



Town of Rocky Mountain House

POSITION DESCRIPTION FOR: CASUAL LABOURER – SUMMER STAFF

Department:	Engineering & Operations	Effective Date:	March 12, 2021
Reports To:	Operations Supervisor (Parks)		

General Accountability:

Responsible, under the direction of the Operations Supervisor (Parks) or designated crew chief, for assisting with the daily operation and maintenance of parks, grounds and green spaces within the Town of Rocky Mountain House.

Core Duties:

- Repair and replace roadway line marking such as crosswalks, stop bars, parking stalls and symbols (handicap, arrows, etc.).
- Collect and pick garbage from Town owned receptacle in parks/playgrounds, along Walking Trails and on Main Street.
- Assist in garbage clean up along highway ditches.
- Miscellaneous shop and yard clean up including grass maintenance along Operations yard perimeter.
- Painting traffic control barricades.
- Assist with weeding, watering and raking playgrounds, flower/ tree beds and grounds.
- Kneeling for long periods of time maintaining beds.
- Repetitive shoulder movements using shovels, rakes and other tools designated to complete the job.
- Operate ride on lawn mowers, push mowers and weed eaters to cut grass within Town limits.
- Maintain grounds at the Ball Diamonds and Football Fields.
- Assist with using irrigation systems.
- Operate vehicles and equipment in a professional manner, with due regard for co-workers and the public. Ensure that prescribed safety and maintenance checks are adhered to and that vehicles are kept clean.
- Safe handling and use of power and non-power tools and equipment.
- Promote the Town and the Department in a positive manner when dealing with the public.
- Actively participate in the Health & Safety program.
- Participate in a shift schedule or work overtime as required.
- Perform other duties as assigned related to the function of the 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.
- Instruct, supervise, inform and train subordinate staff with the Town's Health and Safety program and Occupational Health and Safety Act.

Reports To:

- Operations Supervisor (Parks)

Minimal Qualifications:

- Valid Alberta Class 5 Drivers License
- Criminal Record Check & Drivers Abstract
- Enrolled in High school or Post-secondary school

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
- 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;

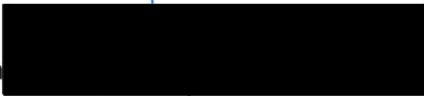
- Casual Labourer – Summer Staff works closely with Parks and Grounds with Engineering and Operations
- The ability to make recommendations and decisions are limited to processing improvements and efficiencies as this position has legislated requirements.
- Work is to be completed in an efficient and 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:

03/24/21

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: _____

Supervisor Signature: _____

Date: _____