

**POSITION DESCRIPTION**

<b>Position:</b>	Roads Labourer	<b>Type:</b>	<b>Union</b>
<b>Incumbents:</b>			
<b>Reports To:</b>	Road Superintendent or designate(s)		
<b>Date:</b>		<b>Next Review Date:</b>	
<b>Positions Supervised:</b>	None		

**PART I - DESCRIPTION OF JOB REQUIREMENTS****General Accountabilities**

The Roads Labourer provides support and a variety of maintenance construction activities, snow/ice removal, maintenance and repair services to roads, bridges, culverts, drainage and other road works maintenance for the Roads Department under the supervision of the Roads Superintendent or designate(s).

**Specific Accountabilities**

**The following responsibilities are not listed in order of priority:**

**Maintenance & Operations**

1. Performs general maintenance and manual labour functions for the Roads Department including but not limited to; culvert cleaning, litter pick-up, sanding, shovelling, plowing, cold mix patching, traffic control, sign installation and annual installation and removal of the Gull River snowmobile bridge, as assigned by the Road Superintendent or designate(s).
2. Ensures that a high standard of safety, cleanliness and technical operation is maintained in all roads facilities, as applicable, including daily upkeep of premises and vehicles as required by the Road Superintendent or designate(s).
3. Performs basic painting, minor property and equipment repairs, plumbing repairs and other maintenance jobs for the Roads Department buildings as directed by the Road Superintendent or designate(s).
4. Performs janitorial functions in Roads Municipal buildings and properties as required.

5. Conducts checks and reports any maintenance requirements to equipment, property or process to the Road Superintendent or designate(s) promptly.
6. Reports stock requirements to the Road Superintendent or designate(s).
7. Ensures that the security of the roads sheds/office is properly achieved upon closing, if required.

### **Communication**

8. Responds to public inquiries by providing verbal information or referring them to the Road Superintendent or designate(s) as required.

### **Policy Compliance**

9. Ensures compliance with Township and legislated policies, practices and procedures.
10. Complies with all Municipal and Provincial health and safety legislation, regulations, policies and procedures, and must wear all safety apparel as required.
11. Attends necessary and/or approved educational workshops, seminars or webinars including the renewal of annual licencing as required.
12. Completes logbooks as required.

### **Other**

13. Performs other duties as assigned.

**The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.**

**PART II - The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job:**

### **Technical Skills/Experience**

1. A minimum of two (2) years' experience in a related position is required.
2. A general knowledge of vehicles, equipment and materials used in the Roads Department sheds/buildings/office is required.

3. Communication, interpersonal and customer service skills to exchange information or explain basic situations using courtesy and tact.
4. A good understanding of all policies, procedures, by-laws, Ministry guidelines, regulations and legislation related to the operation of road equipment, construction and maintenance is preferred.
5. Familiarity with Microsoft Outlook (email) is preferred.
6. Ability to work independently with minimal supervision.
7. The incumbent must provide a criminal check on an annual basis.
8. Ability to maintain confidentiality where mandated or required.

### **Education/Licences**

1. A minimum of Grade 12 is required.
2. Surface Miner training certificate is an asset.
3. Certificate in Ontario Traffic Manual Book 7 is an asset.
4. Chainsaw training is an asset.
5. Valid standard First Aid & CPR/AED certification is an asset.
6. Continued education and training is a mandatory requirement for this position to maintain required licencing.
7. Possession and ability to keep a valid “DZ” Driver’s Licence, or ability to obtain, is required.

### **Working Conditions**

1. Must operate equipment and undertake construction and maintenance projects in extreme weather conditions.
2. Moderate to heavy physical demands related to manual labourer in construction and maintenance projects and equipment repairs.
3. Regular exposure to dirt, dust, oil, grease, noise, vibration, weather conditions, hazardous materials and chemicals.
4. Availability to work on-call and in emergency situations as required. Work hours are subject to change seasonally.
5. Availability to work occasional overtime as required.

- 6. Occasional exposure to emergency road responses, severe weather conditions, and urgent equipment issues. Some exposure to deadlines and interruptions.
- 7. Deals with difficult customers occasionally.

**Signatures**

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Manager