



MUNICIPALITY OF THE DISTRICT OF CHESTER
EMPLOYMENT OPPORTUNITY

PUBLIC WORKS LABOURER

The Municipality of the District of Chester is seeking one (1) Public Works Labourer who will assist with maintaining Municipal assets and properties.

It is recommended that interested persons obtain a copy of the detailed Job Description, which outlines required qualifications, from the undersigned or from the Municipality's website www.chester.ca.

Closing Date & Applications – Submit resume along with three professional references no later than 4:00 p.m. on **Friday, September 15, 2017** to the undersigned:

1. By email at employment@chester.ca
2. By fax at 902-275-4771
3. By mail to:
Pamela Myra, Municipal Clerk
151 King Street
PO Box 369
Chester, NS B0J 1J0
902-275-3554

Please Note:

Although we thank all applicants, only those selected for an interview will be contacted.



Municipality of the District of Chester

Position Description

Position Title:	Public Works Labourer
Reports to:	Property Maintenance Supervisor
Location:	Municipal of the District of Chester, Subject to change
Hours:	7:00 a.m. to 3:00 p.m. Daily, Monday to Friday May be subject to change. Overtime as may be required.
Status:	Temporary Part-Time
Classification:	Non-Administrative
Salary Band:	Labourer
Updated:	July 17, 2017

SCOPE

The Public Works Labourer will assist with maintaining various municipal assets and properties.

OBLIGATIONS AND RESPONSIBILITIES UNDER LEGISLATION

- 1) The Municipality of the District of Chester is committed to workplace safety and all employees are expected to actively participate in the Municipality's Occupational Health and Safety Policy and Program and Occupational Health and Safety Legislation as well as Regulations of the Province of Nova Scotia.
- 2) The Municipality of the District of Chester complies with the Employment Legislation of Nova Scotia and all employees are also expected to act in accordance to the appropriate Legislation as well.

QUALIFICATIONS

The successful candidate will possess a combination of the following qualifications:

- 1) Grade 12 or GED equivalent.
- 2) A valid Class 5 Drivers License or higher.
- 3) Ability to obtain Wastewater Treatment Level 1.
- 4) Combination of knowledge and experience in property maintenance.
- 5) Experience in property maintenance and/or construction of sewage works and/or general construction considered an asset.

- 6) Ability to perform physical labour for extended periods of time under varying weather conditions.
- 7) Must be capable of lifting items safely up to 25 kg. A qualified medical doctor's certificate relating to the candidate's physical condition may be required prior to awarding the position.
- 8) Must be a self-starter and be capable of working independently.
- 9) Knowledge of Occupational Health and Safety Act, Regulations, hazards, and precautions necessary for the safe completion of required tasks.
- 10) WHMIS, First Aid, Fall Arrest and Confined Space certification or possess the ability to obtain safety certification as directed and/or related to a job task assigned.

SUMMARY OF FUNCTION

Principle Duties and Responsibilities:

The following is a general outline only of the duties and responsibilities involved in this position. It is not intended to be all inclusive or to limit the employee's opportunity to use their own initiative to expand their capabilities beyond this scope and thereby their value to the Municipality. It is also not intended to limit the employer's right to assign other duties.

- 1) Assist with inspection, cleaning of and light-duty maintenance at municipally owned and or maintained buildings or properties.
 - a) Inspections (various)
 - i) Follow inspection practices and submit completed reports regularly.
 - b) Cleaning Tasks may include:
 - i) Regular cleaning of floors and washroom located in the basement of the Annex.
 - ii) Semi-annual cleaning of all carpets and windows in both the Municipal and Annex Buildings.
 - iii) Regular cleaning of all the Wastewater Treatment Plant offices and washrooms.
Cleaning tasks may include:
 - (1) Sweeping and mopping of floors
 - (2) Cleaning of washrooms (sinks, counter, toilet, shower, etc.)
 - (3) Cleaning of desks, shelves, fridge, etc.
 - (4) Ensuring a stock of cleaning supplies and toiletries.
 - (5) Cleaning of windows.
 - (6) Empty waste cans and remove waste.
 - (7) Ensure adequate drinking water in stock and return empty bottles.
 - c) Light-duty maintenance tasks may include:
 - i) Painting, minor carpentry repairs and plumbing and heating system checks.

- ii) Storage of maintenance and office supplies.
- iii) Raising and lowering of flags.
- iv) Walk shoveling and salting.
- v) Sweep and clean all walkways.
- vi) Sweep and clean all parking lots.
- vii) Lawn mowing.
- viii) Landscaping, ensuring lawns, shrubs, trees, flower beds, etc. are maintained.
- ix) Notify Supervisor of any maintenance problems promptly.
- d) Pick-up and delivery duties on an as-required basis. A Municipal vehicle will be available where pick-up or delivery of goods is required. If a Municipal vehicle is not available, the employee will be reimbursed for the use of their personal vehicle as per the Municipal Personnel Policy.
- e) Remove waste at various public locations in the Village of Chester and in other areas of the Municipality, as well as picking up dead marine wildlife, as requested.
- f) Maintaining municipal trails, this may include cutting and removing trees and brush, as well as minor surface repairs.
- g) Maintaining other Municipal properties and assets such as roadways, parks, playgrounds, sidewalks and wharves, etc.
- h) Assist with workplace inspections, and submission of reports.
- i) Assist with development of Safe Work Practices (SWP) and Operation and Maintenance (O&M) manuals.
- j) Assist with the maintenance of all wastewater collection and treatment plants, as directed. The maintenance duties may include:
 - i) Inspection and maintenance of wet wells, manholes, collection piping, and wastewater plants.
 - ii) Removing and installing sanitary sewer pipe.
 - iii) Attending and participating in monthly tool-box meetings.
- k) Perform any of the above duties outside of normal working hours.
- l) Assume responsibility for the care and maintenance of assigned tools and equipment.
- m) Any other duties as assigned.

CONTACTS

The Public Works Labourer will report directly to the Property Maintenance Supervisor and will also have contact with the following:

1. Municipal Staff
2. Public