

Labourer I

Job Description

Reports to:	Various
Division:	Various
Business Centre:	Various
Team:	Various
Date Updated:	2025

Job Scope: Labourer I roles are found in a number of business centres and are responsible for a wide range of indoor and outdoor manual labour tasks in all areas including: transportation, parks, waste services, water services, recreation facilities.

Key responsibilities of the job are as follow:

1. General responsibilities:

- Perform duties independently with minimal supervision, demonstrating initiative and reliability;
- Safely and efficiently operate vehicles and equipment to support daily operations;
- Maintain cleanliness of work areas and equipment, including routine maintenance and inspections;
- Respond to work order and service requests;
- Provide exceptional customer service and respond to inquiries and/or redirect inquiries as per business centre's process;
- Provide support for community events and assist during emergency response situations; and
- Other duties as assigned to facilitate events and emergency situations.

2. Business Center/Team-Focused responsibilities

- **Transportation:** Maintaining traffic light, signage, road markings, road maintenance, snow removal, sanding, storm sewers, equipment operations, assisting with cemetery interment; and
- Basic knowledge of transportation services functions, safety, operational procedures and environmental impact potentials.
- **Waste Services:** Assist in ensuring recycling centre operations are performed in accordance with established policies and procedures;
- Assist in promoting a high visibility public participation program and related promotional activities;
- Accept and sort recyclables received at the Centre. Clean Recycling Centre building and surrounding grounds; and
- Assist in instructing the public in sorting procedures, and provide the rationale for such procedures as required.
- **Water Services:** Assist with maintenance tasks and support utilities operators in daily operations. Perform manual labour such as digging, lifting, and setting up work zones for water and water treatment.

- **Facilities:** Hands-on repair and maintenance tasks, including routine building inspections, minor plumbing and carpentry, drywall and painting work, and preventative maintenance such as furnace and rooftop unit filter changes. It also requires litter removal from rooftop areas and drains, and occasional furniture or item relocation.
 - **Parks:** Manual labour activities relating to parks maintenance including parks checks and general cleanup, litter and garbage, sports field maintenance, watering plant material, snow clearing, turf maintenance, sports field maintenance, cemetery operations, pathways maintenance, irrigation system maintenance and repair, landscape construction and general parks maintenance.
 - **Recreation Centres:** Manual labour duties related to maintaining ice, equipment and indoor facilities;
 - Provide customer services, including handling/taking complaints, crowd control, event set-up/tear-down, assistance to user groups and basic security
3. **Other responsibilities:**
- Ensure compliance with OH&S, Town Standards and Administrative Guidelines; and
 - Provide support to other business centres when required; and
 - Projects & initiatives as assigned.

Qualifications and required skills:

- **Education:** Equivalent to High School Education. A valid Alberta Class 5 driver's license (non GDA) and with less than 6 demerit points and no suspension or pending suspension. Ability to complete basic safety training, WHMIS, First Aid, CPR, other courses offered by OH&S.
- **Experience:** One or more years directly/indirectly related work experience representing continuous learning.
- Steel-toed boots where operationally required (primarily Operations & Utilities business centres).
- **Skills:**
 - Work independently & with minimal supervision.
 - Physical capacity to complete the work outlined above and in all weather conditions.
 - Strong customer service skills.
 - Computer skills (Microsoft Office Suite).