

**District of Port Hardy
Collective Agreement**

JOB DESCRIPTION - LABOURER 1

LABOURER I

1. NATURE AND SCOPE OF WORK

Under the direction of his/her immediate supervisor, the position is responsible for a variety of unskilled, manual tasks and duties. These tasks and duties are usually physical in nature and require the use of simple tools and equipment. Tasks and duties of a Laborer are normally carried out under the direction of a more senior employee or a supervisor.

2. TYPICAL DUTIES AND RESPONSIBILITIES

- a. Assists, as a "helper", to personnel of other or higher classifications to carry out their responsibilities.
- b. Operates equipment such as chain saws, weed eaters, push/self propelled lawn mowers, pickup trucks, farm tractors, jack hammers, cut-off saws, compactors and other similar equipment.
- c. Performs routine manual tasks such as:
 - clearing brush from roadways and ditches
 - weeding and grass cutting
 - crack and pothole filling
 - refuse and litter pickup
 - sweeping and cleaning
 - cleaning and maintenance of facilities/buildings
 - unloading and moving of supplies
 - clearing/cleaning of culverts and ditches
 - replacing/installing road and traffic signs
 - painting of roads, signs and structures
 - hand excavations and backfilling
 - shoveling snow and sanding sidewalks
 - directs traffic, places barricades and warning devices
 - Assists in the installation of water, drainage and sewer lines, manholes, hydrants, catch basins, valves, etc.
 - Other related duties as may be assigned.

3. QUALIFICATIONS

- Hold a valid B.C. Drivers Licence.
- Completion of Grade 12 Education.

4. ABILITIES

- a. Must be physically capable of carrying out assigned duties in all weather conditions.
- b. Must be able to communicate effectively in both oral and written form, in English, with other employees, supervisors and the general public.
- c. Must be able to operate manual and automatic transmission vehicles.
- d. Must be able to exercise courtesy and tact when dealing with employees and public.
- e. Must be able to work safely in accordance with Workers Compensation Board Regulations and District Policy.

Note: A Labourer I will automatically move to a Labourer II rate after 130 continuous working days in a Labourer I position.