

## Village of New Minas

### Job Description



**Job Title:** Labourer

**Work Location:** Public Works Department

**Division/Department:** Public Works, Parks, Water & Wastewater

**Reports to:** Municipal Operations Manager, Foreperson and Lead Hand

■ Permanent Full-time

#### Essential Duties and Responsibilities:

This position is a component of our Municipal Operation Team and as such is working for different supervisors at different times, depending on the assignment. The individual in this position will eventually learn a wide variety of operations that fall under one of the major areas of responsibility. This person must be flexible, adaptable, work well on a team, be willing to learn, open to a variety of duties and tight timelines. Duties and responsibilities will include (but are not limited to) the following:

- Be familiar with the various services provided by the Village;
- Be familiar with the Village of New Minas policies, especially as they apply to Public Works;
- Proper use of equipment;
- Maintenance of all parks, playgrounds, sports fields, trails, buildings and other recreation facilities owned and operated by the Village of New Minas;
- Snow removal on sidewalks and all parking lots of Village properties as required;
- Water meter reading;
- Assisting in the Water and Sewer Department s as required;
- Engaging with residents of the Village in a positive, patient, customer-service manner as required;
- Perform related duties as assigned by supervisor;
- Maintain compliance with all company policies and procedures; and
- Other duties as assigned.

#### Education and/or Work Experience Requirements:

The labourer must be a hard-working, dedicated, results-oriented individual that will take initiative. The position of Labourer requires the education and work experience detailed below:

- High School Diploma or equivalent;
- WHIMS designation or willingness to certify;
- First Aid/CPR certification or willingness to certify;
- Valid Nova Scotia Drivers' License;
- Willingness to learn to tasks and knowledge required;
- General Overall knowledge of maintenance skills (Jack of all trades type);
- Landscaping experience an asset;
- Ability to receive constructive criticism;

- Good communication skills;
- Strong work ethic and sound decision making abilities,
- Ability to work in compliance with Village policies and procedures;
- Other duties as assigned by the Foreperson, Lead Hand or Manager of Operation.

**Physical Requirements:**

This position requires the incumbent to have the following physical capabilities:

- Moderate to heaving lifting, bending, stretching, kneeling and climbing on a regular basis;
- Operation and maintenance of various pieces of equipment requiring range of motion and strength
- Ability to maintain regular, punctual attendance;
- Ability to work in all environments including heat, cold, indoor, outdoor, etc. that are typical venues for our departments

**Print Employee Name:**

**Employee signature:**

**Date:**

**Date Job Description Reviewed:** November, 2016