

Town of Petawawa

(Revised August 2020)

(Revised September 2021)

Job Title: Labourer/Operator (Temporary)

Department: Public Works

Directly Responsible to: Lead Hand

Indirectly Responsible to: Manager of Public Works

Purpose of the Position

To provide a variety of maintenance services to public roads and sidewalks for the safety and convenience of the public.

Major Responsibilities

Program/Service

- responsible for conducting general maintenance functions for Public Works operations, such as:
 - winter maintenance: including snow clearing of sidewalks and application of sand/salt, snow removal, and traffic control
 - perform routine maintenance and repair on Public Works equipment and vehicles (sidewalk tractors, pickup trucks, loaders, etc.)
 - equipment cleaning, and general housekeeping of garage spaces
 - maintenance of roads in good condition for safe, hazard free driving
 - other duties as assigned, from time to time

The above description reflects the general duties necessary to describe the principal function of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

Human Resources

- not responsible for supervising or directing the work of others

Financial Resources

- not responsible for the preparation of budgets or acquisition of funds

Material Resources

- carry out work assignments using a variety of vehicles and heavy equipment, as well as power and hand tools

- responsible for the safe and effective use of all equipment
- maintain equipment, vehicles and tools in a safe operating condition
- follow acceptable maintenance and servicing schedules
- perform repair / replacement work
- recommend major repairs to Lead Hand/Manager

Skill and Effort

Knowledge

- ability to operate a variety of machinery and equipment safely and efficiently
- knowledge of road maintenance activities and safety procedures

Physical Skill and Effort

- excellent physical condition with ability to handle physical demands and operate heavy machinery

Decision Making and Judgement

- work is performed under the direct supervision of the Lead Hand for advice and information regarding assigned duties
- judgment is exercised in:
 - work without supervision once the task has been assigned
 - notifying a supervisor of operational problems or issues, as necessary
 - ensure that work activity is carried out according to quality standards set out
 - maintain a positive public image

Interpersonal Skills/Contacts

General

- interpersonal skills to work with co-workers and provide information to the public

Internal

- with other co-workers for the purpose of sharing information to complete work assignments

External

- with the public to provide information while ensuring polite, tactful relations

Working Conditions

Environment

- exposed to physical hazards and inclement weather conditions, such as snow and ice storms

Control over Work Schedule

- regular hours are 7:00 a.m. to 3:30 p.m. Monday to Friday
- work overtime and unusual hours, as required, to handle Public Works emergencies and poor weather conditions