



Job Description

Casual Labourer

IDENTIFICATION

Job Title:	Labourer
Supervisor's Position:	Facilities Foreman
Job Status:	Casual - The work hours may vary based on the schedule and requirements of the department.
Location:	Midnight Sun Complex

OVERVIEW

The laborer is tasked with assisting in the maintenance and, in some cases, the operation of town facilities, parks, playgrounds, assets, and capital plants.

The Laborer reports to the Facilities Foreman and is tasked with aiding in the upkeep and functioning of various town facilities including the Midnight Sun Complex, the Library, Town Hall and all Town Parks and Playgrounds, etc., to ensure they are maintained in a safe and secure condition.

RESPONSIBILITIES

Perform regular maintenance and manual labor duties and provide guidance to laborers as required to assist with the maintenance of buildings, parks, playgrounds, recreational facilities, and other Town facilities by:

- Maintaining litter control
- Undertaking carpentry repairs, including fence repair and installation, sign maintenance.
- Preparing and maintaining of graves and the cemetery
- Undertaking snow removal using both a snow blower and a variety of shovels and ice scrapers
- Making and maintain ice surfaces in the arenas
- Maintaining pool by checking chemicals (chlorine, PH, calcium etc.) in the pool, adjusting as needed, and regularly checking pumps, filters, air handlers and decks
- Painting interior and exterior surfaces of all Town Assets
- Planning and completing minor plumbing repairs
- Maintain security on Town facilities
- Provide logistical support for special events and programs such as Canada Day
- Perform other related work respecting the maintenance of Town facilities

Operate and maintain the following equipment:

- Pickups, barrel crusher, tractor, street sweeper, ATV's, Zamboni, Skid Steer Loaders with attachments, and other similar types of equipment.

Operate and maintain the following tools:

- Plate packer, water pump, brush chipper, brush cutters, lawnmowers, compressor, jack hammer, steam jenny, snow blower, chainsaw, skill saw, table saw, power hand tools and other similar types of tools.

Perform other duties as required that are directly related to the major responsibilities of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent must have proficient knowledge in the following areas:

- the use, operation and maintenance of light equipment used in the maintenance of buildings, recreations facilities and other town assets (listed above)
- the use of regular hand tools and power tools required in general building maintenance

The incumbent must demonstrate the following skills:

- Team building
- Decision making skills
- Problem solving skills
- Effective communications skills
- Time management skills
- Ability to read and understand labels and instructions, particularly on the use of specialized equipment, tools, and vehicles
- The ability to work under limited supervision

The incumbent must also demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible and demonstrate sound work ethics

WORKING CONDITIONS

Physical Demands

The Facility Maintainer role is physically demanding, requiring the incumbent to spend the entire workday standing, walking, and lifting heavy objects, as well as operating various heavy equipment and tools. The role also involves frequent stretching and bending, often in awkward positions, and the operation of heavy equipment and tools, which can be particularly hard on back muscles. As a result, the incumbent may experience significant muscle strain and/or injury. Additionally, the operation of potentially dangerous equipment such as chainsaws and brush cutters present a significant risk.

Environmental Conditions

The Facility Maintainer works in various environmental conditions, both indoors and outdoors, experiencing all types of weather. This can include exposure to severe weather when shoveling snow in winter and dealing with wind, rain, sun, and insects during the summer months.

Sensory Demands

Many of the tools and light equipment require significant focus and concentration during use. Improper handling of these tools and equipment can lead to injury, necessitating a high level of concentration and

focus.

Mental Demands

Workloads and tight timeframes can contribute to job-related stress. Additionally, interacting with members of the public can also add to workplace stress.

I certify that I have read and understand the responsibilities assigned to this position.

Employee's Printed Name

Employee's Signature

I certify that this job description is an accurate description of the responsibilities assigned to the position

Supervisor's Printed Name

Supervisor's Signature

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

SAO's Printed Name

SAO's Signature

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.