

THE TOWN OF SPANISH  
P O S I T I O N   D E S C R I P T I O N

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**1. Position Title/Position Level:**

Public Works Crew/Labourer

**2. Reporting Relationship:**

Reports to the Public Works Lead Hand

**3. Scope of Position/Summary of Duties:**

1. Takes direction from Public Works Lead Hand to provide a variety of construction, maintenance, repair and emergency response services to maintain municipal works and adjacent public property in good condition for the safety and convenience of the public.

**4. Responsibilities:**

1. Accepts direction from Public Works Lead Hand.
2. Works according to Public Works Standards set by Council policy, Ministry of Transportation, Ministry of Labour and administrative practices.
3. Undertakes various tasks according to plans, priorities and experience.
4. Responsible for conducting general maintenance functions for roads and public works operations such as:
  - Construction projects and paving preparation
  - Maintaining roads in good condition for safe, hazard-free driving
  - Building retaining walls, maintaining fences and bridges
  - Gravel spreading
  - Repairing and installing municipal street signs etc.
5. Maintains landscaping in healthy attractive condition.
6. Maintains a good condition of roads during winter months by sanding and salting of roads or sidewalks, snow plowing and shoveling.
7. Will be required to respond to emergency situations as they arise.
8. Required to carry out work at the municipal landfill site as directed.
9. Responsible for the safe and effective use of equipment and selects the correct equipment to perform all jobs in conjunction with the Lead Hand.
10. Maintains equipment and tools in safe operating condition by:
  - following acceptable maintenance and servicing schedules [oil changes, filters and lubrication, etc.] according to service manuals.
  - assist in repair/replacement work
  - reports all maintenance issues to Lead Hand as soon as they are noticed

**5. Knowledge and Skill:**

1. Requires valid 'G' licence and experience in operating light equipment in a safe efficient and effective manner.
2. Demonstrated ability to exercise good judgment, initiative, good physical condition and ability to communicate with others.
3. Ability to operate a variety of maintenance equipment safely and efficiently
4. Knowledge of road construction and maintenance activities, and safety procedures

**6. Working Conditions:**

1. High exposure to physical hazards, extreme weather conditions.
2. High exposure to unpredictable traffic.
3. Occasional exposure to unpleasant or irate people.
4. Shifting priorities and schedules to respond to emergencies.
5. Usual work hours with a minimum of 40 hours a week. Overtime may be required to cope with emergencies during peak periods. Road crew is on call 24 hours a day, 7 days a week during winter standby.

**7. Impact of Error:**

1. Operational errors could result in costly delays due to equipment breakdown. Project delays could create safety and convenience risks including injury, liability and unfavorable public relations.