



JOB DESCRIPTION

Date Prepared: August 23, 2010
Supersedes: N/A
Job Title: Seasonal Labourer I
Reports to: Director of Works and Operations

Position Summary:

Perform labouring functions for the Works and Operations Department.

Key Job Duties

Program Development and Implementation

- Labouring, maintenance and repair of Town parks, buildings and facilities
- Pre-trip inspection, maintenance and minor repairs of equipment

Operations- Administration/Working Function

- Perform maintenance functions such as: garbage pickup and transport garbage to refuse center; roads, sidewalk and parks cleaning; sidewalk blowing; weed eating; clean and organize storage shed; clean outhouses; inventory supplies and hand equipment, make required purchases; paint fire hydrants, tables, benches, playground equipment, buildings, vandalism clean-up and respond to service requests
- Assist in landscape functions such as: tilling, planting, fertilizing, watering, weeding, deadheading, pruning, topsoil fill
- Assist in lawn maintenance and repair including sod installation, grass seeding, repair tire tracks, winter damage. remove road sand, collection of garbage from mowing areas; removal of brush, branches and fallen trees from parks, trails and ditches
- Assist in parks inspections, develop deficiency list of needed maintenance and repairs, assess potential hazards, operate a pickup truck for delivering firewood, removing dead branches
- Operate a variety of mowing equipment such as: push or ride on mowers, trackless with mower attachment and ball field levelers, trimmers, tillers
- Perform pre-trip inspection of equipment and vehicles, maintenance and minor repairs such as equipment greasing, check fluid levels, clean filters, wash equipment, change and sharpen mower blades, replace broken bolts

Customer Service/Communications

- Provide high levels of customer service as the first contact to members of the public

Risk Management Health and Safety

- Practice effective health and safety, security and risk management policies and procedures, observing and reporting work site hazards
- Vehicle and equipment checks
- Aware of potential hazards

Leadership and Supervisory

- Participate as a team member ensuring high performance and service in the parks, facilities and works areas

Financial

- N/A

Qualifications:

- Education:
 - High School Graduation
- Certification:
 - Class 5 Drivers License
- Safety Certification and Other Licenses:
 - Level 1 First Aid, WHMIS.
- Desirable Certification and Training:
 - N/A
- Experience:
 - 1 year labouring work in grounds keeping or landscaping or an equivalent combination of education, training and experience

Skills:

- Develop and maintain effective workplace relationships
- Demonstrate Tact & Diplomacy
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisos:

- Maintain professional and technical requirements for the position
- May be required to perform additional related duties as assigned by supervisor

SIGNATURE:



Chief Administrative Officer