



## **Job Title: Labourer**

## **Department: Facility Services**

As a Labourer under the direct supervision of the Labour Foreman, perform a variety of tasks related to the maintenance of buildings, grounds, equipment and cartage of materials with respect to function, safety, serviceability and appearance. Project assignments require working as a team with others to supplement the Division's personnel. The nature of the work requires considerable independence of judgement within prescribed policies. The work may require strenuous physical effort in completion of duties.

### **1. Position Requirements**

- A High School Diploma
- Hold and maintain a valid 5<sup>th</sup> Class Alberta Drivers License
- Satisfactory Drivers Abstract
- Ability to operate a vehicle with trailer
- Thorough knowledge of the applicable rules and regulations of safe driving

### **2. Relevant Education, Training & Experience**

- Experience sufficient to permit effective communications and related technical knowledge
- Hold and maintain a valid 3<sup>rd</sup> Class Alberta Drivers License
- First Aid Certificate
- WHMIS Certificate
- Mobile Aerial Work Platform Training
- Confined Space Entry and Rescue Training
- Transportation of Dangerous Goods Training
- Skid Steer Operator Training
- Fall Protection Training
- Ladder Safety Training
- Demonstrated aptitude in the operation of power hand tools, motorized equipment and vehicles
- Considerable knowledge of materials, tools, equipment methods and practices related to work
- Considerable knowledge of the rules and regulations governing the safe and proper practices for completing work
- Strong mechanical aptitude

### **3. Fitness and Abilities**

- Sufficient sight and hearing to perform related job duties
- Able to stand or walk for extended periods
- Able to lift and carry up to 22 kg independently and 22-31.5 kg with assistance
- Able to climb and work from 5 metre ladders
- Able to work in a highly active physical environment
- Able to work with a variety of chemicals

- Must be physically capable of performing heavy manual labour for extended periods of time under various weather conditions

#### **4. Key Responsibilities**

- Moving and cartage of mail, equipment, furniture and supplies (ongoing throughout the year)
- Snow removal, sanding and power sweeping of sidewalks, parking lots and courtyards
- Maintain fencing systems such as wood, chain link, and woven metal wire fabric
- Maintenance of grounds by lawn mowing, edging power raking, aerating, weed spraying and fertilizing
- Prune lower level trees and shrubbery
- Servicing and repair of underground sprinkler systems
- Paint athletic game lines in fields and to hard surfaces markings including stairs and courtyards
- Seasonal installation and removal of snow fencing
- Installation of site fencing and barricades for Division construction projects
- Observe and report defective/damaged physical education equipment to be repaired or decommissioned
- Operate vehicles and equipment used in construction and building maintenance in a safe and courteous manner
- Professional conduct, appearance and attitude
- Purchase and inventory supplies, materials and equipment
- Maintains the confidentiality of information seen or heard
- Assists in the cleanliness of the shop, work areas, warehouse and grounds
- Load or unload from vehicles; transports materials and equipment as required
- Adhere to work environment policies (OH&S, staffing, new equipment, etc.)
- Adhere to and ensure all safety rules and regulations of the Division and Provincial Regulators are followed by personnel and contractors performing work for the Division
- Perform maintenance and repairs to concrete and asphalt surfaces as required
- Perform other related duties as assigned by the Director of Facilities or designate

#### **5. Communication**

- Communicate with Labour Foreman, Director of Facilities, Coordinator of Operations, and Caretaking Coordinator on daily needs to ensure efficient operation of facilities
- Works with all staff communicating concerns through the appropriate channels
- Communicate effectively using courtesy, tact and discretion with maintenance staff, caretaking, school staff, students, parents and building users in the explanation and clarification of information
- Excellent communication skills both in written and oral format
- Ability to resolve conflict effectively
- Ability to maintain records as required

#### **6. Time Management**

- Skill in the planning and coordination of work projects
- Respond to emergency calls as needed
- Assist other Facilities Services personnel in performance of their duties as required
- Strong people skills and the ability to prioritize

#### **7. Preventative Maintenance**

- Service, observe and report defective/damaged gas powered and electric hand operated equipment to be repaired or decommissioned
- Minor maintenance of fleet vehicles, tractors and snow blowers
- Work as a team member to ensure the timely resolution of general maintenance requirements

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