



Township of Douro-Dummer Job Description

POSITION TITLE: Labourer
DEPARTMENT: Public Works
REPORTS TO: Manager of Public Works
DATE REVISED: March 2024

POSITION SUMMARY

To provide a variety of maintenance and construction services to Township roads, closed waste sites, parks, transfer station and municipal facilities.

RESPONSIBILITIES

- Performs the tasks of cutting grass, roadside brushing, grass mowing, patching roads, sign repair, sweeping sidewalks, roads and intersections and other maintenance duties as may be assigned.
- Loads and unloads supplies and materials to be used at job locations.
- Fells trees ensuring employee and public safety, utilizing chain saw and other equipment.
- Assists in cleaning and general maintenance of municipal equipment and facilities, and reports any malfunctions or deficiencies.
- Removes bottles, refuse, dead animals and other debris from roads.
- Clears debris from beaver dams blocking culverts to prevent potential flooding.
- Acts as traffic control person, directing traffic through job sites.
- Operates trucks and other municipal equipment to assist in various road maintenance and construction activities.
- Assists with general maintenance of municipal facilities, closed landfill sites, parks, and transfer station.
- Responsible to adhere to the Occupational Health and Safety Act and the Township Health and Safety Policy.
- Maintains good road conditions during winter months by sanding and salting of roads or sidewalks, snow plowing and shoveling as required.

- Will be required to respond to emergency situations as they arise.
- May be required to carry out waste management duties as required.
- Other duties as assigned.

WORKING RELATIONSHIPS

Internal: Manager of Public Works
 Lead Hand and Co-Workers

External: General Public

KNOWLEDGE, TRAINING AND QUALIFICATIONS

- Grade 12 education or equivalent.
- 1-year previous experience in a construction or Labourer position.
- A knowledge of road construction, maintenance activities and safety procedures.
- Valid Class “D” driver’s license with “Z” endorsement with a clean driver’s abstract.
- Understanding of Ontario Traffic Manual Book 7 – Traffic Protection.
- Ability to use tablets, mobile devices.
- Ability to complete Load securement training.
- Understanding of MTO/CVOR legislation and requirements.
- Ability to obtain Chainsaw Operator Safety Certificate and Propane Safety Certificate.
- Ability to complete flagman training.
- Ability to lift up to 22 kg/50 lbs.
- Experience in the operation and maintenance of heavy equipment and machinery safely and efficiently.
- Ability to complete WHMIS and Accessible Customer Service Training
- Current First Aid Certification.
- Ability to obtain Surface Minor Common Core certificate.
- Successful Criminal Record Check.

SKILLS AND COMPETENCIES

- Good communication skills, proven ability to listen and correspond with the public and effectively communicate with supervisor and co-workers with tact and courtesy.
- Demonstrate excellent customer service skills, including the ability to remain calm in encountering minor conflicts or complaints professionally and respectfully.
- Ability to establish and maintain effective working relationships with the public and other Municipal employees.

- Expected to use a high level of initiative and judgment and to work with limited supervision once tasks have been defined.
- Ability to work extended hours as required.

WORKING CONDITIONS

- Exposure to normal equipment depot environment.
- Exposure to hazards and inclement weather conditions.
- The incumbent may be required to work unusual hours in order to handle emergency and poor weather conditions.
- Appropriate personal protective equipment required.
- Labour intensive and physically demanding; lifting, carrying, kneeling, climbing, balancing.

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

Reviewed by:

Employee

Date

CAO

Date