



Municipality of the District of the District of St. Mary's

Box 296, 8296 Highway #7, Sherbrooke, NS B0J 3C0

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| Position Title: | General Labourer |
| Reports to: | Director of Public Works |
| Classification: | Part Time/Casual (7.5-15 hours bi-weekly) |
| Rate of Pay: | \$16.44 per hour, plus vacation pay |

Position Summary:

Reporting to the Director of Public Works, the part time/casual General Labourer position will provide assistance to the Public Works staff for the operations of the Municipal Transfer Station, 150 Cape Gegogan Road and general maintenance to municipal properties located within the Sherbrooke area.

Duties of the Position:

The following is an outline of the duties and responsibilities of the part time/casual General Labourer position. The listing is not intended to be all-inclusive or to limit the initiative to expand their function beyond this scope, nor is it intended to limit the Director of Public Works right to assign other duties. Hours will vary depending on time or year and public works projects, a schedule will be provided a minimum of two weeks in advance of schedule beginning. Hours will vary but primarily will be Fridays and weekends.

- Grounds/General Maintenance of Municipal properties; Perform general maintenance such as;
 - mowing, lawn care, trail clearing, snow removal, painting, etc.
 - detect/identify potential problem/hazards
 - perform janitorial duties as required
- Municipal Transfer Station - On scheduled days responsible for the duties such as;
 - Overall operation and flow of waste material at the Transfer Station
 - Designate appropriate locations and prepare site for specific storage of C&D, tires, scrap metals, etc.
 - Inspect and monitor incoming waste and direct it to the appropriate locations for off-loading and storage
 - Prohibit dumping of banned and unsorted waste, including periodic audits of incoming waste
 - Maintain logs of incoming and outgoing waste
 - Must ensure security of the site and protection of the environment
 - Handle cash and issue receipts to customers
 - Operation of the backhoe to move and compact waste materials.
 - Maintenance of backhoe including a updating a maintenance for the backhoe.
 - Other duties as required for the efficient and safe operation of the Transfer Station

Qualifications/Skills:

- Must be dependable and able to work independently with minimal direct supervision and oversight.
- Must have a clean criminal record and vulnerable sector check.
- Must be able to read, write and possess basic math skills.
- Able to operate lawn care and trail maintenance equipment.
- Must hold a valid driver's license for operation of the Backhoe (and Zamboni if required).
- Customer service and communication skills.
- Valid First Aid Certificate or be willing to obtain.
- Experienced in the operation and care/maintenance of equipment.
- The work requires routine walking, standing, bending, and carrying items weighing less than fifty pounds.