



The Corporation of the Town of Tecumseh

JOB DESCRIPTION

Position:	Public Works Labourer
Department:	Public Works
Salary Range:	\$54,995 per year (\$26.44 per hour) – 2009 Job Rate (2010 Salary under Contract Negotiation)

Position Summary:

Reporting to the Manager, Roads & Fleet, the Public Works Labourer is a member of the Public Works and Environmental Services Department. In a team environment, the Public Works Labourer, will perform a variety of construction, preventative and regular maintenance of the Town's infrastructure, such as roads, bridges, sidewalks, curbs, storm sewers, storm water drainage/ponds/pumping stations, and municipal drains, in addition to winter control operations, equipment maintenance, repair services and general labour duties.

Duties and Responsibilities:

Program/Service

- Under the direction of the Manager, Roads & Fleet, the Public Works Labourer is responsible for a variety of construction, preventative and regular maintenance of the Town's infrastructure, including but not limited to: such as roads, bridges, sidewalks, curbs, storm sewers, storm water drainage/ponds/pumping stations, and municipal drains.
- Performs weed control operations.
- Undertakes equipment repair and maintenance.
- Performs winter control operations.
- Provides assistance and works as a team member with other employees as necessary to ensure that Town labour and equipment resources are used to their maximum efficiency.
- Maintains adequate and accurate records and time logs in order to ensure that time and expenses are allocated to the proper accounts.
- Maintains accurate vehicle and equipment records as required in order to maximize the useful life of Town vehicles and equipment.
- Ensures that Town vehicles and equipment are operated and maintained in a safe and proper manner.
- Maintains skills and knowledge at a high level by taking appropriate training through courses, workshops and selected reading.
- Works independently or as part of a team, as necessary, in all maintenance and repair activities, ensuring compliance at all times with any and all related legislation, especially the *Occupational Health and Safety Act*.
- Performs any other related duties as assigned.

Requirements:

Skills

- General practical knowledge and aptitude in the operation and maintenance of a variety of construction equipment including, but not limited to: pick-up trucks, single axel and tandem trucks, tractor loaders, and backhoes.
- Knowledge of both rural and urban operations, and as such will require a general understanding of construction, preventative and regular maintenance of roads, bridges, sidewalks, curbs, storm sewers, storm water drainage/ponds, and municipal drains.
- Ability to read and understand blueprints.
- Understanding and knowledge of Health and Safety legislation and procedures.
- Genuine ability to work in a team environment.

Qualifications and Experience

- Minimum Grade 12 secondary school diploma.
- Minimum three (3) year related experience.
- Current valid Class DZ driver's license.

Physical Skill and Effort

- Good physical condition and the ability to handle the physical demands associated with the performance and operation of construction equipment and associated tools.
- Activities and duties may require manual dexterity and coordination. Such duties may include frequent standing, sitting, lifting, stooping, reaching, climbing bending and twisting.
- Ability to work in adverse weather conditions.

Human Resources:

- No supervisory responsibilities.

Financial Resources:

- Not responsible for any financial resources.

Material Resources:

- Ensures that all vehicles, equipment and material resources are effectively utilized and properly maintained.

Interpersonal Skills/Contacts:

Internal/External

- With co-workers and other staff members.
- Occasionally required to meet with property owners or the public.

Decision Making and Judgment

- Must be able to take direction and work in a team environment to meet deadlines.
- Ability to operate equipment and tools following established procedures and guidelines.

Working Conditions:Environment

- Required to work outside in all weather conditions.

Hours of Work

- Forty (40) hours per week, Monday through Friday, from 7:00 am to 3:00 pm. This position is subject to a Collective Agreement with CUPE Local 702.1.
- Required to work in excess of normal working hours, during emergency situations, and including but not limited to winter control operations.