



Job Description: General Labourer

DEPARTMENT: Infrastructure Services
REPORTS TO: Manager of Maintenance and Operations
LAST REVIEWED: July 2024
APPROVED BY:

Director of Infrastructure Services

Chief Administrative Officer

JOB SUMMARY

The General Labourer reports to the Manager of Maintenance and Operations and is responsible for providing general labour support on a casual basis across the organization. The General Labourer will be responsible for supporting:

- The maintenance and upgrading of public spaces.
- The operation and maintenance of small tools and equipment.
- A variety of physical tasks performed in all types of weather.
- Tidiness and cleanliness of public spaces.

This is a physically demanding job that may at times require some weekend availability. The incumbent will be expected to work well as part of a team and at times, independently with minimal or no supervision. The position consists of routine manual work and the performance of a variety of unskilled and semi-skilled construction and maintenance tasks.

TYPICAL DUTIES

- Assists other Town of Gibsons personnel, contractors or volunteers carry out their assigned duties or projects across all municipal operations.
- Operates and performs minor maintenance on a variety of equipment such as chain saws, jack hammers, weed trimmers, lawn mowers, garden tractors, compactors, hand tools, hedge trimmers, edgers, pole saws, pole pruners, grinders, light trucks and any other similar equipment.
- Performs routine, essentially manual tasks such as:
 - Assisting with the installation of pipes and road signs.
 - Minor building and structural repair.

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- Groundskeeping, tree pruning and maintenance.
- Cutting and clearing of brush and other materials from ditches, boulevards, trails and public lands.
- Crack and pothole patching.
- Manual weeding, weed trimming, grass cutting and raking.
- Planting and maintenance of flower beds, shrubs, trees and other greenery.
- Clearing underbrush.
- Street, parking lot, sidewalk and curb sweeping.
- Public washroom maintenance, stocking of supplies and other janitorial duties.
- Unloading, loading and moving of supplies.
- Snow removal through shoveling, sanding and salting of sidewalks, parking lots, roads and gutters.
- Maintenance of trails, ditches, creeks, ponds, foreshore and beach areas.
- Removal of graffiti.
- Cleaning, sanding and painting.
- Any other related duties that may be assigned such as:
 - Shop and yard clean-up.
 - Vehicle and equipment cleaning and maintenance.
 - Aerating, overseeding, fertilizing and watering of planted areas.
 - Flagging or traffic control.
 - Assisting in obtaining measurements of topographical or architectural features.
 - Assisting with the beautification of Municipal public spaces.
 - Assisting with the hanging of seasonal items such as lighting or banners.
 - Playground equipment maintenance.
 - Participating in parks programs, projects or events.
- Performs other duties as assigned by the Manager of Maintenance and Operations or the area Supervisor.

REQUIRED EXPERIENCE, EDUCATION AND QUALIFICATIONS

- Completion of Grade 12 or equivalent.
- Valid B.C. Class 5 driver's license and a safe driving record.
- Minimum 1-3 years' experience in landscaping/horticulture and/or construction/carpentry.

PREFERRED EXPERIENCE, EDUCATION AND QUALIFICATIONS

- Previous municipal experience carrying out the listed duties.
- Completion of appropriate entry level horticultural training.
(eg. one year Horticultural Technician Program)
- Completion of the Traffic Controller Training Program.

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- Air brake endorsement.
- Experience with excavating equipment.
- Experience identifying various species of trees, shrubs, flowers, invasive species, etc.
- Experience in the maintenance and construction of municipal parks and horticultural practices.
- Experience in water distribution, wastewater collection or other similar piping installation and repair work.

SUMMARY OF KEY COMPETENCIES AND ABILITIES

- Capable of lifting a minimum of 25 kgs, lifting from the ground up.
- Ability to meet the physical demands of the job which may include repetitive motions including but not limited to standing for long periods of time, kneeling, twisting, bending, lifting, squatting and climbing ladders.
- Ability to perform heavy manual work in all types of weather.
- Ability to communicate effectively verbally and in writing.
- Ability to work within a team and independently to achieve improvements in all the Town's operations.
- Ability to deal courteously with the public.
- Ability to receive and follow directions.

REPORTING RELATIONSHIPS

Reports to the Manager of Maintenance and Operations and receives day-to-day direction from the Parks and Public Works Foreman.

The above is a general description of the principal functions of this job and is not a detailed description of all duties.