



Public Works Labourer – Job Description

Title

Permanent Full-Time Public Works Labourer – Department of Transportation and Environment

Reports To

Public Works Manager

Summary

Kindersley is a progressive, innovative, socially and economically vibrant community in west central Saskatchewan. Situated in the heart of a successful oil-producing and agricultural area, Kindersley is the hub centre for services, recreational and cultural opportunities in the region.

The Town of Kindersley municipal government office includes the Departments of Corporate Services; Community Services; Engineering, Planning, and Development; and Transportation and Environment, and employs a hard-working team of passionate and community-minded employees striving to make Kindersley the best place to live.

The Public Works Labourer is an in-scope position whose duties are primarily related to maintenance of the transportation and water distribution networks.

Core Competencies

- High Level of Energy and Enthusiasm
- Teamwork
- Time Management
- Adaptability and Flexibility
- Good Level of Physical Strength
- Accountability and Dependability
- Energetic
- Stress Tolerance
- Quality Orientation
- Decision Making and Judgement
- Planning and Organizing
- Problem Solving
- Operating Equipment
- Ethics and Integrity
- Customer Focus
- Communication

Requirements

- High School Diploma or G.E.D.
- Valid Saskatchewan Class 5 Drivers License
- Ability to operate Heavy Equipment in a safe and responsible manner
- Knowledge of appropriate materials, methods, and the tools required in various Public Works processes
- Strong working mechanical knowledge of machines and tools, including their uses, repair, and maintenance
- Effective verbal and listening communications skills
- Time management skills
- Respect for diversity and treat others with respect
- Ability to take and follow instruction
- Avoid unnecessary conflict
- Professional and courteous demeanour when dealing with the public
- Effectiveness in safety and productivity
- Safety equipment will be required, e.g. steel-toed safety boots, safety glasses/goggles, etc.
- Ability to readily determine the correct tools and equipment needed to do a job.
- Ability to work independently and complete daily activities according to work schedule
- Knowledge of workplace safety and safe lifting and handling procedures

- Commitment to working in a team environment, with established team building abilities
- Ability to lift heavy objects (50 lbs), walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions
- The following skills are preferred but are not necessary requirements to apply for the position:
 - Standard First Aid, CPR, and WHIMIS
 - 3 to 5 years' experience as a Heavy Equipment operator in a municipal or comparable setting including but not limited to backhoes, loaders, and graders
 - Mechanical and automotive repair experience an asset
 - Strong working mechanical knowledge of machines and tools, including their uses, repair, and maintenance

Duties & Responsibilities

- Work safely at all times by adhering to safe work practices as provided by the Town of Kindersley
- Assist with new employee mentoring by positively reinforcing successful performance and giving respectful and encouraging coaching as needed
- Ensure high standards of workmanship and efficiency
- Manual labour, mostly outdoors
- Abide by all Applicable Laws, Rules and Regulations
- Assisting with day to day functions of the department including but not limited to:
 - Street Maintenance, including but not limited to gravelling, grading, patching, crack sealing, painting street lines, hydrants, and curbs, oiling, snow removal, sanding, sweeping streets and de-icing walks
 - Traffic Control, including but not limited to, the maintenance of street signs, traffic control signs and traffic signals
 - Drainage, including but not limited to, clearing debris and blockages from catch basins, and removing weeds and debris from ditches
 - Mosquito Control
 - Maintain sewage lagoon, pump house and lift stations in the sewage system
 - Maintain curb stops, valves and fire hydrants in co-operation with Fire Department and Water Treatment Plant
 - Sidewalk repairs
 - Parking lot and Town yard maintenance
- Perform other duties as assigned

Work Conditions

- Position is physically strenuous
- Use of Personal Protection Equipment will be required (e.g. hard-hat, safety boots, etc.)
- Regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt
- Work at high elevations and in confined spaces
- Performance of repetitive tasks
- Interacts with employees, management and the public at large
- Job requires ability to work with tools, lumber and materials
- Must be physically capable of performing a wide variety of physical tasks including walking, running, sitting, lifting, crouching, kneeling and jumping for extended periods of time
- Must be able to lift, push, pull, or carry (50lb) objects, use abdominal and lower back muscles to provide support over time without fatigue and to effectively throw an object.
- Requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination
- Noise level may be loud occasionally
- Must be able to quickly move arms and legs
- Excellent stamina is required
- Hazards associated with the construction industry

- Usual work hours are Monday to Friday from 8 am to 5 pm with an hour lunch break. Overtime may be required and/or working for extended hours. Should be available for work 7 days a week as required

Reviews

A review will be conducted by the Director of Transportation and Environment at least once per year with a view towards evaluating the performance of the assigned duties and responsibilities, setting short and long-term goals and objectives, identifying and developing solutions to challenges.

Term

This position is a Permanent Full-Time in-scope position.

Standard office hours are from 8:00 am to 5:00 pm, with an hour break for lunch. This position will include shift work, callouts, holidays and weekends with overtime as required.

Remuneration

Positions is a for a 40- hour work week (5 days a week, rotating schedule includes weekends).

The pay will start at \$18.91 per hour as per the CUPE #2740 Agreement.

The pay period is semi-monthly.

Vacation

This position is entitled to paid vacation, starting at 3 weeks paid per year (unless the employee is presently working in another department and has accrued vacation time with the Town of Kindersley beyond 3 weeks).

Benefits

The Town of Kindersley offers a generous medical and dental Group Insurance benefits package currently provided through Group Health, as well as a pension with the Saskatchewan Municipal Employees Pension Plan.

Training and Professional Development

The Town of Kindersley strongly encourages all employees to regularly upgrade their skills, training, knowledge base certifications and professional designations through the various courses, seminars, conferences, and learning opportunities offered to employees.

Internal Policies

All employees are required to abide by the Town of Kindersley's Human Resources Policy Manual, 2012 and will indicate as such by signing the provided form upon receipt of the Manual. Signing the form indicates having received the Manual, and agreeing to read and abide by it.

Respondents

Respondents to this job posting may deliver their resumes to:

- Via email :hr@kindersley.ca
- Via post:
Town of Kindersley
P.O. Box 1269
Kindersley, SK
S0L 1S0
- Hand delivered resumes may be dropped at the Town Office at 106 5 Ave E, Kindersley.

*We thank all candidates for their interest;
however only those selected for an interview will be contacted.*