

# TOWNSHIP OF PRINCE

## POSITION DESCRIPTION

**POSITION:** Road Labourer

**RESPONSIBLE TO:** Road Superintendent

### **SUMMARY OF FUNCTION:**

The Road Labourer is responsible for assisting in all aspects of road construction and maintenance, under the direction of the Road Superintendent.

### **ORGANIZATIONAL RESPONSIBILITIES:**

**COMPETENCY 1:** Responsible for assisting in all aspects of road construction and maintenance.

#### **Demonstrated by:**

- Maintaining of all roads within budgetary requirements through:
  - Patching, grading, surface treatment, brushing, tree removal, bridge and culvert maintenance and dust control
- Cutting grass at various sites throughout the township including the Community Centre, Gros Cap Park, Deans Road Park, Town Line (historical) cemetery and Hill Side Cemetery
- Assisting in general vehicle repairs
- Collecting recyclables, sorting and delivery to the recycling depot

#### **Outcome:**

- Township roads are appropriately maintained
- Township equipment is maintained in good working order
- Customer satisfaction is improved

**COMPETENCY 2:** Effective internal relations with other employees.

#### **Demonstrated By:**

- Communicating all matters of importance to appropriate members of the organization in an accurate and timely fashion
- Listening carefully to others
- Communicating in a professional manner

#### **Outcome:**

- Effective relationships are established and maintained with all employees

**COMPETENCY 3:**            **Effective external relations with outside contractors and the residents of the Township of Prince.**

**Demonstrated By:**

- Communicating all matters of importance to appropriate members of the organization in an accurate and timely fashion
- Listening carefully to others
- Communicating in a respectful, professional manner
- Responding appropriately to general inquiries

**Outcomes:**

- Effective relationships are established and maintained
- The Township's business reputation continually improves

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

- High School diploma preferred; and
- Six months to one year related experience and/or training; or
- Equivalent combination of education and experience;
- Some proficiency in mechanical and technical skills;
- Organization, time management, communication and interpersonal skills
- Some understanding of the Ministry of Transportation of Ontario policies that affect Municipal Public Works;
- Valid driver's license as required to operate Township vehicles

**LANGUAGE SKILLS:**

- Be able to read and interpret documents such as operating and maintenance instructions, and procedure manuals
- Be able to write routine reports and correspondence

**REASONING ABILITY:**

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- Ability to apply good sense understanding to carry out instructions furnished in written, oral, or diagram form

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Working independent of others and with moderate direction
- Working collaboratively as a member of a group/team
- Working overtime hours may be required by the Employer in exceptional circumstances to ensure that seasonal operations are not interrupted

**ESSENTIAL DUTIES:**

- Manual dexterity – use of hands, arms, legs in the operation of Township vehicles and equipment