 <p>THE TOWNSHIP OF <b>SOUTH ALGONQUIN</b></p>	<b>TOWNSHIP OF SOUTH ALGONQUIN</b> <b>JOB DESCRIPTION</b>		
<b>Job Title:</b> General Labourer	<b>Department:</b> Public Works	<b>Division:</b> Operations	
<b>Reports to:</b> Public Works Superintendent		<b>Date:</b> May 26, 2022	


**POSITIONS SUMMARY:**

As a member of the Public Works staff reporting to the Public Works Superintendent, the General Labourer works on and provides day-to-day construction and maintenance of the township’s core and non-core assets. The General Labourer is required to use and operate tools when needed, drives vehicles, operates light equipment, ensures safety procedures are adhered to when performing their workplace responsibilities. Performs all other work duties as assigned by the Public Works Superintendent or their designate.

**DUTIES AND KEY RESPONSIBILITIES:**

**Road Maintenance**

- Conducts regular documented road patrols and addresses deficiencies on route where possible.
- Performs winter maintenance operations such as snowplowing, sanding and ice removal on municipal roads, parking lots, walkways, building steps, etc.
- Clears debris from beaver dams blocking culverts to prevent potential flooding.
- Addresses Nuisance Beaver and Nuisance Beaver Dam issues.
- Removes potential hazards from traveled road, shoulder and ditch and by “brushing” and chipping obstructive trees and bushes from within the road allowance or right-of-way.
- Performs annual spring clean-up and maintenance such as sweeping of winter sand from roads, bridges, sidewalks and cleaning ditches and gutters.
- Cuts grass around guardrails, bridges and other township owned properties.
- Digs ditches and clears weeds and brush as assigned.
- Removes bottles, refuse, dead animals and other debris from roads.
- Performs general maintenance functions for road repairs such as pavement patching for potholes and washouts.
- Replaces damaged road signs including regulatory, advisory, civic and decorative in compliance with regulatory measurements.
- Installs, maintains and removes fences, guard rails and posts; tightens loose guide rail cables.
- Repairs, sweeps and washes township bridges to comply with standard safety checks.
- Functions as Traffic Control Person to facilitate operational activities and construction projects.
- Participates in municipal road construction projects as required.

	<b>TOWNSHIP OF SOUTH ALGONQUIN</b> <b>JOB DESCRIPTION</b>	
<b>Job Title:</b> General Labourer	<b>Department:</b> Public Works	<b>Division:</b> Operations
<b>Reports to:</b> Public Works Superintendent		<b>Date:</b> May 26, 2022

### **Waste Management**

- Performs curbside waste collection from residences and commercial business collections.
- Performs regular landfill sites maintenance operations as required.
- Familiarizes themselves with the landfill site Certificate of Approval and Design and Operations Report.
- Performs landfill site attendant duties that include;
  - Accepting or rejecting waste at the sites and keeping accurate records of waste being brought in.
  - Keeping attendance and user identification records.
  - Maintains Re-Use and recycling areas.
  - Assesses, charges, collects and provide receipts for Tipping Fees.
  - Completes daily operational and monthly site inspection forms.
  - Monitors specific areas of compliance with the Certificate of Approval for the landfill sites.
  - Monitors accumulations of burnable materials and reports possible issues.
  - Participates in controlled burning during suitable weather conditions and stays at the site during this time.
  - Ensures that litter at the site for which they are responsible for is always kept to a minimum.
  - Performs annual spring litter clean-up of landfill sites.

### **Equipment Operation & Maintenance**

- Performs routine mechanical inspection or “circle check” of vehicles and equipment, reports any observed malfunctions or defects and maintains vehicle and equipment records.
- Maintains legally required documentation relating to vehicles they are operating on public highways.
- Operates vehicles and small equipment according to qualifications.
- Operates Township vehicles and other township equipment as assigned (i.e. half ton, half ton with plow, one ton, one ton with plow, riding lawn mower, weed eater, etc.).
- Ensures safe, effective use and regular maintenance of any tools or equipment used.
- Returns all tools and equipment to its storage place immediately after use in a clean condition.
- Assists in changing plow, wing, and grader blades when necessary
- Performs regular maintenance of vehicles including greasing, fluid level controls, replacing light fixtures/bulbs and regular interior and exterior cleaning of vehicles.
- Every person operating equipment ensures that it has been properly and completely greased prior to use, during use at prescribed service intervals and at the end of use each day.
- Assists Equipment Operators with repairs to equipment.



**TOWNSHIP OF SOUTH ALGONQUIN  
JOB DESCRIPTION**

<b>Job Title:</b> General Labourer	<b>Department:</b> Public Works	<b>Division:</b> Operations
<b>Reports to:</b> Public Works Superintendent		<b>Date:</b> May 26, 2022

**General**


- Keeps an accurate daily record of all activities they are involved in.
- Performs other duties as assigned.
- Washes, cleans and performs general housekeeping of vehicles, equipment and workplace on a daily basis.
- May be required to assist and ensure new employees receive proper training on procedures and safety.
- Protects own health and safety and the health and safety of others by adopting safe work practices, reporting unsafe conditions immediately and attending all provided occupational health and safety training.
- Follow all guidelines for employers and employees as legislated under the Ontario Occupational Health and Safety Act.
- Adheres to the Dress Code.

**SUPERVISORY RESPONSIBILITIES:**

- This position does not require supervision of others.

**QUALIFICATION:**

- Grade 12 education preferred.
- Possess valid G Class driver's license with satisfactory driver's abstract.
- Ability to operate 4X4 truck with snowplow attachment.
- Ability to obtain Chainsaw Operator Safety Certificate, Propane Safety Certificate and Surface Miner Training Certificate.
- Ability to complete WHMIS training and Traffic Control training.
- Thorough knowledge of safety procedures when working in construction areas due to workplace hazards such as heavy equipment operation and vehicle traffic.

	<b>TOWNSHIP OF SOUTH ALGONQUIN</b> <b>JOB DESCRIPTION</b>	
<b>Job Title:</b> General Labourer	<b>Department:</b> Public Works	<b>Division:</b> Operations
<b>Reports to:</b> Public Works Superintendent		<b>Date:</b> May 26, 2022

**EXPERIENCE:**

- One (1) year previous experience in a construction or labourer position preferable in a municipal environment.
- Demonstrate experience in the safe and effective operation of small equipment and hand tools.
- Demonstrate general mechanical aptitude and knowledge.
- General understanding and knowledge of road construction and maintenance activities.
- Basic mathematical skill to understand grade calculations and other typical construction based calculations.
- Ability to maintain all operated tools and machinery following acceptable maintenance and servicing according to service manuals and applicable policies.
- Ability to perform heavy lifting, carrying, bending, moving, and climbing for extended periods of time when completing day-to-day operations, frequently in inclement weather within Occupational Health and Safety regulations.

**QUALITIES:**

- Excellent interpersonal skills when relating to the public, contractors, subcontractors, or co-workers.
- Demonstrate adequate written and verbal communication skills for effective daily interactions with other staff, members of the public, contractors and suppliers.
- Ability to work effectively in a team environment.
- Good decision-making skills to access and independently resolve minor situations.

**WORKING CONDITIONS:**

- Work outdoors most often occasionally exposed to extreme or inclement weather.
- May be called upon to work overtime at unusual hours in order to respond to public works related emergencies that may occur in poor weather conditions.
- Frequent exposure to dirt and dust, noise, vibration, grease and oil, waste and dead animals.
- Appropriate personal protective equipment required to be worn at all times while on the job.



**TOWNSHIP OF SOUTH ALGONQUIN  
JOB DESCRIPTION**

<b>Job Title:</b> General Labourer	<b>Department:</b> Public Works	<b>Division:</b> Operations
<b>Reports to:</b> Public Works Superintendent		<b>Date:</b> May 26, 2022

**TOWNSHIP OF SOUTH ALGONQUIN  
GENERAL LABOURER  
JOB DESCRIPTION ACCEPTANCE**

I, \_\_\_\_\_ hereby recognize and accept the preceding duties and responsibilities as the incumbent of this position.

\_\_\_\_\_  
Employee/Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
CAO/Clerk

\_\_\_\_\_  
Date