



RURAL MUNICIPALITY OF LAC DU BONNET

WORK DESCRIPTION

Job Title:	Labourer	Job Category:	Labourer
Department/Group:	Public Works Department	Date of last revision:	March 16, 2021
Location:	RM of Lac du Bonnet	Travel Required:	
Level/Salary Range:		Position Type:	Seasonal Position
Reports To:	Foreman	Date posted:	Not applicable
Will Train Applicant(s):	External/Internal Resources	Posting Expires:	Not applicable

Job Description

JOB SUMMARY

REPORTING TO THE PUBLIC WORKS FOREMAN, A SKILLED LABOURER SHALL PERFORM MAINTENANCE, BETTERMENTS AND TRAFFIC CONTROL WORK ON MUNICIPAL INFRASTRUCTURE IN ACCORDANCE WITH THE MUNICIPALITY'S LEGISLATION, POLICIES AND PROCEDURES. A SKILLED LABOURER WILL FOLLOW PLANS, ORAL AND WRITTEN INSTRUCTIONS AND DIRECTIVES IN THE PERFORMANCE OF TASKS AS WELL AS OPERATE A VARIETY OF LIGHT DUTY EQUIPMENT WHEN REQUIRED BY THE TASK ASSIGNED.

JOB RESPONSIBILITIES

- Maintenance of all RM property including parks and public reserves.
- Maintenance of all boat launches
- Sign maintenance and installation
- Labour tasks in road and culvert repairs
- General yard, shop and washbay maintenance
- Ensure all municipal property and workplaces are kept neat, clean and organized
- Ensure public property is secure
- Operate municipal small equipment and fleet vehicles

- Perform the servicing and general maintenance of small equipment and tools.
- Adhere to established municipal policies, procedures and Workplace Health and Safety Standards and regulations.

Documentation

- Accurately complete daily time cards
- Report all incidents according to RM policies
- Maintain equipment logs and asset management documentation in the recording of projects, labourer hours and other tracking as required

SKILLS, JOB KNOWLEDGE AND QUALIFICATIONS

JOB KNOWLEDGE

- Possess and maintain a Class 5 Drivers License
- High School Diploma or G.E.D.
- Ability to work shift work and overtime when required
- Good communication and interpersonal skills
- Ability to adapt to process changes and improvements
- Willing to participate in training and self-development programs
- Applied knowledge of Workplace Health and Safety Procedures
- Must be physically capable of performing the duties of the position in all types of weather. Working conditions include but are not limited to climbing, kneeling, bending, twisting, standing for extended periods, lifting and carrying.

Reviewed By:	Chief Administrative Officer	Date:	March 9, 2021
Approved By:	Chief Administrative Officer	Date:	Click here to enter a date.
Last Updated By:	Public Works Manager	Date/Time:	