DRAYTON VALLEY

EMPLOYMENT OPPORTUNITY

Laborer III – Public Works

Full-Time / Permanent

Qualified Candidates will meet the following minimum qualifications.

- Valid Alberta Class 5 Drivers' License
- Communication skills with the ability to read and write
- First Aid & CPR certification
- Light and medium portable equipment experience considered an asset.
- Experience in Municipal Operations considered an asset
- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during emergencies

APPLICATION DETAILS

Please submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to this position and submit via email to HR@draytonvalley.ca

Applications be mailed to:
Attention: Human Resources
Town of Drayton Valley
5120-52 Street, Box 6837
Drayton Valley, AB T7A 1A1

Applications will be accepted until a suitable candidate is found.

ABOUT THE ROLE

The incumbent is required to perform a wide variety of routine manual tasks which can be quickly learned with minimal prior training or experience. Working under supervision, according to detailed instructions which can be carried out with minimal independent judgement.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

POSITION DETAILS

The person hired in this position will begin at the start rate and after completion of the probationary period as per the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 25, Schedule "A".

The Town of Drayton Valley is committed to Anti-Racism, equity and inclusion and a safe and harassment-free working environment.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

JOB DESCRIPTION

POSITION: **Labourer III**
DEPARTMENT: Public Works
REPORTS TO: Lead Hand
JOB TYPE: Labour
LOCATION: Public Works

GENERAL ACCOUNTABILITIES

The incumbent is required to perform a wide variety of routine manual tasks which can be quickly learned with minimal prior training or experience. Working under supervision, according to detailed instructions which can be carried out with minimal independent judgement. The incumbent shall work on construction and maintenance of roads, sidewalks, parks, buildings, cemeteries, snow removal, grass cutting, street cleaning, digging, and planting, repairing barricades, signs, painting, and assisting in the repairs and maintenance of water and sewer repairs and flushing.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Lead Hand → Manager of Public Works and Infrastructure → Manager of Engineering → Assistant Chief Administrative Officer → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Responsible for running light and medium portable equipment such as: trucks, riding tractors and mowers, compactors, weed sprayers, jackhammers, cutters, small sweeper chainsaws, and snowblowers
- Other equipment that may be operated includes line painter machine and concrete grinder where training and/or certification have been obtained
- Performance of a wide variety of routine manual tasks relating to the Municipal repair and maintenance operations such as: roads, sidewalks, boulevards, street signs, traffic signs, cemeteries, snow removal, sweeping, water and sewer mains, storm sewers, catch basins, garbage collection & disposal, etc.
- Traffic flagging duties when necessary
- Performance of other manual labour and Municipal operation related duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Valid Alberta Class 5 Drivers' License
- Communication skills with the ability to read and write
- First Aid & CPR certification
- Light and medium portable equipment experience considered an asset.
- Experience in Municipal Operations considered an asset

SPECIAL REQUIREMENTS

- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during emergencies

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 25, Schedule "A".