

## Township of Otonabee-South Monaghan

### Job Description

<b>Position:</b> General Seasonal Labourer	Page 1 of 2
<b>Reports To:</b> Department Head: Director of Operations	As at April 2025
<b>This Job Description is:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> Revised <input type="checkbox"/> Rescinded	

**Job Summary:**

The General Seasonal Labourer, working either alone or as part of a team, provides a variety of construction, maintenance and repair services to roads, public property, parks and the transfer station.

**Reports to:** Director of Operations; Working Foreperson and Waste Management Coordinator

**Duties and Responsibilities:**

Responsible for conducting general maintenance functions for roads and Public Works operations such as:

- Assist with road maintenance operations and flagging/traffic control;
- Repairing and installing street signs, etc;
- Assist with grounds maintenance with Parks, Recreation and Facilities;
- Cleaning debris on municipal properties, waste sites when required and municipal roads;
- Operates tractors for cutting grass and weeds;
- Conducts general maintenance functions for road repairs;
- Operates trucks and other municipal equipment to assist in various road maintenance and construction activities
- Operations and maintenance of the municipal transfer station; overseeing the daily operations, performing seasonal maintenance as required.

Equipment Maintenance / Record Keeping:

- Maintains daily activities log book.
- Collecting fees of site use for tipping fees and recording/balancing tipping fees as required;
- Maintaining statistical records (bins, materials) as required;

Material Resources

- Carries out work assignments using a variety of hand and power tools. Responsible for the safe and effective use of equipment and selects the correct equipment to perform all jobs.
- Maintains equipment and tools in safe operating condition.

**Skills**Knowledge & Key Competencies

- Ability to listen and understand verbal / written instruction from the Working Foreperson and/or Director and/or Manager of Parks, Recreation & Facilities.
- Ability to operate a variety of maintenance equipment safely and efficiently
- Demonstrate good customer service skills, including the ability to remain calm in encountering minor conflicts or complaints professionally and respectfully.

- Ability to establish and maintain effective working relationships with the public and other Municipal employees.
- Knowledge of road maintenance and construction standards, by-laws and other applicable legislation.
- Verbal communication skills to effectively obtain and give information to Director, Manager, Foreperson, employees in the Public Works Department and occasionally to the general public.
- Written communication skills to properly maintain daily activities, and vehicle logs.
- Expected to use high level of initiative and judgement and to work with limited supervision once tasks have been defined
- Ability to work extended hours as required.

#### Physical Aspects

- Excellent physical condition with ability to handle physical demands and operate required tools.

#### Decision Making and Judgement

- Work is performed under the direct supervision of the Working Foreperson and/or Director and/or Manager of Parks, Recreation and Facilities. Access is also available to established policies and procedures for the municipality.

Judgement is exercised in:

- Working without supervision once the task has been outlined by Working Foreperson and/or Director;
- Notifying the Working Foreperson and/or Director of operational problems or issues as necessary;
- Ensuring that work activity is carried out according to quality standards established by Working Foreperson and/or Director.

#### **Interpersonal Skills / Contacts**

- 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, ensuring polite, tactful relations

#### **Working Conditions:**

##### 1. Environment

- Exposed to physical hazards and inclement weather

##### 2. Control over Work Schedule

- Works overtime and unusual hours as required handling public works emergencies and poor weather conditions.

##### 3. Labour Intensive and Physically Demanding

- Lifting, carrying, kneeling, climbing, balancing

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

Job Description to be reviewed on an annual basis by Employee and Director of Operations and/or CAO

Comments: \_\_\_\_\_

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Employee

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Director of Operations or CAO

Date Reviewed: \_\_\_\_\_