

POSITION DESCRIPTION

<u>JOB TITLE:</u> General Labourer	<u>REVISION DATE:</u> January 2020
<u>REPORTS TO:</u> Public Works Foreman	<u>STATUS:</u> Full Time/ Seasonal
<u>DEPARTMENT:</u> Public Works	<u>TYPE:</u> Hourly

PURPOSE OF POSITION:

Under the direction of the Public Works Foreman and or Assistant Foreman the Public Works General Labourer will maintain the Village of Burk's Falls Municipal property to ensure safety and curb appeal within the Village.

RESPONSIBILITIES AND DUTIES:

- Painting Municipal Bleachers at the ball diamonds including repairs as required
- Painting at various parks as required/directed by the Village Foreman
- Lawn maintenance at various parks and green belt areas of the Village
- Lawn maintenance at the ball diamonds
- Lawn maintenance at the Almaguin Highlands Health Centre
- Assist with Recycling pick up as required
- Sidewalks (trimming grass along edges)
- Brushing along the Heritage River Walkway
- Provide assistance to the Village Foreman or designate as required

POSITION SPECIFICATIONS:

Education

Grade 11 or higher education.

Experience

Experience with painting, lawn moving and assett

Abilities/skills

Attention to detail

Effective time management skills

Ability to implement and follow a schedule

Self motivated

Judgement

Problems faced on the job tend to be routine and standard. Solutions or required responses are set by well-established guidelines and precedents. Solutions are obvious with few alternatives, or the problem can be referred to someone else. Little choice of independent action or judgement is required.

Contacts

Contacts are primarily within the organization requiring common courtesy, effective listening

and comprehension skills, and the ability to work cooperatively with others.

Mental Effort

Tasks are generally routine with occasional interruptions.

Physical Effort

Tasks are typically standing for long periods of time inside or outside and could involve running, or walking.

Resources

Works with information/data/files that are straightforward and easily available.

Policies and Personnel

Provides informal training or instruction to co-workers.

Material Resources

Work may minimally affect the safety, well-being or interests of user groups. May provide support services to the program or service, or to individuals who directly provide a program or service. Direct involvement is incidental to the functions of the job.

Finances

Infrequently position is involved in minor financial matters, typically on a relief basis.

Working Conditions and Hazards

The position works seasonally from Monday to Friday with 8-hour days and one, half hour unpaid lunch leave and off-season as called in. The working environment can be indoors or outdoors, exposed to weather. Typical conditions are such that a minor to moderate risk of injury, harm or illness to the incumbent could occur.