



Portugal Cove St. Philip's

Town of
Portugal Cove-St. Philip's

Position Description

Labourer

June 2021

<u>Position Title:</u>	Labourer
<u>Salary Classification:</u>	Labourer
<u>Department:</u>	As Required
<u>Status:</u>	Unionized Temporary

Classification Function:

The primary function of this classification is to perform general supportive tasks related to the operation of the Town.

General Overview of Responsibilities:

The Labourer is responsible for providing physical support tasks such as cleaning and organizing work sites, removal of debris, loading and unloading materials, assembling and disassembling temporary structures, shoveling and sweeping of material, transport of materials, and other related duties in general assistance to other classifications. He/she is able to work safely and effectively around equipment and is able to detect safety hazards around the immediate work area, particularly where fellow workers are involved. He/she will support efforts to improve operations, decrease turnaround times and streamline work processes. Due to the nature of the work and its dependency on weather conditions, this position will be required to work shift work.

Qualifications:

The successful candidate will have a minimum of Grade 12 education. Customer service experience and experience in a municipal environment is preferred.

The successful candidate must also possess a valid Class 5 driver's license in NL and must be eligible for coverage under the Town's insurance policy (and maintaining continuity).

The successful candidate e/she must possess a valid Emergency First Aid certificate and a clear Royal Newfoundland Constabulary Code of Conduct and Vulnerable Sector Check.

Knowledge, Skills, & Abilities:

- Superior interpersonal and organizational skills.

- Superior time management and priority setting skills.
- Superior customer service skills in the establishment and maintenance of a professional effective working relationship with all members of staff, Town officials and the general public.
- Ability to utilize basic tools and equipment in the performance of the duties of this position.
- Ability to exercise sound judgment and discretion in decision making.
- Ability to efficiently use technology.
- Ability to read, update and maintain various records and files.
- Ability to clearly communicate information both verbally and in writing and successfully follow instruction.
- Ability to work well in a team environment and able to support a work environment based on cooperation and respect.
- Ability to show initiative and efficiently complete tasks with minimal supervision.

Physical Requirements:

- While performing the essential functions of this position, there is frequent need to stand, walk, sit, and lift and/or move 20 pounds.
- While performing the essential functions of this position in the field, there is potential for exposure to disagreeable environmental factors, such as outside weather conditions, dampness/humidity, vehicular traffic, and unrestrained animals.
- Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, crouching, climbing, and that may involve the lifting, carrying, pushing, and/or pulling of heavy objects (50-100 pounds).

Duties:

The Labourer will be required to:

- Ensure Town-owned sidewalks and trails are free from litter and debris and in a usable and safe state.
- Garbage removal and change out within parks and trails.
- Provide support to Recreation events and programs.
- Pick up and distribute supplies to work sites.
- Courteously deals with the public in the course of carrying out his/her responsibilities and reports any issues or concerns from the general public to the Director of the department they are supporting or other appropriate Town personnel.
- Ensures all municipal, provincial and national health and safety regulations, policies and procedures are adhered to as they relate to the individual's area of work and

responsibility, and that all prescribed safety equipment is used in carrying out one's responsibilities as a Town employee;

- Must use good judgment and reasonable foresight in the operation and care of any equipment related to the duties of the position;
- Performs other reasonable duties and responsibilities as assigned by the Director of the department they are supporting and within Town operations.

Key Contacts/Relationships:

External:

- Equipment and Service Providers
- Contractors

Internal:

- All departments and staff up to and including CAO.
- Committees of Council
- Councilors

Reporting Structure:

This position reports directly to the Director of the department they are supporting.

Salary and Schedule:

The rate of pay is outlined in the current collective agreement.

As per Article 16:01(b)(vi), the schedule for this position is subject to and restricted by Article 16:01(c) of the current Collective Agreement and will include evening and weekend scheduling.

Accepted by:

Behalf of Management: _____ Date: _____

Employee: _____ Date: _____

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