time walking, standing or crouching while carrying, lifting or applying other motor skills
- Able to transport objects or equipment up to 25kg on/off vehicles, up/down stairs safely
- Able to recognize and identify objects or surfaces at a distance

Mental effort:

- Able to complete tasks in a noisy environment while applying established protocols on time
- Able to effectively express or exchange ideas and reasoning with employees
- Able to adapt well in the face of workplace stressors such as difficult public members, competing priorities or complex time-sensitive emergencies
- Able to understand direction and adhere to workplace protocol
- Able to effectively and efficiently apply logic to make sound decisions

Hours of work:

- As per the Collective Bargaining Agreement.

Work Location:

- On-site (100% of work performed on-site)
- Hybrid (Combination of on-site and remote work)
- Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.



Independent Decision Making:

- Diagnosing and effecting repairs to infrastructure or equipment

Financials and Budget:

- Makes recommendations to the Utility Supervisor for purchases

Confidential Information:

- This position has no access to sensitive or confidential information

Creativity and Ingenuity:

- Leveraging new technologies, tools or materials to improve quality or efficiency
- Develops designs, layouts and arrangements for hard and soft structures or features

Leadership, Supervision and Functional Advice

Employees this role manages or supervises:

- Leads unionized employees

Functional advice this role may provide and to whom it is provided:

- Provides technical advice related to construction

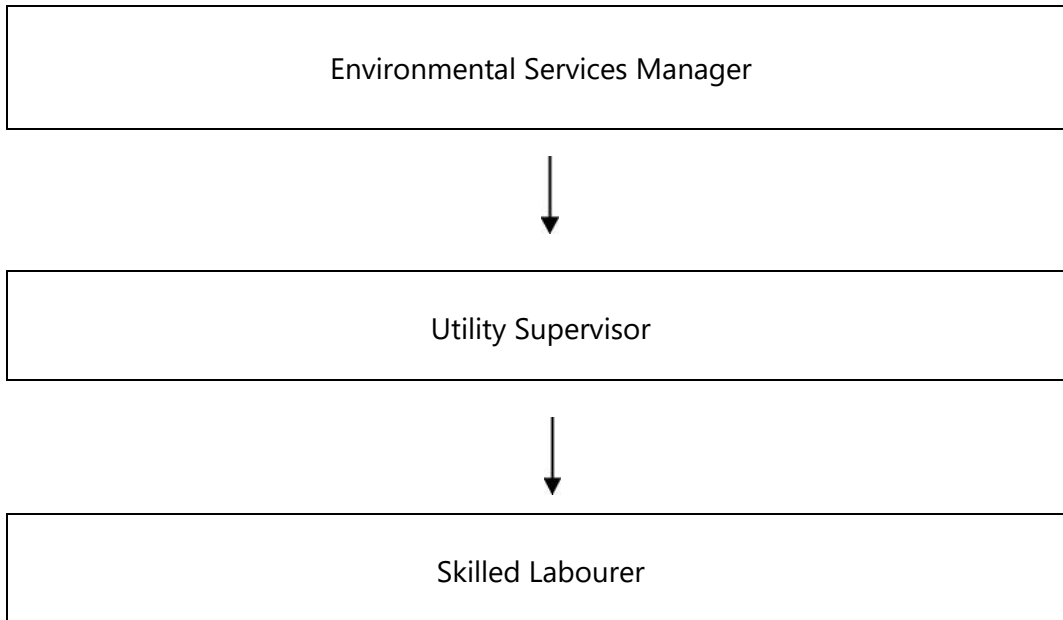
POSITION CLASSIFICATION
(Where this position fits)



Position Title: Skilled Labourer	Division: Environmental Services
Department: Infrastructure	Classification: Skilled Labourer
Positions Supervised Directly: None	Reports to (Direct): Utility Supervisor
Salary Grade: As per Collective Bargaining Agreement	Positions Supervised Indirectly: None
Hours per week: As per Collective Bargaining Agreement	Work Location: Public Works Garage 142 Hank Snow Dr, Liverpool
Effective Date: January 17, 2025	Revision Date:

Organizational Chart

The reporting relationship of this position to others within the immediate department.



APPROVAL

Once the job description has been completed, ensure the Department Head or CAO has reviewed the document, discussed any points and/or comments that have arisen, and made changes accordingly.

Forward the final version, with all applicable signatures, to Human Resources.

Manager Approval: _____ **Date:** _____

Department Head or CAO Approval: _____ **Date:** _____

Human Resources Approval: _____ **Date:** _____