

POSITION DESCRIPTION

<u>JOB TITLE:</u> Student General Labourer	<u>REVISION DATE:</u> March 2021
<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 Groundskeeper provides assistance with the maintenance of community parks and facilities.

RESPONSIBILITIES AND DUTIES:

I. Maintaining safety and appearance of municipal grounds and parks by:

- Cutting grass at various sites (parks, green belt areas, ball diamonds, Almaguin Highlands Health Center) in a manner that is safe for self and others;
- Collecting refuse, foliage and recycling at sites and disposing accordingly;
- Maintaining municipal walking trail system and sweeping sidewalks;
- Participating in the maintenance and upkeep of municipal parks.

II. Contributing to a positive and safe work environment by:

- Working safely and in accordance with the Occupational Health and Safety Act;
- Investigating and addressing customer complaints in a proactive manner;
- Interacting with the public and other stakeholders positively.
- Must wear a face covering if you are within 2m/6ft of staff or the public.
- Must wear eye protection and a face covering if a 2m/6ft distance cannot be maintained with the public.
- Eye and ear protection are required when operating equipment
- Must follow all COVID-19 protocols and procedures set out by the Village of Burk's Falls and the North Bay Parry Sound District Health Unit

III. Assisting the Public Works staff with other duties as assigned

POSITION SPECIFICATIONS:

Experience

Experience with labour and machinery considered an asset.

Abilities/skills

Attention to detail

Effective time management skills

Ability to utilize machinery

Understanding of applicable standards especially health and safety

Education

Grade 11 or higher education.

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. COVID-19 restrictions will be in place and must be followed daily.

Physical Effort

Tasks are typically outside with frequent sitting and walking throughout the day. Eye and ear protection required when operating equipment.

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 is typically outdoors, exposed to weather and operating machinery with occasional overtime requirements for emergency repairs. Typical conditions are such that a minor to moderate risk of injury, harm or illness to the incumbent could occur. Must wear a face covering if you are within 2m/6ft of staff or the public. Must wear eye protection and a face covering if a 2m/6ft distance cannot be maintained with the public. Eye and ear protection required when operating equipment.