



Municipal District of Fairview No. 136

Position Description

February, 2025

Position Title: **Temporary Municipal General Labourer – Canada Summer Jobs Grant**
Position Classification: Worker
Position Category: Seasonal Full-time
Regular Hours of work: 8 hours per day, Monday through Friday, 8:00 a.m. – 4:30 p.m.
40 hours per week
Reports To: Director, Public Works
Supervises: nil
Position Summary: Subject to the direction and oversight of the Director of Public Works, complete assigned tasks in support of the day-to-day operation of the Department of Public Works.

Key Responsibilities

General

- Perform manual tasks in all operations including use of hand tools and equipment (shovels, rakes, weed trimmers, hand tools, etc.).
- Safe operation of a pickup truck with a trailer in tow; loading, unloading, and securing of load on trailer.
- Monitor, maintain and service tools and equipment to ensure they are in proper working condition and meet operating and safety standards.
- Performance of assigned tasks in relation to ditch cleaning, opening and marking of culverts, etc.
- Clean and tidy the Public Works Shop and grounds, as necessary (sweeping, mopping, hosing, storage of tools and equipment, garbage disposal, recycling etc.).
- Safe operation of pressure washer to clean vehicles, equipment, and structures.
- Perform other assigned duties relating to the operation of the Department of Agriculture and Parks as needed.
- Comply with all applicable legislation, regulations, policies, and procedures in the performance of any work-related tasks.
- Ability to prioritize and manage work-related tasks and to achieve results within acceptable timeframes.
- Ability to function as a member of a team and to work independently with minimal supervision.
- Ability to provide a high quality of work, high productivity, and minimal wear and tear on equipment and vehicles, in all work conditions.
- Ability to ensure all work-related information is kept confidential and in accordance with the Freedom of Information and Protection of Privacy Act (FOIP).
- Safe use, handling and storage of tools and equipment.
- Ability to communicate efficiently with co-workers.

Health and Safety

- Make every reasonable effort to protect the health and safety of all workers.

- Read, understand, and comply with the Municipality’s policies, directives, procedures, and practices.
- Ensure compliance with the Municipality’s Health and Safety Management system, as well as the Alberta Occupational Health and Safety Act, Regulations, and Code.
- Wear and maintain Personal Protective Equipment (PPE) as required.
- Inspect all tools and equipment prior to use and advise supervisor or manager of any tool or equipment that is defective or otherwise poses a hazard to health and safety.
- Report all incidents, near-misses, and injuries requiring First Aid or Medical Aid to supervisor or manager.
- Participate in the development, review, and revision of Formal Hazard Assessments.
- Participate in and complete Field Level Hazard Assessments as required and report new hazards, unsafe acts, or unsafe conditions to a supervisor or manager.
- Refuse dangerous work and report the refusal to a supervisor or manager.
- Participate in the Municipality’s Health and Safety meetings, the Health and Safety Committee and any COR certification, maintenance, or baseline audits.
- Complete training as required by the Municipality.
- Comply with all WHMIS and TDG requirements when handling, using, transporting, and storing materials.

Preferred Qualifications:

- High School Diploma or GED
- Certified in or willing to obtain certification in:
 - WHMIS
 - Ground Disturbance, Trenching & Excavation
 - Transportation of Dangerous Goods
 - Standard First Aid/CPR-C
 - Hazard Identification, Assessment & Control
- Class 5 Operator’s Licence with suitable Driver’s Abstract
- Acceptable Criminal Record Check

Working Conditions:

- Repetitive Tasks
- Lifting up to 50 lbs
- Working in all types of weather conditions, including extreme heat or cold temperatures
- Working in wet, muddy, dusty, noisy, and otherwise disagreeable conditions