



Medicine Hat The Gas City

JOB DESCRIPTION

POSITION TITLE: TEMPORARY UTILITY WORKER II

WORKING TITLE: MUNICIPAL SERVICE WORKER

REFERENCE NO: 41045

DIVISION: PUBLIC SERVICES

DEPARTMENT: PARKS AND OUTDOOR RECREATION

APPROVAL DATES:

BY: [Signature] DATE: 21 May 03
COMMISSIONER OF PUBLIC SERVICES

BY: [Signature] DATE: May 14/03
GENERAL MANAGER HUMAN RESOURCES

GENERAL DESCRIPTION:

In this entry level unionized general labourer position the incumbent is primarily responsible for performing basic duties associated with the general maintenance of the City's parks, open space, cemeteries, and outdoor recreation amenities, facilities and equipment.

ORGANIZATIONAL RELATIONSHIPS:

- Works under the direction of a foreman and indirectly reports to a manager or designate.

MAJOR DUTIES AND RESPONSIBILITIES:

- Performs basic grounds, horticultural, arboricultural, facilities operations and maintenance.
- Ensures that safety procedures and small equipment are in compliance with current requirements.
- Ensures that the appropriate systems of communication are followed such that information is shared in an appropriate, accurate, clear, concise, and timely fashion.
- Projects a positive image of self and the organization with all people contacted.
- Performs all other related duties as may be requested by an immediate supervisor or designate.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS:

- Basic knowledge of the proper operation and preventive maintenance of equipment.
- Basic knowledge of and ability to use power and hand tools and small equipment.
- Ability to function with limited supervision, demonstrate a strong work ethic, and resolve routine task related issues.
- Ability to lift and move heavy objects and to perform heavy physical work under varying weather conditions for extended periods of time.
- Ability to establish and maintain effective working relationships with other City staff and the public in a timely, courteous and respectful manner.
- Reliable and dependable.

NECESSARY TRAINING AND EXPERIENCE:

- Successful completion of Grade 12 plus basic communication skills (i.e. reading and writing skills), including the ability to carry out simple verbal and written instructions.
- One (1) month of directly related hands on grounds, horticultural, arboricultural, facilities operations and maintenance experience in a commercial or public sector operation.
- Possession of a valid Class 5 Driver's License with an acceptable driving record and ability to obtain a City of Medicine Hat Driver's License.
- An equivalent combination of management approved training and experience may be considered.

SALARY RANGE:

- Range 2 in accordance with the C.U.P.E. Local 46 Collective Agreement.

April 10, 2003