

## **Town of Petawawa**

(Approved May 2017)

(Revised April 2022)

**Job Title:       Labourer/Operator (Temporary, Summer)**

**Department:   Public Works**

Directly Responsible to:     Lead Hand

Indirectly Responsible to:   Manager of Public Works

### **Purpose of the Position**

To provide general maintenance of parks, storm ponds, and roadsides, within the Town of Petawawa for the safety and convenience of the public.

### **Major Responsibilities**

#### **Program/Service**

- responsible for conducting general maintenance of parks, storm ponds, roadsides and Public Works operations, such as:
  - summer maintenance, including use of lawnmowers, whipper snippers, fueling, and minor maintenance of equipment
  - cleaning and removing of garbage and debris in parks
  - washing vehicles and general clean-up of Public Works garage
  - other duties as may be assigned, from time to time

The above description reflects the general duties necessary to describe the principal function of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

#### **Human Resources**

- not responsible for supervising or directing the work of others

#### **Financial Resources**

- not responsible for the preparation of budgets or acquisition of funds

#### **Material Resources**

- carry out work assignments using a variety of power and hand tools, and operate vehicles
- responsible for the safe and effective use of all equipment
- maintain equipment, vehicles and tools in a safe operating condition
- follow acceptable maintenance and servicing schedules

- personal protective equipment to be provided by the Town of Petawawa with the exception of safety footwear

## **Skill and Effort**

### **Knowledge**

- ability to operate a variety of machinery and equipment safely and efficiently
- knowledge of lawn/road maintenance activities and safety procedures

### **Physical Skill and Effort**

- excellent physical condition with ability to handle physical demands and operate machinery/vehicles

### **Decision Making and Judgement**

- work is performed under the direct supervision of the Lead Hand for advice and information regarding assigned duties
- judgement is exercised in:
  - work without supervision once the task has been assigned
  - notifying a supervisor of operational problems or issues, as necessary
  - ensure that work activity is carried out according to quality standards set out
  - maintain a positive public image

## **Interpersonal Skills/Contacts**

### **General**

- interpersonal skills to work with co-workers and provide information to the public

### **Internal**

- with other co-workers for the purpose of sharing information to complete work assignments

### **External**

- with the public to provide information while ensuring polite, tactful relations

## **Working Conditions**

### **Environment**

- exposed to physical hazards and inclement weather conditions, such as extreme heat and sun

### **Control Over Work Schedule**

- regular hours are 7:00 a.m. to 3:30 p.m. Monday to Friday

- work overtime and unusual hours, as required, to handle Public Works emergencies and poor weather conditions