



DISTRICT OF CLEARWATER Job Description

Job Title	Labourer	Department	Operations and Infrastructure
Reports To	Foreman of Public Works	Job Classification	☐ Exempt ☒ Non-Exempt (Union)
Pay Band/Grid		Job Grouping	Public Works
FTE Designation	1.0 FTE (Full-time, Permanent)	Job Description Status	☒ New ☐ Revision
Benefits	1. Health & Wellness ☒ Extended Health ☒ Dental ☒ Sick Leave ☒ LTD ☒ EAP ☒ AD&D ☐ Health Spending Account ☒ Personal Life & Dependent Life Insurance 2. Pension Plan Options ☒ Define Benefit Pension Plan ☐ Define Contribution Pension Plan (RRSP) 3. Training and Professional Development ☒ Professional and Technical Certificate Renewal ☒ Tuition Reimbursement ☒ Training and Development Programs		
Supervision	☒ No, this position does not have direct reports. ☐ Yes, this position supervises:		
Job Purpose	Reporting to the Foreman of Public Works, the Labourer works closely with other members of the Public Works team to ensure the safe, efficient, and effective operation and maintenance of District assets throughout all seasons. The Labourer performs a variety of manual labour, equipment operation, maintenance, custodial, parks, cemetery, roadway, and other public works duties as assigned. Specific duties and assignments may vary based on operational requirements, seasonal demands, employee qualifications, and departmental priorities. The Labourer may be assigned to work in one or more service areas and is expected to perform assigned duties safely, efficiently, and in accordance with District policies and procedures.		
Responsibilities	1. Parks and Ground Maintenance : Participate in the maintenance and beautification of public parks, green spaces, and recreation facilities. Duties may include mowing and edging lawns; trimming vegetation; collecting litter and debris; pruning trees and shrubs; planting and maintaining flowers; operating and maintaining irrigation systems; digging; lifting; loading and unloading materials; and performing other physically demanding tasks while working outdoors in varying weather conditions. 2. Custodial Services: Perform routine cleaning, inspection, stocking, minor maintenance of public washrooms, showers, change rooms, and other District facilities and amenities. Duties may include replenishing supplies, removing garbage, cleaning fixtures and surfaces, reporting maintenance deficiencies, and ensuring facilities are safe, clean, sanitary, and welcoming for public use.		

	3. Road and Sidewalk Maintenance: Assist other public works staff in road or pathway maintenance activities, including but not limited to patching potholes, repairing sidewalks, replacing road signs, applying de-icing chemicals, clearing snow and ice, digging and clearing ditches. 4. Cemetery Operations: Assist with the operation and maintenance of Riverview Cemetery, including the preparation of burial sites, interments, and related cemetery services. Duties may include excavating and backfilling burial sites; assisting with the opening and closing of burial sites for burial services; removing and reinstalling columbarium niche plates; restoring burial sites; performing cemetery grounds maintenance; and coordinating with funeral service providers. Employees are expected to interact with members of the public, grieving families, funeral directors, contractors, and colleagues in a respectful, professional, compassionate, and dignified manner at all times. 5. Power Tools: Operate and maintain small to medium power equipment used for grounds keeping, building and roads maintenance. 6. Assist other public works staff, Foreman, and Director in the completion of special projects as assigned. 7. Operating Procedures: Must be able to comprehend and apply Standard Operating Procedures/Manuals for the position. 8. Ensure the safety of work crews and the public by enforcing applicable District and Work Safe BC safety standards. 9. Ensure field safety requirements are in place and maintained while operating equipment. 10. Assist with the development of policies, procedures, and bylaws that directly impacts Public Works by providing input, knowledge, and expertise in public works operations. 11. Proactively seeks ways to initiate continuous improvements to public works operations. 12. Provide guidance to new employees as assigned. 13. Complete other related duties as assigned.
Additional Duties that may be Assigned	Depending on operational requirements, employee qualifications, training, and departmental assignments, Labourers may be assigned to assist with the operation and maintenance of the District's water and wastewater systems under the supervision of certified Utility Operators. 1. Utility System Operations: Under the supervision of Utility Operators, monitor and operate the District's utility systems, facilities, and other assets/infrastructure to maintain optimal performance and meet operational requirements. This includes conducting tests, determining causes of malfunctions, providing diagnosis and a plan of action for completing repairs. 2. Maintenance and Repairs: under the supervision of Utility Operators installs, maintains, repairs, monitor, and tests water and wastewater equipment, watermains and services, hydraulic controls, facilities, and other appurtenances required for the operations. 3. Documentation and Reporting: maintain accurate records of utility system operations, maintenance activities, and equipment performance. Prepare reports on equipment status, maintenance schedules, and any incidents or

	deviation from normal operating conditions for review by Utility Operators, Foreman, or Director. - Emergency Response & System Alarms: Act swiftly and effectively in emergency situations by following emergency response protocols, perform necessary work to restore service. May be asked to participate in the Operator On-Call (Standby) rotation. - Safely transports and handles sodium hypochlorite for water production in compliance with applicable regulations and safe work practices.
Education & Certifications	- Completion of grade 12 or equivalent, required. - Basic knowledge or experience in a trade such as construction, landscaping, carpentry, welding, other construction techniques - First Aid CPR-C & AED Certification - Transportation of Dangerous Goods Certification - Depending on operational requirements, employee aptitude, and available opportunities, Labourers assigned to water and wastewater operations may be eligible to participate in the District's Operator-in-Training (OIT) development program and pursue EOCP certifications applicable to the District's utility systems. - Possession of EOCP certifications in Water Treatment, Water Distribution, Wastewater Collection, or Wastewater Treatment is considered an asset. - Obtaining EOCP certification(s) does not constitute a promotion, reclassification, or wage adjustment. Advancement to a Utility Operator position is subject to organizational requirements, budget approval, collective agreement provisions, and the availability of a vacant position.
Experience and Skills	- Experience in a public works, construction, or landscaping role preferably in a local, regional, first nations government, or other public sector setting. - Recent experience in perform physically demanding manual labour for extended periods in all weather conditions including repetitive lifting, carrying, pushing, pulling, digging, shovelling, bending, and other strenuous tasks, while maintaining safe work practices, using appropriate personal protective equipment, and supporting the operational needs of the District. - Heavy equipment operator experience is an asset. - Valid Class 5 drivers license and acceptable drivers abstract. - Valid Class 3 drivers license with Air Brake Endorsement is considered an asset - Functional knowledge of Microsoft Office Suite.
Competencies	- Small to Medium Equipment Ops ☐ Low ☒ Med ☐ High - Landscaping, Construction Techniques ☐ Low ☒ Med ☐ High - Problem Solving/Triaging/Critical Thinking ☐ Low ☒ Med ☐ High
Work Environment	- Physically demanding; must have the ability to perform long periods of manual labour throughout the year in challenging weather conditions while supporting essential municipal services. - Outdoor and indoor environments in all seasons. 40 hours per week. - The employee will be required to provide support to the District during an Emergency. - Employment is contingent on an acceptable criminal check.

REVIEW SIGNATURES			
Department Director		DATE	
CAO		DATE	