



POSITION DESCRIPTION

Driver Labourer

Position Code:	TDLBR	Page:	1 of 3
Department:	3650	Effective:	August 24, 2011
Division:	Public Works	Revised:	
Reports To:	Manager, Public Works	Status:	Full-time C.U.P.E. Union
Direct Reports:	None	Indirect Reports:	None

POSITION SUMMARY

Responsible for operating light or medium duty truck and for performing generally unskilled labour related to road construction and maintenance and sewer activities in such areas as drainage systems, sidewalk and road surfaces, sign maintenance, tree removal and trimming, sewer maintenance and installation, etc. Maintain equipment, grease, oil and minor repairs.

DUTIES and RESPONSIBILITIES

Provide Truck Driver / Labourer duties in accordance with corporate objectives as follows:

1. **Street and Road Maintenance (40%)**
 - a) Perform generally unskilled labour related to road construction and maintenance and sewer activities in such areas as drainage systems, sidewalk and road surfaces, sign maintenance, tree removal and trimming, sewer maintenance and installation, etc.
 - b) Place various traffic signs in accordance with Town By-laws and applicable provincial regulations including digging and/or auguring post-holes, placing and securing signs, coordinating utility stake-out requirements prior to placement, and maintaining associated supplies inventories.
 - c) Perform maintenance and/or construction duties related to roads, sewers, sidewalks and curbs, bus shelters, road allowances, catch basins, Public Works Yard facility, and/or other Public Works operations as assigned. Includes operation of sanders, dump trucks, mowers, jack-hammers, and/or other equipment including hand and power tools, together with any associated manual labour and maintenance duties, as assigned.
 - d) Maintain municipal roads including preparing roads for resurfacing, performing hot and cold asphalt patching, litter and debris pick up, vacuuming leaves, street sweeping, snow clearing/removal and winter sanding operations, ditching side roads, erecting snow fences, and/or other related operations.
 - e) Maintain municipal road allowances/boulevards including grass cutting, litter and debris pick up, sidewalk and curb repair and cleaning, spreading top soil and sod, cleaning ditches and catch basins, tree pruning and brush removal.
 - f) Perform sewer maintenance duties which include rodding sewers, excavating and trenching to locate main breaks, operate sewer camera, assisting with flushing sewers, collecting effluent samples as required, checking maintenance hole covers and sewer grates, pumping/cleaning flooded basements, and other similar/related tasks, as assigned.
 - g) Clean bus shelters, Public Works facility areas, and/or equipment, as assigned, including mopping/sweeping floor areas, window washing, garbage pickup and removal, cleaning washrooms, hosing shop floor, removing/ repairing acts of vandalism, washing vehicles, making minor repairs, as required.



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2. **Snow Removal / Ice Control (40%)**
 - a) Perform snow removal as assigned including operation of snowplow, sanders, dump trucks, and/or other equipment including hand and power tools, together with any associated manual labour and maintenance duties, as assigned.
 - b) Operate light or medium duty truck (light trucks may be equipped with front mounted snowplow and/or sanding equipment).
 - c) Provide back-up support for Winter operations for other Public Works functions as assigned.
3. **Capital Projects (15%)**

Perform construction and maintenance activities in such areas as drainage systems, road surfaces, and traffic control systems, etc. which involves heavy lifting and the use of hand tools and small unlicensed equipment such as rollers, compactors, saws, weed trimmers, etc. Ability to enter and work in confined spaces wearing appropriate personal protective equipment and following confined space entry procedures.
4. **Other (5%)**
 - a) Provide back-up support to other Public Works functions as assigned.
 - b) Patrol for weather related and other road conditions as assigned.
 - c) Provide guidance to and/or assist with orientation and training of seasonal and/or student staff, as assigned.

Work in compliance with the Highway Traffic Act, Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes, and departmental policies/procedures/practices and operational guidelines. Ensure that all necessary personal protective equipment (e.g. safety boots, hard hat, reflective vest, gloves, hearing protection, eye protection, etc.) are used and are maintained in good condition.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

KNOWLEDGE, SKILLS and EXPERIENCE

1. OSSD or equivalent with one (1) year's experience as a Truck Driver or combination of education and experience in roads/winter control operations and maintenance activities, plus completion of several provincially sponsored courses in municipal roads maintenance and traffic control.
2. Ability to operate a truck, post-hole digger/auger, farm tractor, and other power hand equipment; ability to acquire Chainsaw Operator's Safety Certificate, Trench Safety and Confined Space Entry.
3. Thorough working knowledge of roadway marking and sign placement methods and associated provincial regulations, asphalt patching techniques, sidewalk and curb maintenance and repair, and sound safety practices; working knowledge of ditching/trenching, pipe installation, sod placement, sewer flushing and rodding, street cleaning and grass cutting procedures.
4. Valid Class DZ Driver's Licence in good standing and satisfactory Criminal Record Check.
5. Good organizational, record-keeping, interpersonal, and problem-solving skills.
6. Ability to deal courteously and effectively with members of the public and other departments and/or government contacts.

PHYSICAL DEMANDS and WORKING CONDITIONS

Physical Effort: Light physical effort in summer while driving (sitting). (10%) Heavy physical effort on construction sites, digging, shoveling, confined space, operating heavy equipment and various duties. Occasionally required to lift up to 22.7 kg./50 lbs. (30%) Moderate physical effort including walking, climbing, standing and cleaning with some awkward positions for extended periods of time. (60%)



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Normal hours of work are 40 hours per week, 7 a.m. to 4 p.m., Monday to Friday, with required on-call hours as well as emergency responses. Available for "call out" duties, emergency responses, weekend work and/or overtime as required/assigned.

Physical Environment: Exposure to various temperatures, inclement weather including rain, snow (including snow storms), mud and dust. Exposure to undesirable conditions such as sewer rodding, trenches, and sewers. There may be a risk from mechanical hazards. Limited exposure to conditions resulting in some discomfort e.g. shoveling. (70%) Within vehicle/equipment indoors environment. (30%)

Sensory Attention: Usually using one sense at a time under normal use. (40%) Moderate attention during driving. (20%) Extended sensory attention during driving and snow plowing. (40%)

Mental Stress: Limited mental stress, in normal situations with limited pressure where the seriousness of the outcome is limited. (100%)

CONTACTS & DIMENSIONS

Direct Reports:	N/A
Indirect Reports:	N/A
Total Employees Serviced:	0
Other Working Relationships:	Incumbent communicates regularly with public works staff, and members of the public.
Budget:	N/A
Salary Budget:	N/A

REVIEW

Incumbent _____ Date _____

CUPE Representative _____ Date _____

Supervisor/Manager _____ Date _____

Department Head _____ Date _____