



Village of Belledune Job Description

Position Title:	Public Works Labourer
Salary:	\$20 - \$22 per hour depending on Experience. Includes benefits and opportunity to advance.
Department or Service Area:	Public Works Department
Reports to:	Manager of Public Works

Position Summary:

The function of the Public Works Labourer is an important position within the Public Works Department. He/She provides support with the day-to-day operations. Adheres to the Municipality's values and leads by example to create and sustain an organizational culture where everyone is safe, valued and respected. Additional training will be required as the job progresses. Interested in advancement within the organization.

This is a full-time position and requires regular work hours of 40 hours/week. Additional hours outside of the regular work week may be required from time to time. All overtime is to be approved by the Public Works Manager.

Essential Duties and Responsibilities:

Statements in this job description are intended to describe the general nature and level of work, there will be additional duties that may be added from time to time by Senior Staff.

Vehicles, Equipment and Tools:

- Operate equipment and tools in a safe and efficient manner according to procedures, immediately report to the Public Works Manager or alternate any malfunction, damage or needed

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maintenance to equipment, tools, or village property a written report is required;

- Conduct regular equipment inspections prior to use, ensure accurate records are maintained on equipment;
- Clean equipment and tools as scheduled and/or as required;
- Ensure equipment and tools are stored in a safe and secure manner;
- Operate a variety of power tools, machines, light equipment and hand tools;
- Operate vehicles such as tractors, 1-ton and/or 2-ton truck, or cars, to transport employees/equipment to/from work sites;
- Ensure vehicles are maintained with log books filled out regularly; report any malfunction or damage to the Public Works Manager and fill out a report;
- Operate vehicles and equipment safely and abide by regulations, polices and instructions and operate in compliance with the Motor Vehicle Act;
- Must be comfortable using email, texting, cell phones, and have basic computer skills;
- Must be willing to learn new computer skills as the need may arise.

Lawn/Property Maintenance:

- Assist with mowing of all municipal owned properties, ball fields, soccer field, etc.
- Assist with planting, watering and weeding of flowers on municipal properties;
- Assist with cutting trees, branches, etc., when necessary;
- Collect waste from grounds and receptacles and ensure proper waste management procedures are carried out;
- Load debris, equipment and supplies in vehicles and/or trailers;
- Perform Playground Inspections and report any deficiencies immediately;

Snow Removal:

- Assist with snow removal from parking lots, walk ways, etc. of all municipal owed buildings and space;

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- Assist with salt and sanding of all municipal owned buildings;
- Keep logs of the dates and times of snow removal, salting and sanding;

Other Duties May Include but are Not Limited to the Following:

- Assist with setup and cleanup of community events when needed;
- May be required to supervise seasonal employees, such as summer students;
- Able to use a ladder;
- In the event of an Emergency, assist the Public Works Department and Administration as required;
- Must maintain Public, Co-workers and Administrative Staff's trust by keeping information confidential;
- Maintain effective working relationships with coworkers;
- Communicate with the Public, Co-workers and Administrative Staff with a friendly and courteous manner, regardless of stressful conditions that may exist;
- Adhere to all Health & Safety Policies;
- Identify hazardous situations and correct immediately – report any situations to the Public Works Manager.

Secondary Responsibilities of this position include:

Back up Personnel for Garbage/Recycling Collection Service - Driver or Hydraulic Operator (New Brunswick Driver's License, Class 3 with Air Brake Endorsement must be obtained within 6 months from start of employment)

Driver Responsibilities

- Pick up garbage/recycling within the Village in accordance with daily schedule and policies/regulations that are in place;
- Transport garbage/recycling to the landfill;
- Inspect vehicle and record any maintenance requirements;
- Perform minor vehicle maintenance;

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- Maintain log book at start and completion of collection routes
- Politely respond to customer concerns and where possible, resolve problematic situations;

Hydraulic Operator Responsibilities

- Operate the hydraulic mechanism of the refuse truck
- Ensure solid waste is collected and properly located in the collection vehicle
- Follow refuse collection policies, procedures, guidelines and practices
- Push, pull, bend, lift up to 75 pounds throughout the shift with or without reasonable assistance and repeatedly climb on and out of truck
- Follow a designated refuse collection route or work schedule
- Understand and carry out oral and written instructions;
- Communicate with public, co-workers and Administrative Staff in a friendly and courteous manner, regardless of stressful condition that may exist.

Minimum Education and Experience Requirements:

- A minimum of high school graduation is required for the Public Works Labourer position.
- An operating level of Computer Skills;
- **The employee must have a valid New Brunswick Driver's License and/or must obtain a Class 3, Air Brake Endorsement license within 6 months from the start of employment.**
- Must have previous experience working in this field
- Must be able to read, write and understand English;
- Must be able to communicate effectively with Co-workers, Public Works Manager, Administrative Staff, and the Public;
- Must possess good written communication skills in order to prepare correspondence, reports and other written materials;
- Be proficient and knowledgeable in the operation, cleaning, servicing and the performing of minor repairs on all equipment;
- Have the knowledge/ability to complete basic carpentry, electrical and mechanical repairs;

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- The employee must be a reliable, conscientious team member; who has a strong work ethic and is willing to perform a variety of work assignments in all types of weather and conditions;
- Must be physically fit and able to do heavy work and lifting;
- Must be detailed oriented, adaptable, flexible and a quick learner;

Special Requirement / Training:

- Must be capable and willing to take Specialized Training & Courses (via online, remote and/or classroom)
- Must be willing and able to take assigned trainings such as Workplace Standard First Aid & CPR, WHMIS, and others deemed necessary by the municipality;
- Must be able to use a computer;
- Must be bondable with a satisfactory criminal record check;
- Valid NB Driver's License, use of own vehicle at times

Work Environment:

- The work environment is both indoor and outdoor with exposure to elements in all seasons;
- Will be required to work around vehicles and Public Works equipment;
- May work in a number of facilities on any given day;
- May have to work irregular hours or long hours at a time to complete special projects; evening and weekend work is required on an as needed basis;
- May be interrupted frequently to meet the needs and requests of the community;
- Ability to work safely: Failure to safely operate trucks and equipment may lead to injury and possibly loss of life.

Physical Requirements:

- Active listening to others;
- Some reading of written documents and/or computer screens;

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- Not afraid of heights;
- Lifting of equipment, boxes and supplies, garbage/recycling cans;
- Activities can often involve heavy lifting.

Daily Interactions:

Daily interactions are mainly with Public Works co-workers, members of the public and Village Administrative employees.

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