



JOB DESCRIPTION

POSITION TITLE: GENERAL LABOURER (**PART-TIME / SEASONAL**)
DEPARTMENT: PUBLIC WORKS

SUMMARY OF DUTIES:

Under the general supervision of the Working Foreman, the Labourer safely performs general duties for the operation and maintenance including Traffic Control of the Town of Victoria's Public Works Department. Position is answerable to the Town Clerk Manager and Council.

Hours – up to 40 per week (May be required to work evenings/weekends). **Pay Rate - \$17.60 per hour.**

Position is subject to the Newfoundland & Labrador – Employment Standards (**Non-Union**).

MAJOR DUTIES & RESPONSIBILITIES:

- Perform a variety of manual work in support of the general upkeep, safety, and maintenance of the Town of Victoria's Public Works and Operations.
- Perform traffic control including flagging duties.
- Conduct litter clean-up and if required, assist with bulk garbage collection.
- Perform road and street maintenance, such as ditching, filling potholes, asphalt patching, etc.
- Assist with maintenance and repairs of town boardwalks, open spaced and play-ground areas for cleanliness and safety of all town owned and operated areas.
- Repair lawn damage, lay sod, conduct tree trimming and assist in dethatching, tilling, fertilizing, and aerating playfields, ballfield, around boardwalks, war-memorial sites, heritage park and any other town owned and maintained property.
- Ensure the safe use of lawnmowers, whipper snippers, hedge trimmers, brush cutters, grinders, tampers, rollers, concrete cutting tools, snow blowers, and to include all power and hand tools for a variety of work.
- Set up signage, barricades, traffic control, chairs, tables, equipment, and materials in support of operations for all work relating to the daily or special functions of the town. Set-up and dismantle for events including barricades, signage, tents, etc.
- Assist with road maintenance and repairs of walkways, catch basins, manholes, and curbs and water and sewer activities as assigned.
- Complete cleaning of town equipment and vehicles when requested.
- Perform painting/staining duties and/or paint removal.
- Assist with building construction, demolition, or removal of buildings.
- Conduct snow removal and salting of steps, walkways and other areas of town as requested. Assist with snow clearing as assigned.
- Must adhere to all town policies, regulations, and rules.

The above statement reflects the general duties necessary to describe the principal functions of the job and shall **NOT** be considered as a detailed description of all the duties of the job and the incumbent is subject to assist with any other duties which would fall into the general category of unskilled to semi-skilled work.

QUALIFICATIONS:

Some experience in performing the variety of manual work found within a Municipal environment; supplemented by graduation from High School, or sufficient qualifications as determined by assessment and perform Traffic Control Person duties, when required.

- Knowledge of Standard Practices, tools and equipment used in the job.
- Knowledge of Hazards of the work and safe and standard operations of equipment used in all job tasks.
- Demonstrate understanding of safety and safe work procedures.
- Ability to understand and have completed training related to the position.
- Ability to be medically and physically able to perform all duties of the position in all weather conditions on an ongoing basis including lifting the minimum of 50 pounds.
- Ability to safely perform work under minimum supervision.
- Ability to communicate effectively and interact politely with the Council, Town Clerk Manager, Staff and General Public.
- Ability to establish and maintain cooperative and productive working relationships.
- Ability and willingness to work evenings, and/or weekend hours, if requested.
- Ability to perform all duties relating to unskilled and semi-skilled job duties, as assigned.
- Ability to contribute as a team player with personal commitment to the town of Victoria's goals and missions.

EDUCATION AND TRAINING:

Must have an up to date, (unexpired), **Traffic Control Person Level 1 Certificate**, (a copy must be supplied) plus any combination of education, training and experience that provides the required knowledge and abilities to perform all stated duties, **including a valid NL driver's license, present a Drivers Abstract, Criminal Records Check and Vulnerable Sector.**

Application Deadline: May 25, 2023 @ 12noon. Applications will not be accepted after this deadline.

**Send Resume to: Shelly@townofvictoria.ca or mail to PO Box 130, Victoria, NL A0A 4G0
or fax to 596-5020**