



EMPLOYMENT OPPORTUNITY

PUBLIC WORKS LABOURER EXTERNAL POSTING

Job Type: Full-time Permanent
Opening Date: January 24, 2024
Closing Date: Open until filled
Compensation: \$18.95 - \$23.73

Job Summary:

Under the supervision of the Public Works Supervisor, the Public Works Labourer responsibilities are to; support, through manual labour, the daily operation of the division, ensuring quality services to residents/customers, perform general and preventive maintenance on equipment and adhering to established municipal policies, procedures, safe work practices as well as Workplace Safety & Health Standards.

Duties and Responsibilities:

Support, through manual labour, the daily operation of the division by;

- Maintaining and repairing public facilities, buildings, grounds, streets, utilities, and related facilities,
- Digging ditches, loading and unloading stone, gravel and other material,
- Assisting with patching streets by placing, spreading and packing cold mix and crushed rock,
- Assisting with the installation and maintenance traffic control devices,
- Performing flagging duties for employee street crews,
- Operating lawnmowers, grass whippers, chain saws, jack hammers, tampers, rollers, pickup truck, utility truck, one-ton truck, plate compactor, pumps, steamers, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, and phone,
- Operating on a limited basis, rubber tire front end loader, and skid steer with attachments,
- Assisting by contacting residents and business owners in areas where services will be discontinued,
- Participating in snow and ice removal by operating a skid steer loader with attachments as required,
- Assisting in routine inspections and preventative maintenance on assigned equipment and referring defects or needed repairs to supervisor,
- Ensuring the proper maintenance of equipment and tools by cleaning and checking items after use,
- Performing grounds maintenance duties around municipal buildings,
- Performing duties of the Transfer Station Attendant as required,
- Assisting the Utilities Department as required.

Ensure quality service to residents/customers by;

- Representing the RM by being professional respectful and courteous at all times,
- Providing thorough, accurate information regarding divisional work and procedures,
- Identifying and resolving issues and concerns in a timely manner, or reporting concerns to supervisor/manager immediately.

Perform general and preventive maintenance on equipment by;

- Cleaning, lubricating, checking levels (such as air, oil, water, and other),
- Replenishing air/fluids as required, and as per manufacturers recommended standards, or RM procedures,
- Maintaining accurate records of all repairs,
- Identifying and locking out any unsafe, or potentially unsafe equipment immediately.

Adhere to established municipal policies, procedures, safe work practices as well as Workplace Safety & Health Standards and regulations by;

- Working safely at all times,
- Bringing to the immediate attention of the supervisor or manager any safety concerns,
- Participating with the Workplace Safety and Health Committee as required.

Special Requirements:

- Accept Standby Time as required on an alternating basis and/or respond to emergency call back or call out as required.

Knowledge, Skills, and Abilities:

- Knowledge in the safe use, operation and preventative maintenance of various equipment to which assigned.
- Skilled in the use of equipment to which assigned.
- Knowledge of hazards and applicable safety rules and regulations and preventative maintenance related to divisional equipment operation.
- Ability to understand and follow specific verbal instruction.
- Physically capable of performing manual labour for extended periods of time; working outdoors in all weather conditions.
- Ability to lift 50 pounds frequently and 20 pounds consistently.
- Demonstrated ability to work under minimal supervision, and also work effectively in a team environment.
- Working knowledge in the safe work procedures, Workplace Safety & Health regulations with the ability to adhere to RM practices and protocols, safe use, operation and preventative maintenance of various equipment to which assigned.
- Ability to establish and maintain effective working relationships with supervisor, manager and colleagues.

Credentials and Experience:

- Successful completion of a high school diploma or GED equivalent.
- Valid Province of Manitoba driver's class five (5) license.
- Certification in the handling of chemical (WHMIS), or the ability to attain.
- Experience operating and maintaining various types of equipment.
- Experience in basic maintenance of equipment.

- Demonstrated ability to;
 - follow safety procedures and protocols,
 - attend work regularly, and punctually,
 - respond to citizen/customer inquiries in a respectful manner.
- Satisfactory Criminal Record Check and Child Abuse Registry Check.

Working Conditions and Physical Demands:

- Work requiring the exertion of 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.
- Work requires climbing, kneeling, crouching, reaching, standing, walking, pulling, lifting, and grasping.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required for operation of machines, and operation of motor vehicles or equipment.
- Subject to inside and outside environmental conditions, extreme cold, extreme heat, and noise.

Submit resume in confidence;

- By mail or in person in a sealed envelope marked **APPLICATION – PUBLIC WORKS LABOURER, Attention Carli Maxim, 3021 Birds Hill Rd, R2E 1A7**
- By email to: carli.maxim@eaststpaul.com

For more information, please contact;

Carli Maxim
Human Resources
(204) 594-4403
Rural Municipality of East St. Paul

The R.M of East St. Paul wishes to thank all candidates for their interest in this position, however, only those individuals considered for an interview will be contacted.