



JOB DESCRIPTION
Seasonal Labourer
Public Works
(Sewer, Sidewalk, Water, Street)
Town of Truro
June 2019

POSITION SUMMARY:

The Engineering Department is comprised of the Public Works Departments consisting of the Victoria Park Water Treatment Plant, Street, Water, Sewer, and Sidewalk Departments and controls the operations and maintenance of the Infrastructure and Services of the Town.

Under supervision of the Foreman, seasonal positions provide routine manual labour involving considerable physical effort and ability in the performance of a variety of limited semi-skilled construction and maintenance tasks related to Infrastructure projects and programs.

Seasonal positions will primarily consist of sewer maintenance and construction, concrete sidewalk, curb, gutter, and street construction and maintenance.

Seasonal positions are short term and are subject to the Contract between the Town of Truro and CUPE, Local 734. Under the terms of the Contract, seasonal employees may work at any time from April 1 to December 15 and are provided with 2 weeks' notice of the conclusion of their work.

REPORTING RELATIONSHIPS:

Reports To: Department Foreman

KEY WORKING RELATIONSHIPS:

- Internal:**
- Applicable Department
 - Local 734 CUPE
 - Other Town Departments
- External:**
- Citizens

RESPONSIBILITIES/ACCOUNTABILITIES:

- Participate in the operation of assigned Street, Sewer, Water, or Sidewalk departments and perform construction, maintenance and/or repair functions. Duties primarily include, but not limited to, patching, grading, sanding, digging, loading, unloading materials and supplies, installing steel forms, pouring, shoveling, raking, spreading, and grading concrete; spreading sand or salt for ice control, when required; preparing holes for signage; report defects and/or needed repairs to the Foreman;

- Participate in the operation of the assigned department, and perform maintenance and construction of the Town's sewer system to include servicing and cleaning sanitary and storm sewer systems; repair of sewer pipes, mains, drains, basins and manholes; conduct preventive maintenance functions in accordance with established regulations;
- Provide back-up and operate equipment and/or trucks, within the scope of personal qualifications and abilities to, as directed; operate all equipment in a safe and professional manner; maintain awareness of people and other safety hazards near work site; follow all safety operating procedures and guidelines in accordance with safety standards;
- Provide back-up duties and assist departmental staff with general shop duties;
- Provide high quality customer service;
- Participate in departmental and Town organized training and development activities; attend safety programs, as required;
- Maintain close working relationship with members within the department to ensure continual exchange of information with on-going activities;
- Other assigned responsibilities within the scope of the position and personal qualifications and abilities.

QUALIFICATIONS

Education, Training and Experience:

- Completion of grade 12 education or GED equivalent, an asset;
- An understanding and basic knowledge in the maintenance and construction of Municipal public works;
- Knowledge and experience of the uses of asphalt installation, concrete forming, pouring and finishing, an asset;
- Knowledge and experience in maintenance and construction procedures of a sewer system; an asset;
- Knowledge of Occupational Health and Safety Act, relevant to the provisions that apply to this work;
- Knowledge of the operation of assigned equipment, materials, tools and procedures relevant to the work; trouble shoot problems with assigned tools and equipment;
- Basic knowledge of the operation of the Street, Sewer, Sidewalk and Water Departments.

Competencies

- Good organizational skills;
- Excellent communication skills (listening and oral); work effectively as a team member, provide high quality customer service;

- Possess problem solving ability; possess the ambition, ability and persistence to obtain productivity and efficiency; have the ability to multi-task.

Designation and/or Certification:

- Possess a valid class 5 Nova Scotia Drivers License and good driving record; a valid class 3 NS Driver’s License with air brake endorsement considered an asset;
- Completion of Workplace Hazardous Material Information System Training (WHMIS);
- Emergency First Aid;
- Traffic Control Signing Certification, an asset.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Physical strength and ability to perform moderate to heavy manual labour, including frequent bending, walking, kneeling, and heavy lifting (approx 20-50 lbs), for indefinite periods under dirty and uncomfortable conditions and in all types of weather, as necessary. In the performance of driving duties, repetitive leg and hand movements, to include grasping, squeezing and pulling and pushing. Frequently, works near mechanical parts and potential exposure to loud noises.
- Flexible and available for emergency call-outs, as required.

AUTHORIZING SIGNATURES

Director of Public Works:

(Signature) *(Date)*

Supervisor:

(Signature) *(Date)*

Incumbent:

(Signature) *(Date)*