

Job Description Seasonal Labourer

Position: Seasonal Labourer	
Reports To: Director of Public Works and Roads Forepersons	Revised: January 2 nd , 2019
This Position is: <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing <input type="checkbox"/> Revised	

Job Summary:

As a member of the Public Works Department, the Seasonal Labourer works on and provides day-to-day construction and maintenance to Municipal roads. The Seasonal Labourer performs manual duties, uses small tools and equipment and ensures safety procedures are adhered to. The Seasonal Labourer also drives pick-up trucks and other light vehicles and is assigned specific tasks to complete each day. The Seasonal Labourer is required to work as a Truck Driver when required.

Duties and Responsibilities

Road Maintenance:

- Assists with annual spring clean up and maintenance such as sweeping roads and sidewalks and cleaning ditches and gutters;
- Clears debris from beaver dams blocking culverts to prevent potential flooding;
- Removes potential hazards from road and side of road by “brushing” and chipping obstructive trees and bushes;
- Cuts grass around guardrails and other Municipal owned properties;
- Digs ditches and clears weeds and brush;
- Removes bottles, refuse, dead animals and other debris from roads;
- Performs Equipment Operator and Truck driving, as required.

Road Repair:

- Conducts general maintenance functions for road repairs such as pavement patching for potholes and filling in washouts;
- Replaces damaged road signs such as destination and stop signs in compliance with regulatory measurements;
- Installs, maintains and removes fences, guard rails and posts; tightens loose guide rail cables;
- Repairs, sweeps and washes Municipal bridges to comply with standard safety checks;
- Acts as flag person by directing traffic at construction and ditching jobs;
- Assists in road construction projects and paving preparation.

Equipment Operation:

- Performs routine mechanical inspection or “circle check” of vehicle, reports malfunctions or defects and maintains vehicle log book;
- Drives vehicle or machine to and from work site and operates other Municipal equipment as needed;
- Cleans and fuels tools/equipment on a daily basis;

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- Ensures safe, effective use and maintenance of any tools/equipment used;
- Operates tractor backhoe and front-end loader;
- May operate other equipment, as assigned.

Qualifications:

- Grade 12 or equivalent;
- 1-year previous experience in a construction or Labourer position;
- Valid D Class driver's license with "Z" endorsement with clean driver's abstract;
- Understanding of Ontario Traffic Manual Book 7 – Traffic Protection;
- Ability to obtain Chainsaw Operator Safety Certificate and Propane Safety Certificate;
- Ability to complete WHMIS training and Flag person training;
- Demonstrated knowledge of flagging and construction maintenance regulations.
- Ability to use tractor packer, sledge hammer, cut off saw, steamer, chainsaw and hand tools on a regular basis;
- Knowledge of municipal road maintenance programs and construction methods is required.

Key Competencies:

- Ability to understand verbal instruction from supervisor;
- General understanding and knowledge of road construction and maintenance activities and regulations;
- Thorough knowledge of equipment safety procedures, County procedures and County Health & Safety Standards;
- Ability to identify operating problems and road hazards
- Ability to attend to safety considerations when working in construction areas, due to heavy equipment operation, and diversion of traffic;
- Physical effort and exertion to continuously do manual labour such as fencing, flagging, patching, brushing, and use chainsaw and weed eater;
- Verbal communication skills to obtain and give information to County staff and occasionally to contractor/suppliers;
- Ability to work in a team environment;
- Basic mathematical skill to understand grade calculations and construction cross heads.

Health and Safety:

All Employees are responsible to be aware of, understand and follow Occupational Health and Safety regulations by taking reasonable precautions to protect themselves and fellow workers from health hazards and unsafe situations. Employees are required to follow any Health and Safety policies and procedures established by the Municipality.

Supervision:

This position does not require the incumbent to supervise or direct the work of others.

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Contacts:

Internal: Roads Foreperson, Director of Public Works, other team members and office staff.

External: With contractors and the general public to provide information, ensuring polite and tactful relations.

Working Environment:

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the employee will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

- Possible exposure to physical and health hazards;
- Exposure to severe weather condition, (snow, wet weather, heat, humidity, freezing rain, fog);
- Machine noise, vibration, dust and dirt;
- Potential for stress caused by unpredictable weather and heavy traffic;
- Hours of work vary depending on road conditions and may be on-call.

Physical Demands:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to talk and listen. The employee is often required to stand for long periods of time and use their arms and hands when flagging. There is a considerable degree of physical skills, lifting (up to 50 lbs), coordination and speed required. Activities include reaching, sitting, standing, visual attention to details and movement of moderate weight materials. Frequently performs repetitive tasks. This job has limited capability to control interruptions and pace of work.

Impact of Error:

- Loss of revenue to the Municipality;
- Decisions have an impact on the work of others within the department;
- Failure to maintain roads and worksites can create public safety issue and could impact the Municipality legally;
- Misinterpretation of data or inaccurate information could reflect poorly on the Municipality;
- Poor customer service could reflect poorly on the Municipality.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description, however is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

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I have read the job description and understand the job requirements of this position and the expected standards of performance.

Employee

Date