

|  |  |
| --- | --- |
| Job title | **Labourer** |
| Reports to | **Lead Hand as assigned** |
| Next Level Manager | **Municipal Services Manager** |

**Job Summary**

The Labourer provides facility maintenance, upgrading and repair support services for water, wastewater, street, drainage and municipally-owned or managed buildings or facilities. The Labourer shall be a member of CUPE Local 4549.

**Duties and Responsibilities**

The following is a general outline only of the duties and responsibilities involved in this position. It is not intended to be all inclusive or to limit the employee’s opportunity to use his / her own initiative to expand capabilities beyond this scope in accordance with approved work or education training plans. It is also not intended to limit the employer’s right to assign other reasonably related duties.

1. Participates in the development and documentation of operation and maintenance procedures
2. Measures and documents relevant operation and maintenance data
3. Undertakes to learn how the water and wastewater systems work and their operational and maintenance requirements
4. Carries out winter snow removal activities, both manually and mechanically assisted
5. Cleans municipal buildings, sewage systems, water systems, drainage and road systems, parking lots and other municipally owned or managed properties and structures
6. Maintains and repairs municipal buildings, sewage systems, water systems, drainage and road systems, parking lots and other Municipal properties and structures
7. Observes and records measurements as directed by Maintenance Technician and Water or Wastewater Treatment Plant Operators
8. Studies and learns technical skills and methods related to operation, repair and maintenance of sewage and water works.
9. Works with other Municipal Operations staff (and contractors) to carry out repairs and modifications to the Wastewater/Water treatment and collection/distribution systems
10. Carries out such janitorial duties as required and maintain the building in a safe, neat and tidy manner
11. Reports any facility deficiencies in a timely manner
12. Participates with other departmental staff in the development and documentation of operating and maintenance procedures
13. Keeps the Municipal Services Manager informed of developing areas of concern and emerging issues and opportunities to improve the balance of operating and maintenance cost and level of service.
14. Other reasonable related duties as may be assigned by the Lead Hand or Municipal Services Manager
15. Ensures all required certifications are up to date to perform duties

**Qualifications**

***Required:***

* Grade 12 or GED equivalent
* Excellent communication skills
* Have and maintain a valid NS driver’s license (minimum Class 5)
* WHMIS (*training provided by employer*)
* First Aid (*training provided by employer*)
* Construction Safety Training (*training provided by employer*)
* Client-oriented service delivery
* Problem solving; decision making; critical thinking; job task planning and organizing
* Chain saw operation experience or certificate
* At least 2-3 years of general labourer experience

***Desirable Skills:***

* Basic computer literacy including Microsoft Office
* Experience and proven ability doing carpentry /construction work
* Understanding of both plumbing and electrical basics
* Water and Sewage Operator Certification

**Competencies**

**Values Diversity -**Valuing Diversity is the ability to understand and respect the practices, customs and values of other individuals and cultures. Diversity is beneficial to the organization and community. It applies the ability to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances, and divergent goals.

**Communication -** Communication is effective, timely, and relevant exchange of information that is respectful of the diversity of people, and the geography and working environments of our employees. It includes receiving information, listening, understanding and responding openly and effectively in interactions with others. It also implies this information is processed into actions.

**Citizen Services -** Implies a desire to help or serve others in a courteous and respectful manner and with the goal of meeting their needs. It means focusing one’s efforts on discovering, meeting and balancing the needs of citizens, residents, elected officials, internal colleagues, or anyone that the person is trying to help. This involves recognizing that municipal employees are providing services and information to those who have rights and obligations (taxpayers and residents).

**Achievement Motivation -** Focuses efforts on working well and / or competing against a standard of excellence while achieving high quality results.

**Work Safety -** Employees have a responsibility to take all reasonable and necessary precautions to ensure their health and safety and that of anyone else who may be affected by their work or activities. This includes adhering to safe practices and standard operating procedures established to reduce risks. Failure to do so is grounds for disciplinary action in accordance with the County’s policies regarding managing unsatisfactory performance.

**Duty of Loyalty -** As a representative of the County of Annapolis, every employee has a legal obligation to avoid acting in a manner that’s contrary to the County’s interests. This includes refraining from public criticism of the County’s practices or personnel, as well an obligation to maintain confidentiality. Failure to do so is grounds for disciplinary action in accordance with the County’s policies regarding managing unsatisfactory performance.

**Working conditions**

This position is physically demanding and requires an individual who is able to do a number of physically demanding responsibilities on a daily basis. He / she must:

* have and maintain a valid Nova Scotia Class 5 driver’s license;
* participate in “on call” rotation schedule to respond to alarm signals or carry out emergency duties at sewage and water facilities / systems located throughout the County;
* be available for reasonable overtime;
* work in the field at project sites, utility plants and municipal buildings;
* be able to lift 23 kilograms / 50 pounds without assistance;
* be able to respond to urgent calls in adverse and variable weather circumstances.

**Direct reports**

None

**CERTIFICATION**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name Date  I certify that I have read and understand the responsibilities assigned to this position. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Manager Signature  **Greg Price**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Manager Name Date  I certify that this job description is an accurate description of the responsibilities assigned to the position. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chief Administrative Officer’s Signature Date  I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure. | |

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.