



## JOB DESCRIPTION

### Labourer – Public Works

<b>Department</b>	Operations	<b>Reports To</b>	Public Works Manager
<b>Directly Supervises</b>	N/A		
<b>Indirectly Supervises</b>	N/A		
<b>Union</b>	CUPE 2403		

#### **POSITION SUMMARY:**

The Public Works Labourer is responsible for supporting the maintenance and operation of municipal public works and utilities infrastructure. This role involves assisting with a variety of tasks, with a primary focus on road maintenance activities such as line painting, pothole repair, and pavement sealing.

#### **KEY DUTIES PERFORMED:**

1. Assist in the maintenance and repair of roads, sidewalks, and other public infrastructure.
2. Perform manual labour, including digging, trenching, and backfilling, as required for construction and maintenance projects.
3. Assist in the installation and repair of water and wastewater systems.
4. Operate hand tools and small equipment, such as leaf blowers, chainsaws, sidewalk machines, lawn mowing equipment, line painting machine, etc.
5. Participate in seasonal tasks such as steaming drainage infrastructure, valve and hydrant checks, line painting, pavement repairs, and other related duties.
6. Operate heavy equipment, such as loaders and backhoes, when required.
7. Conduct pre-operational checks and routine maintenance on equipment to ensure safe and efficient operation.
8. Follow project plans and instructions to complete tasks accurately and efficiently.
9. Adheres to inspection procedures for signs of wear and malfunction, to ensure equipment within the scope of responsibility is serviceable, safe and in good repair and to assist mechanics in repair situations.
10. Report equipment malfunctions and maintenance needs to the supervisor.
11. Adhere to safety guidelines and protocols, ensuring a safe working environment.
12. Other duties as requested by supervisor.

#### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

1. Completion of Grade 12 (or a combination of equivalent and relevant experience).

2. The position involves prolonged periods of sitting, standing, and heavy manual labour. Candidates should be physically fit and able to perform manual labour associated with the role.
3. A valid Class 5 Driver's License with clean driving record.
4. Ability to work independently in a busy environment.
5. Experience with routine maintenance operations.
6. Understands basic electrical and mechanical processes and recognizes problems related to the operation of the tools and equipment.
7. Knowledge of safety practices related to manual labour activities.
8. Physical fitness and ability to perform manual labor associated with the role.
9. Strong communication and teamwork skills.
10. Ability to work independently and as part of a team.
11. Willingness to participate in all future training opportunities.

### **DESIRED KNOWLEDGE, ABILITIES AND SKILLS:**

1. Experience with underground utilities installation, repair, and maintenance

### **HEALTH AND SAFETY RESPONSIBILITIES:**

All employees of the City of Dawson Creek are responsible for helping to maintain a safe and healthy workplace. In this role, you are expected to:

- Take reasonable care to protect your own health and safety and the health and safety of others.
- Follow all Occupational Health & Safety (OHS) policies, procedures, regulations, and instructions.
- Perform your work according to established safe work practices.
- Use and wear required personal protective equipment (PPE) and safety devices.
- Avoid unsafe behaviour that could put yourself or others at risk and ensure you are fit for work and not impaired.
- Report to your supervisor any unsafe conditions, hazards, damaged or missing safety equipment, or violations of safety rules.
- Cooperate with workplace safety committees, safety representatives, and WorkSafeBC Officers as required.

**NOTE:** The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.