



POSITION TITLE: General Labourer (Summer Student)

PURPOSE OF THE POSITION:

- To provide a variety of manual labour services for the Department of Public Works

1. MAJOR RESPONSIBILITIES

- Daily park maintenance at Mansfield Ball Park (including cleaning of washrooms, collection of waste—bring to Public Works Yard, and a quick review of grounds for hazards/litter)
- Litter pick-up along roadsides and at landfill site
- Traffic control as required
- Weed-eating along road allowances, etc.
- Maintenance of Inactive Cemeteries
- General duties at North Dufferin Community Centre (i.e. painting, etc.)
- Other general labour as required
- Administration duties during slow periods or inclement weather (filing, copying, etc.)

2. HUMAN RESOURCES

- The position does not require the incumbent to supervise or direct the work of others

3. MATERIAL RESOURCES

- Carries out work assignments, using a variety of small equipment which could include weed-eaters, hand and power tools. Is responsible for the safe and effective use of equipment provided to perform all jobs

4. FINANCIAL RESOURCES

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

5. SKILLS, EFFORT AND KNOWLEDGE

- Ability to operate a variety of small equipment (i.e. weed-eater) safely and efficiently
- Is aware of and does work in accordance with the *Occupational Health and Safety Act* and Municipal policies and procedures. Attend workshops and courses in order meet legislated requirements (WHMIS, Health & Safety, Accessibility, etc.)
- Possesses and maintains driver's license in good standing
- Good organizational and time management skills to prioritize workload

6. PHYSICAL SKILLS AND EFFORT

- Enjoys excellent physical condition with ability to handle physical stress
- Has the physical capacity to operate and maintain small equipment

7. DECISION MAKING AND JUDGEMENT

- Work is performed under the direct supervision of the Director of Public Works and/or the Public Works Supervisor
- Expected to use initiative and judgement and to work without direct supervision once the task has been defined

8. INTERPERSONAL SKILLS AND CONTACTS

Internal

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

External

- Provides information to the public in a courteous and tactful manner ensuring polite public relations

9. ENVIRONMENT

- May be exposed to physical hazards including dust, pollen, and insects, as well as inclement weather conditions

10. CONTROL OVER WORK SCHEDULE

- The incumbent may be required to work overtime and unusual work hours in order to handle regular road maintenance and emergencies