



## Township of North Kawartha

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0  
Tel: 705-656-4445 | 1-800-755-6931 | Fax: 705-656-4446  
[www.northkawartha.ca](http://www.northkawartha.ca)

### Job Description

<b>Position:</b> Roads General Labourer (Summer Position)	<b>Date:</b> March 2023
<b>Reports to:</b> Public Works Manager	<b>Department:</b> Road Department

#### Purpose:

Reporting to the Public Works Manager, the Roads General Labourer is responsible for assisting with general labour and varying seasonal duties in the Roads Department. This position provides support to the Roads Department staff assisting with day to day activities. The Roads General Labourer may have some public contact such as greeting customers or visitors and so must display professionalism, diplomacy and integrity consistent with the values of the Township, its public status and image.

#### Responsibilities:

1. Follow the directives of the Public Works Manager and work under the supervision of senior Roads staff as required.
2. Assist with minor road maintenance such as cold patching roads or painting traffic lines as needed.
3. Assist with traffic control to safely move vehicles through areas of construction.
4. Perform general outdoor landscaping duties, weed eating.
5. Participate in all aspects of the Occupational Health and Safety Act, and maintain knowledge of municipal policies.
6. Fully participate in all training sessions and adhere to their content.
7. Appropriately wear all Personal Protective Equipment as provided to maintain personal safety while completing work tasks.
8. Respond to all inquiries from members of the public in a polite, pleasant and positive manner providing prompt, professional, and diplomatic service to members of the community.
9. Other duties as assigned.

#### Supervision:

This position has no supervisory responsibilities.



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### Working Relationships:

Internal:	Municipal Staff	Public Works Manager
External:	General Public	

### Skills and Competencies:

- Written and verbal communication skills
- Problem solving ability
- Ability to attend to safety considerations
- Concentration and attention to detail
- Manual dexterity
- Physical effort to push/pull or hold heavy equipment or materials
- Ability to work independently or in a team
- Ability to manage distractions and interruptions to achieve work tasks in a fast-paced environment
- Ability to work outdoors in all weather
- Customer Service acumen

### Knowledge, Training and Qualifications:

- Class “G” or “G2” driver’s license
- Knowledge of safety procedures
- Ability to complete WHMIS training.
- Ability to lift up to 22kg (50 lbs).
- Experience with lawn tractors and weed trimmers.
- Experience with driving a pick-up truck.

### Working Conditions:

Typically an outdoor work environment with frequent exposure to inclement weather, dirt, dust, noise and vibration. Indoor work environments include the Roads Garage. Travel to construction sites and public property. This is a temporary seasonal position with a 40 hour work week (Monday to Thursday) comprised of varying shifts. Occasional lifting and carrying of items weighing up to 50lbs.



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Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

**Reviewed by:**

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Manager**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chief Administrative Officer**

\_\_\_\_\_  
**Date**