

**POSITION TITLE:** Public Works Laborer – Full-time summer/part-time winter

**REPORTS TO:** Public Works Supervisor

**POSITION SUMMARY:** Responsible for performing manual labor for the maintenance of municipal property and equipment, routine garbage collection, and municipal beautification among other tasks as directed by the Public Works Supervisor.

**DUTIES:**

1. Assist with the operations of the public works department
2. Mow rural ditches using municipal equipment
3. Assist with the development and implementation of work plans for maintenance in urban areas
4. Work as directed by the Supervisor including but not limited to grass cutting, tree and shrub maintenance, drainage works, snow removal, garbage pickup, equipment maintenance etc.
5. Follow safety protocol and ensure that work is completed in accordance to policies, procedures and record keeping requirements
6. Assist utility operator with water and sewer work as required
7. Other Related Duties may include training in solid waste site operation, water plant operation, and road maintenance using grader.

**NOTE:** The duties are not set forth for the purpose of limiting the assignments of work. They are not to be construed as a complete list of the many duties to be performed under the position title or those to be performed temporarily outside an employee's normal line of work.

**Working Conditions:** Public Works Environment – indoor/outdoor.

**Competencies/Requirements**

- Skills:**
- Strong organizational, leadership skills
  - Communication and public relations skills, both written and verbal
  - Ability to prioritize all work task assignments and maintain daily records or work assignments
  - Ability to work as part of a team and handle competing priorities
  - Ability to work with minimal supervision

**Knowledge:**

- Knowledge and/or experience in operating/supervising municipal, construction, and/or farm equipment
- Knowledge of preventative maintenance programs for fleet and infrastructure
- Some level of computer competence

**Certificates/Licenses:**

- Grade 12
- Minimum Class 5 Province of Manitoba Driver's License
- Class 2 water and wastewater operator certification (training will be provided)