



Position Description

POSITION TITLE: Public Works Labourer
DEPARTMENT: Public Works
REPORTS TO: Assistant Public Works Supervisor Operations

SUMMARY OF POSITION:

The Public Works Labourer is responsible for providing a variety of construction, snow/ice removal, maintenance and repair services to roads and adjacent public property for the safety and convenience of the public.

RECOMMENDED TRAINING & QUALIFICATIONS:

- High School Diploma or GED
- Knowledge of road construction and maintenance activities
- Knowledge of road maintenance and construction standards, by-laws and other applicable legislation
- Light equipment operator experience that provides the requisite knowledge, skills and abilities for this job
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, others as applicable

KEY DUTIES AND RESPONSIBILITIES:

- 1. Responsible for conducting general maintenance functions for roads and public works operations such as:**
 - Construction projects and preparation
 - Maintaining roads in good condition for safe, hazard-free driving
 - Maintaining bridges
 - Gravel spreading
 - Repairing and installing signs, etc.
- 2. Maintains landscaping in healthy, attractive condition**
- 3. Maintains a good condition of roads during winter months by sanding and salting of roads or sidewalks, snow plowing and shovelling**
- 4. Drives various trucks and equipment to transport and load and/or unload materials such as hot mix, dirt, rock, wood, etc. at a designated highway construction site**
- 5. Erects traffic signs near construction areas and flags traffic through and around construction or work areas**

PUBLIC WORKS LABOURER JOB DESCRIPTION

- 6. Mow grass along roadsides, trim trees and cut brush to ensure roadsides are maintained**
- 7. Assist with installing culverts and proper signage**
- 8. Perform toolbox meetings, pre-trip and post-trip inspections daily**
- 9. Must ensure a solid understanding of and comply with the principles of Starland County's Safety Policy and Safe Work Procedures, Policies and Regulations, and have their subordinates to follow the same**
- 10. Must be able to follow workplace safe work procedures, policies and regulations, and have their subordinates to follow the same**
- 11. Perform all other duties assigned by the Public Works Supervisor, Assistant Public Works Supervisor or the Chief Administrative Officer**

SAFETY COMMITMENT:

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position requires operation of County vehicle making it a safety sensitive position, so drug and alcohol testing is required on hiring.

*Revised as of January 2020