

POSITION TITLE: Public Works Labourer

REPORTS TO: Director of Municipal Operations and Development

SUBORDINATE POSITIONS: Casual Public Works Labourers

COMPENSATION: \$21.63 plus benefits as per the Collective Agreement

POSITION SUMMARY:

Responsibilities and Duties:

- Cleaning and Maintenance
- Weekly gas dips and readings
- Check around town for debris, such as bottles, glass, broken signs, leaks, smell etc.
- Empty, repair, install and paint garbage cans
- Straighten, paint, repair and replace signs within town limits
- Paint, winterize, and shovel out fire hydrants
- Sweep and maintain streets, paint crosswalks and parking spaces
- Look after manholes, pot holes, etc.
- Wash vehicles and equipment, clean shop and office, paint and repair equipment, keep shop and equipment in safe working order etc.
- Put up, take down and repair X-mas decorations, pick up X-mas trees and put in dump
- Operate tractor, backhoe, plow truck and snow blower for the removal of snow and salting of streets and sidewalks. Note that snow removal may occur outside of standard working hours
- Fix driveways, maintain lawns, rake leaves and clean catch basins
- Assist in repairing and installing water lines and sewer lines, unclog sewers, rod and maintain sewers
- Water readings and water on/off requests
- Willingness to support with “after-hours” emergencies as required
- Willingness to obtain “Operator in Training” (OIT) certificate and train toward operator certificates for water and wastewater.

The Chlorination Plant

- Check for chlorine residual
- Keep the logbook up to date
- Clean floors and walls, paint inside & outside, deal with chlorine odours, drain storage tank, etc.

January 18, 2024

## The Sewer Treatment Plant

- Checked on a regular basis
- Assist with putting boat in sewer lagoon to repair & clean air lines
- Keep building clean & safe
- Cleaning UV lights
- Check sewer lift stations to ensure pumps are working correctly
- Assist with pulling pumps out of station for repairs and adjustments

## The Water Shed

- Town's water shed must be checked to ensure the system is working properly. This entails keeping neat and tidy, trimming bushes, discouraging beavers etc.
- Assist in flushing water mains

## CRITICAL ACCOUNTABILITIES

<b>Critical accountability</b>	<b>Standard(s) required</b>
1. Water and sewer maintenance	<ul style="list-style-type: none"> <li>• chlorine residual testing schedule for weekend checks is always adhered to</li> <li>• problems with the system(s) are actively identified, reported, and acted upon promptly and in priority</li> <li>• maintenance is carried out effectively and efficiently</li> <li>• appropriate suggestions are made on alternatives</li> </ul>
2. Street and lawn maintenance	<ul style="list-style-type: none"> <li>• litter on Town streets or property is not tolerated</li> <li>• the regular maintenance schedule is adhered to</li> <li>• grass on Town owned property is always kept mowed and trimmed</li> </ul>
3. Vehicle maintenance	<ul style="list-style-type: none"> <li>• a preventive maintenance plan is in place and adhered to for all Town vehicles and major equipment</li> <li>• problems with vehicles and equipment are actively identified, reported, and acted upon promptly and in priority</li> <li>• appropriate suggestions are made on alternatives</li> </ul>
4. Snow removal	<ul style="list-style-type: none"> <li>• sidewalks are cleared in order of priority</li> <li>• a check is done after every episode to ensure safe walking and driving conditions</li> </ul>
6. Public relations	<ul style="list-style-type: none"> <li>• all enquiries are promptly and completely addressed</li> <li>• all needed referrals are made</li> <li>• contact the public is always courteous and tactful no matter who the individual is</li> </ul>
7. Street line painting	<ul style="list-style-type: none"> <li>• lines are refreshed at the first opportunity each spring</li> <li>• lines are straight and neat</li> </ul>
8. Spring and fall clean-up	<ul style="list-style-type: none"> <li>• clean-up takes place in accordance with standards and schedule set</li> </ul>