



## **Job Description**

**POSITION TITLE:** Grader Operator/ Laborer

**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. Operate a motor grader to perform dragging, snow plowing, crowning, shoulder shaping, gravel reclamation and other works required to maintain municipal gravel roads in good condition
3. Assist with the development and implementation of work plans for maintenance in the municipality as directed by the Supervisor including but not limited to grass cutting, snow removal, garbage pickup, equipment maintenance, road maintenance, etc.
4. Perform other maintenance activities such as roadside mowing, brushing, addressing drainage concerns, etc.
5. Follow safety protocol and ensure that work is completed in accordance to policies, procedures, and record keeping requirements.
6. Provide supervision, feedback, and training for casual employees/ summer students as directed by the Supervisor.
7. Other Related Duties

**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.