



POSITION DESCRIPTION

POSITION: Public Works Labourer

RESPONSIBLE TO: Public Works Supervisor

SUMMARY OF FUNCTION:

The Roads Labourer is responsible for assisting in all aspects of road construction and maintenance, under the direction of the Public Works Supervisor.

ORGANIZATIONAL RESPONSIBILITIES:

Responsible for assisting in all aspects of road construction and grounds maintenance.

Demonstrated and evidenced by:

- Maintaining all roads within budgetary requirements through:
- Patching, grading, surface treatment, brushing, tree removal, bridge and culvert maintenance and dust control
- Cutting grass and landscaping at various sites throughout the township.
- Assisting in general equipment repairs
- General outdoor cleanup on municipal property and municipal roadways
- Additional tasks as assigned by Public Works Supervisor or Township CAO

Outcomes:

1. Township roads are appropriately maintained.
2. Township equipment is maintained in good working order.
3. Ensure all safety procedures are followed.
4. Customer satisfaction is improved.

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
- Minimum six months 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 and clean drivers abstract is required to operate Township vehicles.
- Chainsaw Certification considered an asset

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:

- 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 and physical strength – use of hands, arms, legs in the operation of Township vehicles and equipment.

HOW TO APPLY:

Interested applicants can submit their cover letter and resume to the Municipal Office at 3042 Second Line W. Prince Twp OR email to: adminassist@princetwp.ca

Date Revised: April 5, 2024

Date Approved:

Approved By: CAO/Clerk