



Job Posting

Labourer Casual (Parrsboro)

The Labourer position is responsible for providing labour assistance for repairs and maintenance of water treatment and distribution and waste water collection facilities, roads, streets and sidewalks, snow removal, and materials handling, as well as other tasks that address the needs of citizens in the delivery of public works services

Please visit our website at www.cumberlandcounty.ns.ca for a detailed description and pay scale.

Deadline for resumes is Wednesday, April 24, 2019 at 1:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Recruitment & Procurement Officer
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Labourer Casual (Parrsboro)"

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Labourer Casual (Parrsboro)
Engineering & Operations Department

Overview

The Labourer position is responsible for providing labour assistance for repairs and maintenance of water treatment and distribution and waste water collection facilities, roads, streets and sidewalks, snow removal, and materials handling, as well as other tasks that address the needs of citizens in the delivery of public works services

This position reports to the Parrsboro Operations Supervisor.

Behavioural Competencies

Behavioural competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. The core competencies required by this position include:

Teamwork

Customer Service

Flexibility

Outcomes and Key Responsibility

Health and Safety – Act with others inside and outside the team to implement and act in accord with effective health and safety plans. The Labourer will:

- Use the work plan, business processes, and systems that will ensure team and public safety, including that of contractors and partners of the Municipality;
- Work with the Operations Supervisor to create a plan for site and project work as well as the regular duties of the team, to ensure protection of health, and the staff work collaboratively to activate the plan;

- Use appropriate employee and work practices and implement and monitor compliance associated with departmental occupational health and safety program;
- Work with the Supervisor to ensure site risk management and all work is conducted in a cost-effective manner and in the best interest of the Municipality; and
- Work in consultation with supervisors and management to select and use tools and equipment that meet the safety, cost, effectiveness, and operational needs suitable for the work undertaken by the team.

Planning and Accountability (Self and Others) - Work within the departmental plans that engage the team, as well as, internal and external clients and which will support successful customer service. The Labourer will:

- Ensure that organizational standards of equipment operation are in accordance with, or exceed, design and regulatory requirements;
- Be responsible for safe and cost-effective public works activities reflecting all regulatory, operational, provincial, federal, and municipal standards;
- Work with team members to ensure that the scheduled daily operations, as well as emergency and unscheduled repairs of public works infrastructure, municipal property, and support systems are successful; and
- When assigned, ensure the purchase of materials and equipment as required for project completion.

Technical services and customer responsibility – As part of the departmental team, apply and develop the skills necessary to discharge the technical assignments of the team in a cost efficient and effective manner that meets the technical and customer services standards of the Municipality. The Labourer will:

- Provide labour assistance at street, sidewalk, water treatment and distribution and waste water collection and treatment jobsites, and other public works jobsites;
- Perform traffic control; and

- Perform duties during regular and overtime hours, during inclement weather and during callouts from Supervisor or Lead Hand on evening and weekends to repair emergency public works services, under the conditions and articles of the current Collective Agreement and as per policies of the Municipality.

Reporting and Data – Keep, apply, and record data that support team and corporate effective decision making and service levels. The Labourer will:

- Prepare and maintain all information, data, and forms, as well as, reports necessary to maintain all department and organizational functions;
- Use operation manuals and document changes and upgrades per assignments; and
- Ensure required regulatory certifications are obtained/maintained.

People Leadership, Communication and Management – By active participation as an individual, create a strong team that collaborates with others and supports municipal services, directions, and strategy. The Labourer will:

- Maintain and observe all team, department, and organizational standards as assigned, or arises from duties regarding effective people management practices;
- Supervise and/or execute work in a safe manner in accordance with organizational and other legislated policies, procedures, regulations, guidelines, and/or standards; and
- Use human resource tools and systems such as policies and procedures, PDPs, coaching, and position descriptions that are introduced to guide and develop staff to contribute to an effective and focused team.

Qualifications

Grade 12 or demonstrated equivalent experience

Criminal Record Check and must be prepared to undertake a medical examination

Occupational Health and Safety courses in WHMIS, first aid, CPR, confined spaces, fall protection, Traffic Control and Temporary Workplace Signage, and other training and certification as required for assigned tasks.

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$19.85	\$20.84	\$21.83	\$22.83	\$23.82	\$24.81