



Job Description

POSITION TITLE: Grader Operator/ Laborer

REPORTS TO: Chief Administrative Officer

POSITION SUMMARY: Responsible for performing manual labor for the maintenance of municipal infrastructure and equipment, and municipal beautification among other tasks as directed by the CAO.

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 CAO including but not limited to grass cutting, snow removal, garbage pickup, equipment maintenance, road maintenance, etc.
4. Perform other maintenance activities as required 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. Work with local contractors as required to maintain roads and culverts, install approaches, etc.
7. Provide supervision, feedback, and training for casual employees/ summer students as directed by the Supervisor.
8. 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.