

JOB DESCRIPTION



Position: **Seasonal Labourer**
Department: **Public Works**
Reports to: **Public Works Manager**
Work Week: **40 hours per week may require OT**

Job Type: **Seasonal**
Location: **MD of Pincher Creek**

Position Overview

Public Works Seasonal staff are responsible to action items identified for the construction, maintenance and upkeep of roads, signs, lighting, storm water, wastewater, drinking water, municipality owned dams/bridges and other keystone aspects of everyday life for the MD citizens and the public.

This position is physical in nature with a broad variety of tasks at a variety of MD worksites.

Responsibilities Overview

- Safely and satisfactorily operate small hand and light power tools and light equipment.
- Labour duties *include but are not limited to* snow fence installation/removal, flagging, mowing, whipper snipping, sign placement, signage repair, general maintenance and cleaning waste/debris at various MD locations.
- Consistently improve and promote relationships to support our team environment. This includes *but is not limited to* all MD staff and Council, members of the public, contractors, and representatives from outside agencies.
- Encourage and demonstrate respectful communication with MD staff, Council, members of the public.
- Timely and accurate completion of all required paperwork and other duties. Required paperwork *includes but is not limited to* hazard assessments, incident reports, payroll submissions and human resource requests.
- Attend all organizational and department meetings *including but not limited to* safety and tailgate meetings and organizational training.
- Follow all Safe Work Procedures and all MD policies.

Qualifications

- Valid Class 5 Driver License

Conditions of Work

- Work of this type involves working outdoors in various weather conditions. There are often periods of strenuous physical work, sitting or standing for prolonged periods, and climbing in and out of various equipment. Workers often work on sites with minimal supervision and are required to be able to lift 50 lbs.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence or relief, to equalize peak periods or otherwise to balance the workload.