

## Job Description

Labourer

### POSITION SYNOPSIS AND PURPOSE

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



Reporting to the Public Works Supervisor, Labourer is responsible for safely and effectively operating equipment or tools, especially manual labour as directed. This position will work jointly with division employees to execute work plans for the installation, operation and maintenance of municipal infrastructure such as water, sewers, transportation or trail systems.

Labourer includes operating light vehicles (<4500kg GVWR), chainsaws, cutoff saws or similar portable tools as well as plate tampers, line painting equipment, etc.

### MAJOR RESPONSIBILITIES

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



Description	Approximate Time Spent (%)
<b>Manual Labour</b> <ul style="list-style-type: none"> <li>Operating tampers, saws or other hydro-carbon or electric-powered tools and equipment</li> <li>Utilizing shovels, rakes, picks, bars or other hand-held implements</li> <li>Working from a ladder other complex spaces</li> </ul>	90%
<b>Other</b> <ul style="list-style-type: none"> <li>Completing hazard assessments with work groups</li> <li>Providing work records or completing equipment inspection as required</li> </ul>	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
- Class 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 an asset

### **Knowledge/Skill/Ability:**

- Able to work independently or in a group environment to accomplish time-sensitive critical tasks in a demanding environment
- Able to safely, efficiently and satisfactorily operate specialized tools and equipment
- Experience in civil construction such as road, water and wastewater
- Experience in snow and ice control (eg: plowing, sanding, salting, or shovelling)



**Contacts and Nature of Interactions**

Frequency Legend			
<b>Constant</b> – every day for most of the day		<b>Occasional</b> – bi-weekly to monthly	
<b>Frequent</b> – daily		<b>Rare</b> – once in a while	
<b>Regular</b> – weekly			
Contact (Title)	Internal / External	Frequency	Nature of Interaction
Departmental Employees	Internal	Frequent	Interdependent tasks
Management	Internal	Regular	Oversight and review of operation
Public	External	Regular	Feedback, positive or negative

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

**Work Demands**

**This position spends approximately:**

- 10% of the time indoors
- 65% of the time outdoors
- 25% 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 understand direction and adhere to workplace protocol

**Hours of work:**

- As per 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:**

- This position does not make independent decisions

**Financials and Budget:**

- Makes recommendations to the Public Works Supervisor for purchases

**Confidential Information:**

- This position has no access to sensitive or confidential information

**Creativity and Ingenuity:**

- n/a

**Leadership, Supervision and Functional Advice**

**Employees this role manages or supervises:**

- This position does not manage or supervise any employees

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

- This position does not provide functional advice

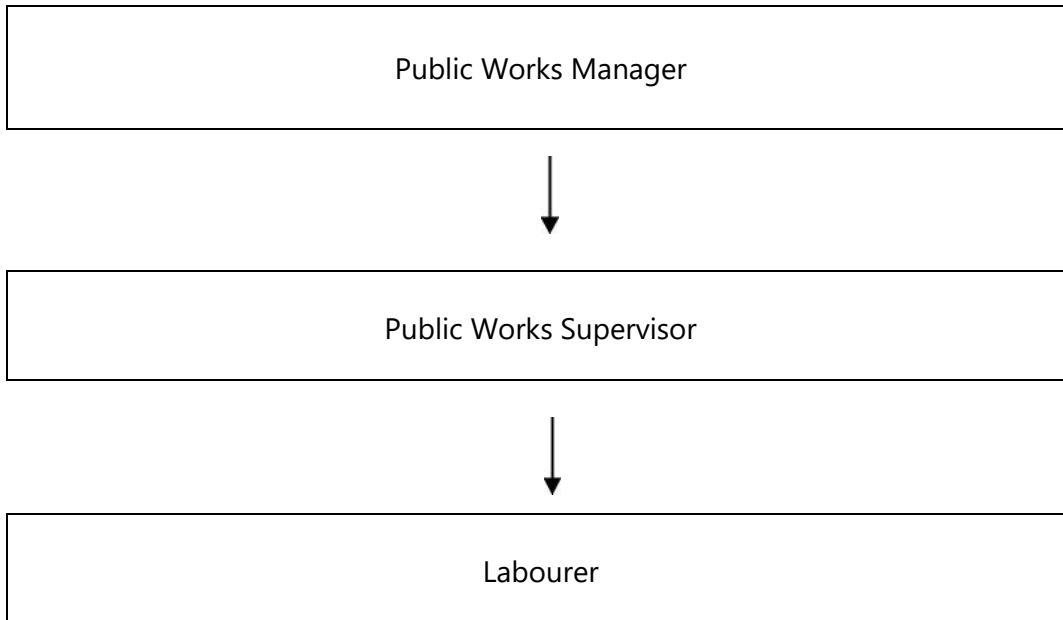
**POSITION CLASSIFICATION**  
(Where this position fits)



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

## Organizational Chart

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



## APPROVAL

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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:** \_\_\_\_\_