



## **Public Works Labourer (Full-time)** (Posting #2020-04)

Reporting to the Director of Public Works or designate, the Public Works Labourer performs diversified work of a manual nature which entails considerable physical effort and agility. Work is generally performed under the immediate direction of a supervisor, but many types of work assigned may be routine and repetitive in nature and once learned can be carried on without difficulty and only under general supervision. Duties will include but are not limited to:

- Perform a variety of tasks to ensure that municipal sidewalks, roads, and facilities are maintained to established standards.
  - Operate equipment required to clear sidewalks, fire exits & building entryways from snow & debris; maintain roads, boulevards, culverts; prepare work sites with proper barricades, warning devices, and traffic control techniques; and assist with painting traffic lines.
- Assist with various Public Works projects and tasks.
  - Transport materials, tools and equipment to and from work sites and perform burial excavation and backfilling operations at the cemetery

### **Qualifications/Knowledge/Skills/Abilities**

- Completion of Grade 12 and a valid BC Driver's License
- General labourer experience
- Light mobile equipment operation experience would be considered an asset.
- Ability to perform light and heavy physical tasks such as climb ladders, lift, push and carry objects; and perform physical tasks for the entirety of the work-day.
- This position is considered a position of trust within the Municipality and the successful applicant must successfully pass a Police Information Check.

### **Status/Hours/Shifts**

Full-time; 40 hours per week average; shift work will be required

### **Rate**

Public Works Labourer: \$27.13 - \$29.27 per hour as per the collective agreement; 90% probationary rate may be applicable depending upon applicant's current status. Please note this is the 2019 rate and is subject to change.

### **How to Apply**

A complete job description is available on our website at [www.NorthernRockies.ca](http://www.NorthernRockies.ca) under Human Resources and applicants are encouraged to review it prior to applying. Applicants that don't meet the minimum requirements may also be considered. Please apply with your resume and cover letter via mail, e-mail or fax to:

**Erin La Vale, CPHR**  
**Deputy CAO/Director of Human Resources**  
**NORTHERN ROCKIES REGIONAL MUNICIPALITY**  
**Bag Service 399 | Fort Nelson, BC | VOC 1R0**  
**Fax: 250-774-6794      Email: [jobs@northernrockies.ca](mailto:jobs@northernrockies.ca)**

Applications will be accepted until **4:30 pm on Friday, March 13, 2020.**

Please include an email address so we may contact you to acknowledge receipt of your application.

Please see the job description for a full position description and a list of the qualifications, required knowledge, education and skills necessary to perform the job.

***The Northern Rockies Regional Municipality is an equal opportunity employer.  
This is a bargaining unit position and the recruitment process is governed by the Collective Agreement  
between the Northern Rockies Regional Municipality and CUPE 2167.***



## POSITION DESCRIPTION

**Position Title:** Labourer  
**Department:** Public Works  
**Reports To:** Director of Public Works or Designate  
**Employee Group:** Union – CUPE  
**Wage Group:** Public Works

Date of Revision: February 2020

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### Position Summary:

Reporting to the Director of Public Works or designate, the Public Works Labourer performs diversified work of a manual nature which entails considerable physical effort and agility. Work is generally performed under the immediate direction of a supervisor, but many types of work assigned may be routine and repetitive in nature and once learned can be carried on without difficulty and only under general supervision.

### Responsibilities:

#### 1. Specific Responsibilities

Perform a variety of tasks to ensure that municipal sidewalks, roads, and facilities are maintained to established standards.

- Operate equipment required to clear sidewalks, fire exits & building entryways from snow & debris
- Maintain roads, sidewalks, boulevards, culverts, etc.
- Cleans shop equipment and service bays as required
- Prepare work sites with proper barricades, warning devices, and traffic control techniques
- Assist in the restoration of excavation sites including patching streets, pouring sidewalks, landscaping and sodding
- Assists with painting traffic lines, shop buildings, etc.
- Operate jackhammers, skill and chainsaw, hand mowers, power mowers, tractor mowers, compactors and other equipment as required
- Maintains and empties public refuse containers located throughout the downtown area, and Municipality owned facility areas
- Cleans and fuels cars, trucks and equipment as directed

Assist with various Public Works projects and tasks.

- Transport materials, tools and equipment to and from work sites
- Perform burial excavation and backfilling operations at the cemetery

Other related duties

- Assist with set up and take down for community events occurring at Regional Municipality Facilities
- Responsible for ensuring that vehicles and / or equipment operated while performing routine work are kept clean inside and out
- Ensure that all work performed is in accordance with safety standards set forth in Worksafe BC's occupational health & safety manual regulations are adhered to including the use of PPE.
- Demonstrate continuous effort to improve operations, streamline work processes and work cooperatively towards an efficient and effective work environment

**2. Additional Responsibilities:**

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

**3. Statutory Roles**

None.

**Decision Making Accountability and Responsibility****1. Decision Making Authority/Independence**

Written or established guidelines and procedures exist for many of the tasks performed. Ability to work alone and make informed decisions with a minimal amount of supervision with regards to which questions and situations can be independently answered versus needing referral to supervisor. Receives direction from supervisor or designate on non-routine matters.

**2. Impact/Consequence of Error**

Decisions consistently affect other Public Works employees and, at times, will affect the work performed in other areas within the Municipality. Inaccurate interpretation or relaying of information may result in complaints and/or financial loss to the Municipality.

**3. Financial Impact**

None.

**4. Human Resources**

This is a non-supervisory position.

**5. Occupational Health & Safety**

Reports immediately, to the designated supervisor, all accidents or injuries and activates emergency procedures as required; detects and reports observed hazardous conditions, practices and behaviors in the workplace.

**Contacts****1. Internal**

Receives and provides routine information to other department staff.

**2. External**

May occasionally provide service and information to the public in-person.

**Working Conditions****1. Environment**

Typically outdoor environments with a variety of weather conditions and exposure to the elements ranging from warm (outdoor summer) to cold (outdoor winter). Shift work may be required. Occasional overtime may be required. Shifts may require working alone.

**2. Physical Effort**

Varying levels of physical effort, including light to heavy lifting, walking, standing, pushing and pulling, reaching, and carrying. Repetitive motion tasks using both upper and lower body (tools, shoveling, operating mobile equipment). Some work at heights with ladders.

**Qualifications****1. Formal Education**

Completion of Grade 12

**2. Training/Experience**

General Labourer experience

Light mobile equipment operation experience (ex: skid steer) would be considered an asset

**3. Professional Designation/Licenses/Memberships**

A valid BC Driver's license

**4. Knowledge/Abilities/Special Skills**

Knowledge of:

- tools, equipment, procedures, principles and methods used in labourer work;
- municipal public works and recreation equipment & operations; and
- standards, policies and procedures of the work of the Municipality.

Ability to:

- perform a variety of physical tasks such as climb ladders, lift, push and carry objects;
- perform physical tasks for the entirety of the work-day;
- read and comprehend the English language to closely follow oral and written procedures, guidelines and regulations (e.g., Health & Safety Program, product labels, WHMIS, WorkSafe BC Industrial Health & Safety Regulations);
- write short notes or memos to notify supervisor of supplies required, making recommendations, or giving a comprehensive statement of fact;
- learn job related material through oral and written instruction and observation;
- keep maintenance and repair records as required following established procedures and preventative maintenance work order system;
- complete duties in a safe manner following established safety rules and regulations;
- establish and maintain effective working relationships with employees and public;
- work independently, coordinate tasks and change work priorities to ensure completion of daily, weekly, monthly and annual assignments, without disrupting or endangering public; and
- assess work completed to ensure standards are met and correct deficiencies as noted.

Special Skills or Other

- This position is considered a position of trust within the Municipality and the successful applicant must successfully pass a Police Information Check.



## Public Works Labourer

The Northern Rockies Regional Municipality is accepting applications for a full-time permanent Labourer in our Public Works Department. The Public Works Labourer performs a variety of work of a manual nature which entails considerable physical effort and agility. Duties include operating equipment to clear sidewalks from snow and debris; operating jackhammers, chainsaws, and mowers; transporting materials, tools and equipment to and from worksites; and other general labourer duties.

Qualifications include completion of Grade 12 and a valid BC Drivers License. The successful applicant must be able to do physical work involving bending, lifting and moving light and heavy objects as well as work in a variety of weather conditions.

A full copy of the job posting is available on our website under employment at [www.NorthernRockies.ca](http://www.NorthernRockies.ca), and applicants are strongly encouraged to read the full posting prior to applying.

Applicants are invited to respond by **4:30 pm on Friday, March 13, 2020** in the form of a detailed resume and cover letter outlining education, experience, and qualifications to:

**Erin La Vale, CPHR**

**Deputy CAO/Director of Human Resources**

**NORTHERN ROCKIES REGIONAL MUNICIPALITY**

**Bag Service 399 | Fort Nelson, BC V0C 1R0 | 250-774-6794**

**Email: [jobs@northernrockies.ca](mailto:jobs@northernrockies.ca)**

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