



## **Town of Blackfalds**

### **Position Description**

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**Title:** Public Works Labourer

**Reports To:** Public Works Foremen

**Direct Reports:** None

**Position Summary:** An entry level position where general labour functions are combined with operation of light to medium duty fleet vehicles, mechanized tools and equipment, as well as operation of smaller self-propelled equipment relating to the maintenance of road and sidewalk systems, water distribution systems, waste water and storm water collection systems. The Labourer position will be required to perform skilled and non-skilled manual tasks with general instruction and supervision.

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### **Required Knowledge, Skills and Abilities**

- Knowledge of the maintenance and repair practices applicable to water, sewer and road systems.
- Knowledge of the safe work practices associated with repair and maintenance on municipal infrastructure.
- Ability and skill required to complete Hazard Assessments as needed to operate assigned equipment in a safe and efficient manner.
- Ability to communicate effectively with the public and co-workers to ensure a safe and productive work environment.
- Ability to carry out heavy physical labour.

### **Position Requirements**

- Assists in the repair and maintenance of all Town related infrastructure assets: water mains, sanitary sewer mains, and storm water mains systems.
- Ability to work in confined spaces like manholes and wet wells in a sewer environment with probability of odour, methane and hydrogen sulfide (H<sub>2</sub>S) exposure.
- Assists in the servicing and maintenance of fire hydrants according to established schedules.
- Assists in the repair and maintenance of the Town's roadways, sidewalks and curb and gutters including asphalt patching, pothole repair, crack filling and concrete pouring.



- Maintains functions related to solid waste programs.
- Paints traffic of traffic markings including parking lines, crosswalks, and curbs.
- Installs and repairs traffic and street signage as required.
- Performs minor repairs on tools and equipment to ensure that they are in working order; may assist with equipment repairs and preventative maintenance duties.
- Operates light duty motorised equipment independently and medium duty motorised equipment under supervision in the performance of public works functions.
- Maintains the cleanliness and appearance of municipal equipment and vehicles and public works facilities.
- Performs other related duties as required or assigned.
- Additional Requirements:
  - Must be a minimum 18 years of age
  - RCMP Criminal Record Check
  - Valid Driver's License with current Drivers Abstract
  - First Aid/CPR an asset
  - WHMIS.

## Education and Experience

- A high school diploma or equivalent
- A general understanding of Occupational Health & Safety Act, Code & Regulations
- Must be willing and able to obtain safety and operational certifications

## Physical Demands

- Work is performed in indoor and outdoor environments, will include extreme weather conditions and medium physical lifting requirements up to 100 pounds.
- Employee is required to stand, walk, sit; climb, stoop, kneel, and crouch.

## Work Environment

- Internal – Daily contact with Public Works and Community Services personnel to share information and complete operational tasks.
- External – Limited contact and communication with suppliers, contractors, government agencies, and daily contact with the public.



**Conclusion**

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

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**CAO**

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**Director of Infrastructure & Property Services**

Approval/Revision Date: February 25, 2019