



JOB DESCRIPTION

CLASSIFICATION: TEMPORARY UTILITY WORKER V


JOB TITLE: TEMPORARY CASUAL LABOURER

REFERENCE NO: 62230

DIVISION: ENERGY AND INFRASTRUCTURE

DEPARTMENT: CITY ASSETS

APPROVAL DATES: BY:  **DATE:** March 8, 2022
MANAGING DIRECTOR – ENERGY AND INFRASTRUCTURE

BY:  **DATE:** October 4, 2021
CHIEF HUMAN RESOURCES OFFICER

GENERAL DESCRIPTION:

This is a temporary casual labourer position primarily responsible for manual labourer duties to complete City Assets (CA) Surface Department related construction, maintenance and repairs.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Supervisor – Surface.
- Works closely with, collaborates and communicates with CA staff, other departments, contractors and the public.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Safely operates basic hand and power tools to perform manual labourer duties related to CA Surface construction, maintenance and repair. Tasks include but are not limited to:
 - Pavement repairs;
 - Concrete construction;
 - Snow and Ice Control;
 - Storm Water infrastructure operation and maintenance;
 - Maintenance and construction of traffic signs and roadway markings;
 - General construction activities
- Ensures that relevant safety procedures and equipment are compliant with current organizational and legislated requirements.
- Recommends to the immediate supervisor, or designate, any changes in operational practices that may improve the services provided by the department or the corporation.
- Ensures that the proper systems of communication are followed in an appropriate, accurate, clear, concise and timely fashion.
- May operate light-duty vehicles relating to CA Surface maintenance and operations.
- Projects a positive image of self and the organization will all people contacted.
- Performs all other related duties as may be requested by an immediate supervisor or designate.

REQUIRED COMPETENCIES:

- Working knowledge of the current practices, materials, equipment and methods used in the construction, maintenance or repair of CA Surface infrastructure.
- Knowledge of and ability to operate and maintain basic hand and power tools and equipment.
- Review, understand, commit and work in the safest possible manner consistent with Occupational Health and Safety Legislation and the City's Health, Safety and Environment Management System.

- Ability to establish and maintain effective working relationships with fellow employees and general public.
- Basic communication skills including the ability to carry out verbal and written instructions.
- Working knowledge of computers and ability to use various software and technologies related to duties and responsibilities.
- Ability to maintain effective working relationships with fellow employees and the general public.
- Ability to adapt to changes in crews and work tasks.
- Ability to lift and move heavy objects and to perform heavy physical work under varying weather conditions.
- Reliable and dependable, with the ability to work varied work schedules.

REQUIRED QUALIFICATIONS:

- Successful completion of Grade 12 or high school equivalency diploma.
- Possess and maintain a valid Alberta Class 3 driver's license with airbrake endorsement and an acceptable driving record.
- Possess current Standard First Aid, CPR and AED certification, or ability to obtain.
- An equivalent combination of management approved education and experience may be considered.

September 29, 2021