



## TOWN OF CORONATION JOB DESCRIPTION

**Posting Date:** Monday, December 20, 2021

**Close Date:** Monday, January 17, 2022

**POSITION:** Public Works Laborer (1) – Temporary six-month contract

**HOURLY RATE:** \$21.90 per/hour

**REPORTS TO:** Public Works Foreman and Town Chief Administrative Office

### **POSITION SUMMARY:**

Under direct supervision, performs a variety of maintenance tasks, including streets and roads, drainage, animal control, vehicle and equipment maintenance, solid waste collection, and water and sewer operations, in accordance with prevailing standards and management direction. This is an entry-level position with possibilities for permanent long-term employment.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Public Works Foreman.

### **HOURS OF WORK:**

This position is required to work a minimum 40-hour workweek as specified by the terms and conditions of the employment agreement. The position could also require overtime if called upon to do so by the Public Works Foreman. Must be prepared to assume on-call duties on weekends as assigned by the Public Works Foreman.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Operate maintenance vehicles/equipment such as tractor, backhoe, grader, trucks, riding grass cutters, etc.
- Responsible to complete assigned duties, which may include:
  - Grass cutting
  - Street sweeping
  - Snow removal
  - Street sanding when ice conditions exist
  - Gravel hauling
  - Sign repairs and installation
  - Street tarring and patching
  - Painting street markings
  - Sidewalk maintenance, repair and installation
- Assist with water distribution operating and maintenance requirements, including daily measurement of water flow, pressure and reservoir depth, weekly water samples for

analysis, flush main lines on an annual basis, repair water main breaks as required, assist with fire hydrant flushing

- Assist with wastewater treatment operating, such as annual flushing of mains, inspecting manholes, repairing main lines and service breaks, monitoring effluent levels at lagoons.
- Water and trim trees as required
- Perform woodworking tasks, including the building of garbage bins, picnic tables and other small structures.
- Attend safety-related courses and workshops as directed.
- Observe safety rules and report hazards to the Public Works Foreman.
- Operate power and hand tools in repair work, such as wrenches, shovels, rakes, power saws, and related equipment.
- Perform minor equipment and vehicle maintenance inspections such as greasing fittings, checking oil, transmission fluid, hydraulic fluid, and water.
- Perform other related work as assigned by the Public Works Foreman

#### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

- The employee will be required to lift, carry, dig, climb, bend, and move moderately to very heavy objects.
- The employee may be exposed to all types of weather conditions with possible exposures to fumes, chemicals, or toxic substances. In addition, the employee may be required to work in high places or work with dangerous machinery and sharp tools
- Ability to use and operate construction equipment such as tractor, grader, backhoe, trucks, mowing machines, and other maintenance equipment.
- Ability to communicate accurately and effectively with other Town employees and the general public.
- Knowledge of occupational hazards and safety precautions.
- Ability to establish and maintain effective working relationships with other employees and members of the public.
- Ability to perform manual labor for extended periods, often under unfavorable weather or working conditions.
- Ability to use good judgement to work safely and use equipment properly.
- Ability to lift and carry up to 100 pounds, pulls and pushes or drags up to 150 pounds of equipment.
- Ability to stand, walk, twist and stop for extended periods of time while making repairs and/or setting up equipment.
- Ability to work independently in absence of supervision.

#### **REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS**

- Minimum Class 5 Drivers License with Air Endorsement
- Valid First Aid Certificate
- WHMIS
- H2S Alive or equivalent
- Confined Space Entry Certificate
- Ability to undertake new certification as required

All applications can be submitted or mailed to the Town of Coronation Town Office or by emailing [admin@town.coronation.ab.ca](mailto:admin@town.coronation.ab.ca)

Town of Coronation  
Box 219, Coronation, Alberta  
TOC 1C0

Any questions regarding the position can be asked at the town office during regular working hours.

8:30 am – 12:00 pm

1:00 pm - 4:30 pm

1-403-578-3679