

# **RURAL MUNICIPAL OF PINEY JOB DESCRIPTION**

## **Labourer**

**POSITION SUMMARY:** This position involves the performing of general manual labour on the construction, repair, and maintenance of facilities and infrastructure within the Municipality.

**Reports to: Public Works Supervisor**

### **DUTIES:**

- Perform maintenance, repair, and construction duties to maintain and improve facilities within the Municipality.
- Perform general property maintenance.
- Duties of other Public Works positions as required.

**Other Related Duties:** Other related duties as assigned by Public Works Supervisor.

### **SPECIFICATIONS**

#### **Education, Knowledge and Experience**

- interpersonal skills to deal with the public and other employees
- organizational skills
- Class 5 license and transportation

#### **Responsibilities**

The incumbent shall ensure that their duties are carried out in an effective, efficient and safe manner in relation to themselves and fellow employees. The incumbent shall ensure that the public is greeted and attended to in a professional and friendly manner.

#### **Comprehension, Judgment and Confidentiality**

The incumbent must possess an understanding of and work within the policies of the Corporation. The incumbent will exercise a reasonable degree of independent judgment in the course of carrying out the duties of the position and will keep all proceedings in the office in confidence. Confidentiality is paramount; no information ascertained at work will be discussed outside of the Administration Office except for work purposes.

#### **Working Conditions**

Variable, may be seasonal, casual or full time term.

#### **Minimum Requirements:**

<b>Class 1</b>	-new employee to position
<b>Class 2</b>	-minimum six (6) months experience and performing to an acceptable standard
<b>Class 3</b>	-minimum one (1) year experience and performing to an acceptable standard
<b>Class 4</b>	-minimum two (2) years experience and performing to an acceptable standard
<b>Class 5</b>	-minimum three (3) years experience and performing to an acceptable standard
<b>Class 6</b>	-minimum four (4) years experience and performing to an acceptable standard
<b>Class 7</b>	-minimum five (5) years experience and performing to an acceptable standard
<b>Class 8</b>	-minimum six (6) years experience and performing to an acceptable standard

<b>Class 9</b>	-minimum seven (7) years experience and performing to an acceptable standard
<b>Class 10</b>	-minimum eight (8) years experience and performing to an acceptable standard

DRAFT:	December 2013
Adopted:	December 17, 2013