

TOWN OF NIVERVILLE

<i>Section</i> Personnel	<i>Classification</i> Policy
<i>Subject</i> Operations Department Skilled Labourer	<i>Pages</i> 3
<i>Authority</i> CAO	<i>Effective Date</i>
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POSITION TITLE:	OPERATIONS DEPARTMENT SKILLED LABOURER
REPORTS TO:	OPERATIONS MANAGER

POSITION SUMMARY

The Labourer’s responsibilities shall be to perform unskilled and semiskilled work of the operations department projects, including operating machines upon the request of the Operations Manager.

PRIMARY ACCOUNTABILITIES

1. Perform a variety of semi-skilled manual labor tasks in maintenance and repair of public facilities, buildings, grounds, streets, utilities, and related facilities.
2. Perform all duties in conformance to appropriate safety and security standards.
3. Landscaping which includes but is not limited to: Digging and raking gravel and dirt as well as spreading seed and fertilizer, and pesticide application.
4. Assists in the development and maintenance of various parks around Town.
5. Assist with patching streets and prepping shoulders by placing, spreading and packing cold mix and/or granular fill.
6. Works with equipment to maintain the cemeteries within the Town.
7. Work with water and sewer utilities as assigned.

8. Operate lawnmowers, grass trimmers, chain saws, jack hammers, tampers, rollers, pickup truck, one-ton truck, dump truck, skid steer, pay loader, plate compactor, pumps, steamers, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, and phone.
9. Assist in routine inspections and preventative maintenance on assigned equipment, clean equipment and refer defects or needed repairs to supervisor.
10. Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
11. Perform grounds maintenance duties around Town buildings.
12. Operates equipment and completes any task as assigned by the Operations Manager.
13. Works after hours, weekends and on-call duties as required by the Operations Manager, maintaining Town infrastructure and services.

TECHNICAL COMPETENCIES

- ✓ Valid Province of Manitoba driver's Class five (5) license
- ✓ Manitoba Class 3 Driver's license with air brake endorsement (preferred)
- ✓ Experience in basic operation of equipment
- ✓ Minimum grade 12 education (preferred)
- ✓ Pesticide Applicators Certification, or willing and able to be certified.
- ✓ Satisfactory Criminal Record Check
- ✓ Satisfactory Child Abuse Record Check
- ✓ Clear Driver's abstract

Special Conditions & Demands

- ✓ Work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.
- ✓ Work requires climbing, kneeling, crouching, reaching, standing, walking, pulling, lifting, and grasping,
- ✓ Vocal communication is required for expressing or exchanging ideas by means of the spoken word,
- ✓ Hearing is required for operation of machines, and operation of motor vehicles or equipment,
- ✓ Subject to inside and outside environmental conditions, extreme cold, extreme heat, and noise.

CORE COMPETENCIES

- ✓ Integrity & Trust Seen as a direct, truthful individual; widely trusted and adheres to a strong set of core values.
- ✓ Accountability Understands the role of leadership; make oneself accountable to manager(s)/ supervisor(s) relating to one's work performance.
- ✓ Service Orientation Demonstrates concern for meeting internal and external ratepayer needs in a manner that provides satisfaction for the ratepayer within the resources that can be made available.

BEHAVIORAL COMPETENCIES

- ✓ Interpersonal Skills Relates well to all kinds of people. Gets along with others.
- ✓ Physical Effort..... Puts forward the physical exertion required to perform assigned tasks, assuring one's share of the work is delivered.
- ✓ Time Management Is conscious of time and work quality and how it relates to task completion, through appropriate communication with supervisors, adequately preparing and following through with assignments in a timely manner.
- ✓ Safety..... Performs work in a safe manner, following policies and procedures, using proper techniques to ensure protection for people and property at all times.
- ✓ Equipment Operations..... Uses specific equipment or machines in responsible manner to meet defined quality and quantity standards.