



Town of Grand Valley

Job Description

| | |
|--|--|
| Job Title: Summer Labourer | Reports To: Manager of Recreation Facilities |
| Supervises: none | Date Created: June 2023 Date Updated: February 2025 |
| Pay Grade: Student/Part-time Casual | Hours of Work: 40 hours per week |

Purpose of the Position

Under the direct supervision of the Manager of Recreation Facilities, maintains public rights of way and other Town works and operates/maintains equipment.

Major Responsibilities

The following functions are the responsibility of the position:

Maintains Rights of Way and other Works

1. Operation and maintenance of ancillary equipment and tools e.g. grass mowers, grass trimmers, painting equipment, hand tools, etc.
2. Assists with traffic control, under the supervision of the Manager, in accordance with procedures and requirements.

Work Procedures

1. Operates equipment or performs manual labour for grass cutting garbage collection.
2. Operates equipment to maintain cemetery, maintain grounds and cut grass.
3. Operates a variety of hand tools such as hand shovel, rake, axe, etc. to maintain rights of way, grounds and other works.

Maintains Equipment

1. Under direction of the Manager, maintains Town equipment and buildings, including cleaning equipment following instructions given, painting, etc.

Human Resources

1. Works under the direction of the Manager and may be required to prioritize duties accordingly to accomplish the job requirements.

Financial Resources

None

Material Resources

1. Ensures safe operation and maintenance of mobile and ancillary equipment and tools.

Skill and Effort

Knowledge

1. Basic knowledge of hand tools, grass cutting equipment.
2. Willingness and ability to follow instructions and work in a safe manner.

Physical Skill and Effort

1. Good physical condition required to perform manual labour and operate equipment.
2. Perform duties as required.

Decision Making and Judgement

1. Judgement is exercised in safe operation and maintenance of equipment.

Interpersonal Skills/Contacts

Interpersonal skills required to relate with:

1. Internal - With Supervisors, Department heads, Town staff regarding numerous duties and general instructions.
2. External - With the general public to explain maintenance operations and to respond to questions and complaints.

Working Conditions

Environment

2. Exposure to physical hazards and inclement weather conditions such as heat, rain, fog, etc.

Control over Work Schedule

1. Works schedule as established by Manager, typically Monday through Friday but may include weekends.