

Job Description

Position: Public Works General Labourer	Department: Public Works	Position Status: Seasonal Position
Reports to: Public Works Managers		Hours of Work: 40 hours per week
Creation Date:	Approval Date: March 24, 2026	Last Revised: March 24, 2026

Purpose:

The Public Works General Labourer supports departmental operations by performing general labour and seasonal maintenance duties. The role assists with road maintenance and interacts with the public in a professional and courteous manner. This is a seasonal, part-time summer position (40 hours per week, Monday–Thursday) with the possibility of weekend overtime.

Duties and Responsibilities:

- Follow directions from the Public Works Manager or designate and work under senior staff supervision as required.
- Assist with minor road maintenance, including cold patching, and traffic line painting.
- Support traffic control operations at construction and maintenance sites.
- Comply with the Occupational Health and Safety Act and all applicable municipal policies.
- Participate fully in required training and adhere to all safety standards and procedures.
- Use all Personal Protective Equipment appropriately.
- Provide courteous and professional responses to public inquiries.
- Perform other duties as assigned.

Skills and Competencies:

- Follow directions from the Public Works Manager or designate and work under senior staff supervision as required.
- Assist with minor road maintenance, including cold patching, and traffic line

painting.

- Support traffic control operations at construction and maintenance sites.
- Comply with the Occupational Health and Safety Act and all applicable municipal policies.
- Participate fully in required training and adhere to all safety standards and procedures.
- Use all Personal Protective Equipment appropriately.
- Provide courteous and professional responses to public inquiries.
- Perform other duties as assigned.

Knowledge, Training and Qualifications:

- Follow directions from the Public Works Manager or designate and work under senior staff supervision as required.
- Assist with minor road maintenance, including cold patching, and traffic line painting.
- Support traffic control operations at construction and maintenance sites.
- Comply with the Occupational Health and Safety Act and all applicable municipal policies.
- Participate fully in required training and adhere to all safety standards and procedures.
- Use all Personal Protective Equipment appropriately.
- Provide courteous and professional responses to public inquiries.
- Perform other duties as assigned.

Supervision:

This position does not have any supervisory responsibilities.

Working Relationships:

Internal:	Municipal Staff	Manager and colleagues
External:	General Public Private Contractors	Municipal Auditors

Working Conditions:

Typically, an outdoor or garage work environment with frequent exposure to inclement weather, dirt, dust, noise, vibration, grease and oil. Frequent travel to construction sites and public property. Non-routine work hours, with additional work hours beyond that of the normal work week expected on a regular basis. Occasional lifting and carrying of items weighing 50lbs.

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