

Town of Rocky Mountain House POSITION DESCRIPTION FOR: CASUAL LABOURER – SUMMER STAFF			
Department:	Engineering & Operations	Effective Date:	January 22, 2026
Reports To:	Operations Managers		

General Accountability:

Responsible, under the direction of the Operations Managers or designated supervisor, the Casual Labourer-Summer Staff assists with the operation, inspection, maintenance and upkeep of the Town of Rocky Mountain House infrastructure. This position provides a wide range of manual, physically demanding and equipment assisted tasks. The role requires safe work practices, professionalism and compliance with all health, safety and operational procedures in support of the Engineering and Operations Department.

Core Duties:

- Perform routine maintenance and cleaning of park and trail outhouses, including restocking supplies and reporting maintenance issues.
- Perform litter and garbage collection from Town-owned receptacles in parks, playgrounds, walking trails, Main Street, highway ditches, and public facilities.
- Assist with grounds maintenance activities such as weeding, watering, raking, planting, and maintaining playgrounds, flower beds, tree beds, green spaces, and landscaped areas.
- Maintain outdoor recreation facilities including ball diamonds, football fields, pickleball courts, tennis courts, the North Saskatchewan River Park, and the Campground.
- Operate ride-on mowers, push mowers, weed trimmers, and other groundskeeping equipment within Town limits.
- Assist with the setup, operation, and maintenance of irrigation systems.
- Assist with the setup and takedown of special events.
- Assist with roadway line marking, including crosswalks, stop bars, parking stalls, and pavement symbols.
- Assist with pothole repairs and minor asphalt maintenance.
- Support concrete maintenance and repair work, including sidewalks, curbs, and pads.
- Paint and maintain traffic control barricades, fire hydrants, and other municipal infrastructure.
- Assist with hydrant flushing activities in accordance with established procedures.
- Assist with tree maintenance activities such as pruning, debris removal, and cleanup under supervision.
- Support general shop, yard, and operations maintenance.
- Safely operate Town vehicles, tools, and equipment in a professional manner, ensuring required safety and maintenance checks are completed and equipment is kept clean.
- Conduct routine inspections and identify hazards, deficiencies, or maintenance needs and report.
- Perform physically demanding tasks including kneeling for extended periods, repetitive motions, and use of hand and power tools such as shovels, rakes, and other equipment required to complete assigned duties.
- Actively participate in the Town's Health & Safety program and comply with all safety policies and procedures.
- Promote the Town and the Department in a positive and professional manner when interacting with the public.
- Participate in shift schedules and work overtime as required.

- Perform other duties as assigned related to the function of the Engineering & Operations Department.

Support to others

- Work within the provisions of existing joint use agreements.
- Assist with Roads, Water and Sewer and Departments as directed to do so.

Health and Safety:

- Required to review the Town of Rocky Mountain House Health & Safety manual on a regular basis and adhere to the manual.
- Participate in the Health & Safety training, meetings and reporting.
- Maintain a health and safety conscious attitude

Reports To:

- Operations Managers

Minimal Qualifications:

- Valid Alberta Class 5 Drivers License
- Criminal Record Check & Drivers Abstract
- Enrolled in High school or Post-secondary school
- Ability to deal with public and staff in an effective and professional manner

Guidance Received:

Directives, manuals, regulations, ordinances or other written guidelines used regularly by this position are;

- Province of Alberta Municipal Government Act and regulations
- Town of Rocky Mountain House Procedures, Policies and Bylaws.
- Alberta Labor Standards
- Occupational Health and Safety Act, Code and other related documentation
- AWWOA Guidelines and Best Practices
- Municipality Access and Work Agreement with Alberta Transportation
- Municipal District Bylaws, Policies and Procedures and Administrative Guidelines
- Land Use Bylaw
- FOIP Act
- WCB Guidelines
- Written and/or oral directives received from the C.A.O

Contacts:

Casual Labourer – Summer Staff will frequently have contact with the following;

- General Public
- Town of Rocky Mountain House staff
- Town of Rocky Mountain House organizations.

Environment:

Features of work which create unusual demands or, which create physical and/or mental stress are;

- Casual Labourer – Summer Staff works closely with Parks and Grounds with Engineering and Operations

- The ability to make recommendations and decisions are limited to processing improvements and efficiencies as this position has legislated requirements.
- Work is to be completed in an efficient and accurate manner with emphasis on independent work habits and self-motivated initiative to learn and excel in all aspects.
- Requires discretion and confidentiality in all matters.

Physical Demands:

This position may include the following:

- Being seated for long periods of time
- Kneeling for long periods of time
- Repetitive movements
- Working with arms above your head
- Bending & twisting motions
- Lifting over 50 lb
- Being on your feet for long periods of time
- Working outdoors in ALL weather conditions

CAO Approval:  _____

Date: 0/23/25

SIGNATURES:

I have read and understand the contents contained within this job description. The supervisor of this position has informed me that this is a general description of the duties, responsibilities and qualifications for the position of Casual Labourer – Summer Staff. This description will form the basis for my classification level and the basis for my performance evaluation.

Employees Signature: _____

Manager Signature: _____

Date: _____