



Village of New Minas Job Description

Position Title:	Labourer
Reports to:	Foreperson
Wage Rate:	Labourer, Collective Agreement
Classification:	Permanent, Full Time

Position Summary

Responsible for carrying out operation and maintenance of Village of New Minas infrastructure, including parks, sidewalks, buildings, water system and wastewater system as directed by the Foreperson or designate.

Principle Duties and Responsibilities

- Carry out routine grounds maintenance of Village parks, playgrounds, sports fields, open spaces, sidewalks and other properties, including mowing, raking, weeding, sweeping, garbage removal and daily operational upkeep.
- Assist as required in operational and maintenance activities for the Public Works Department and Water Utility, under the direction of the Foreperson or designate.
- Assist with general duties and repairs to Village infrastructure and assets.
- Assist with pipe installation and repair/maintenance of infrastructure, including operation of equipment required.
- Assist with decoration of Village public spaces, including the placement of street banners.
- Snow clearing of sidewalks, crosswalk openings and parking lots.
- Maintenance of Village flower beds, planters, shrubs, hedges and trees.
- Painting of Village buildings, benches, tables, planters and parking lot markings.
- Traffic control for construction activities.
- Adhere to all Village and Provincial safety/OH&S policies, regulations, guidelines, standard operating procedures and requirements.
- Act in a professional manner at all times with the knowledge that work is conducted in a public space and under the public eye.
- Be available for overtime and rotational standby duties.
- Perform other duties not specifically mentioned above as directed, according to operational needs.

Skill/Knowledge:

- Strong work ethic and self-motivated.
- Basic municipal infrastructure installation and repair; winter maintenance.
- Ability to operate, care for, and maintain various pieces of motorized and non-motorized equipment used in the day-to-day function of the job such as mowers, chainsaws and sidewalk plows.
- Basic skill/knowledge in carpentry, painting and horticulture/landscaping is considered an asset.
- Good listening and communication skills.



General Capabilities:

- Ability to respond courteously to public inquiries.
- Ability to exercise care and to follow safety procedures.
- Ability to understand and follow instructions.
- Ability to exert moderate to high levels of physical effort (capable of lifting a minimum of 75lbs) and to work in fatiguing positions (i.e. kneeling, bending, lifting).
- Willingness to learn and complete required training courses.
- Ability to work independently with minimal supervision.
- Ability to work well in a team environment.
- Ability to recognize and solve minor problems.
- Ability to accept responsibility for all actions while employed by the Village, including the reporting of damages and unsafe work practices and completion of incident reports as required.

Working Conditions:

- This position spends long periods of time on job sites, outside, doing physical labour and/or operating equipment.
- Exposure to extreme weather conditions; heat, rain, wind, cold and damp weather, etc.
- Normal stress and strain associated with physical labour.

Education or Training:

- High school completion or equivalent education (must be able to read and write).
- 3-5 years experience in a similar role is considered an asset.
- Valid Class 5 Nova Scotia driver's license.
- WHIMS, First Aid, Safe Trenching, Confined Space, Fall Arrest

Approved by:

Clerk Treasurer/CAO

Date