

# **CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET**

## **JOB DESCRIPTION**

**TITLE:** Labourer / operator

**SERVICE:** Public works

**SUPERVISORS:** Director of Infrastructure / Deputy Superintendent

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### **SUMMARY OF FUNCTIONS**

Under the supervision of the Director of Infrastructure / Deputy Superintendent of Public Works, the incumbent will assume various functions related to the construction, maintenance (including spreading and snow removal operations) and repair of the road network, including roadsides, sidewalks, ditches, culverts, storm sewers and road signs, and public lighting.

### **DUTIES AND RESPONSIBILITIES**

#### **1. PROGRAM/SERVICE**

Perform various daily tasks when requested, such as:

- Patching roads / repairing potholes,
- Pick up debris of all kinds littering municipal roads,
- Cut grass, weeds, trees and brush and arrange branches using various hand and/or motorized tools,
- Clean or dig new ditches with machinery or hand tools,
- Install or replace new culverts along municipal roads, remove soil or debris from culvert inlets and outlets, and ensure proper riprap around culverts,
- Install and clean or repair storm sewers and catch basins using hand or power tools,
- Install and repair guardrails, poles and/or cables littering municipal roads.
- Cut down trees along municipal roads that block the view of motorists or that are dangerously subsided.
- Install, repair, paint, clean and/or straighten signs along municipal roads.
- Passing the motorized roller during road construction and acting as a resource person to direct traffic during construction work,
- Ensure the spreading of salt/sand and clear snow from the entrances of municipal buildings and parking lots,

- Ensure the general maintenance of the municipal garage and ensure that all the equipment necessary for the use available is functional,
- Participate in snow and ice removal operations, including road patrol (from November to April), salt/sand spreading, driving a snowplow/sidewalk snowplow, or driving a dump truck during snow collection,
- Be on call, occasionally beyond the winter period, on weekends and statutory holidays to deal with emergencies related to Public Works,
- Operate a wide range of tools, such as a chainsaw, earthmoving and landscaping tools, a variety of pneumatic tools, and other hand tools,
- Safely operate and maneuver various types of vehicles and machinery, including pickup trucks, trailers, snowplows, dump trucks, brush cutters, compactor rollers, snow blowers, motor graders, backhoes or compactors, depending on the type of work,
- Communicate regularly with the Director of Infrastructure, Deputy Superintendent or Foreman to report on road conditions during inclement weather. The employee must have a clear understanding of and apply the standards and requirements,
- Take care of the general maintenance of your vehicle and ensure that it is in good working order (checking the oil levels in the various engine parts, the air in the tires, changing the engine oil, lubricating the various parts, cleaning the vehicle),
- Take care of the installation and removal of equipment from your vehicle,
- Repair the vehicle in the event of minor breakage and notify your supervisor when your vehicle requires the attention of a mechanic,
- Perform various truck driver tasks when requested, such as repairing roads, transporting granular, clearing snow, salting and sanding the road network, sidewalks and parking lots, etc.,
- Maintain a record of hours worked to complete machine reports, payrolls, inventory sheets, work orders, overtime sheets, logbooks, etc.,
- May be called upon to participate in the application of emergency measures,
- Perform any other related duties as assigned by the Director of Infrastructure or the Deputy Superintendent, including maintenance work on various municipal parks, structures, buildings and infrastructure.

## **2. HUMAN RESOURCES**

No.

## **3. FINANCIAL RESOURCES**

No.

## **4. MATERIAL RESOURCES**

The material resources are numerous and include: backhoe, mechanical shovel, compactor, snow blower, grader, snow removal truck and all attachments, equipment, materials and tools necessary for the maintenance of the snow removal truck and equipment, roads, parking lots and buildings, public roads, structures and municipal infrastructure.

The incumbent shall maintain the confidentiality of all documents transmitted to him or her in accordance with applicable laws, regulations and policies.

## **SKILLS AND EFFORT**

### **5. KNOWLEDGE/EXPERIENCE**

- Hold a high school diploma or equivalent,
- Have three (3) years of experience in road construction and maintenance, summer and winter, and preferably in the municipal sector,
- Possess a valid Class DZ driver's license,
- Able to communicate in French and English (orally and in writing),
- Demonstrate strong interpersonal and organizational skills to interact effectively with residents, co-workers, other levels of government and external suppliers/contractors,
- Able to work effectively, with little or no supervision,
- Be willing to take any mandatory and/or regulatory training as well as professional development related to the job,
- Must be able to go to the municipal garage within 20 minutes of the foreman's call, especially in the context of winter snow removal or spreading operations.

### **6. PHYSICAL AND MENTAL EXERTION**

This position requires occasional physical exertion and a constant degree of concentration, especially during difficult weather conditions or in the performance of certain repair work. The employee must drive and perform work with heavy and light equipment and vehicles and be constantly vigilant.

## **7. JUDGEMENT**

The work is carried out under the direction of the Director of Infrastructure and Deputy Superintendent in accordance with established directives, procedures and policies.

The holder shall exercise his or her judgment:

- Ensuring that work is carried out in accordance with directives, priorities, standards and policies,
- Ensuring that the work is carried out in a safe manner for him, his colleagues and the public.

## **8. INTERPERSONAL SKILLS**

The incumbent will be required to demonstrate excellent interpersonal skills in interacting with supervisors, co-workers, administration and the public.

Contact:

INTERNAL:

- Regular contact with people in the organization and in the Service,

EXTERNAL:

- Occasionally, contact with outside people, representatives, the clientele served and the public.

## **WORKING CONDITIONS:**

### **9. ENVIRONMENT**

The work is performed in the garage and outdoors and the incumbent is exposed to weather conditions daily (heat, weather, cold, humidity, snow, ice).

### **10. CONTROL OF THE WORKING SCHEDULE**

The incumbent may be required to work overtime and/or irregular shifts to meet work schedules, emergencies and weather conditions.

The incumbent is called upon to be on call during the winter period, which has an impact on his or her choice of vacation and weekend leave.

*Note: This document was written using the masculine gender only for the purpose of lightening the text. It is agreed that all genres are an integral part of this document.*