



## CITY OF COLWOOD

### JOB DESCRIPTION

**TITLE:** LABOURER II ROADS & UTILITIES  
**DEPARTMENT:** PUBLIC WORKS  
**POSITION TYPE:** UNION POSITION  
**PAY GRADE:** PAY GRADE 3  
**LAST UPDATED:** APRIL 2025 (Under Review)

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#### **NATURE AND SCOPE OF WORK**

This is manual work entailing considerable physical effort in a variety of construction and maintenance tasks; training and/or previous experience is required. This position reports to the Manager of Roads & Utilities and is under the functional supervision of our 2 Supervisors: one for Roads & one for Utilities. Except for routine duties, a supervisor will issue detailed instructions, monitor work progress, and do inspections upon completion.

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

- Performs a wide variety of manual tasks in the maintenance, repair, and construction of City of Colwood infrastructure.
- Tasks include but are not limited to maintenance and construction of roads, sewers, storm drains, sidewalks, and curbs.
- Participates in the City's Line Marking Program
- Hauls materials, supplies and/or equipment including loading and unloading.
- Acts as a traffic control person and directs traffic.
- Clears culverts and ditches.
- Repairs leaks, installs pipe and service connections.
- Performs minor inspection and maintenance on equipment and tools.
- Performs inspections on sanitary and drain infrastructure as needed.
- Performs other related duties as required.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Sufficient physical strength, stamina, and coordination to permit performance of heavy manual work in all types of weather.
- Competency in roadworks grading and paving an asset.
- Competency in concrete works an asset.
- Competency in Line Painting an asset.
- Competency in underground utilities and excavations an asset.
- Ability to communicate effectively.
- Ability to establish effective working relationships with supervisors, employees, and members of the public.
- Knowledge of WorkSafeBC regulations and City of Colwood Safe Work Procedures pertaining to Public Works



- Demonstrated proficiency in the core competencies of:
  - Adaptability: Willingness to be flexible in a changing environment.
  - Relationship Building: Establish and maintain respectful and cooperative working relationships.
  - Effective communication: Communicate effectively with others.
  - Problem Solving: Recognize and act to resolve problems.
  - Organization: Organize the work so that others will understand and will be able to achieve the City's goals as communicated by senior staff.
  - Customer Focus: Provide excellent service to both internal and external customers.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

- Minimum two (2) years experience directly related to the work to be performed.
- Demonstrated mechanical aptitude with hand and power tools including compactors and other similar equipment.
- Demonstrated knowledge in the construction and maintenance practices of roads and sidewalks.
- Demonstrated knowledge in the construction and maintenance practices of sanitary and drain networks.
- Technical training in wastewater maintenance is an asset.

### **REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS**

1. Completion of Grade 12 or equivalent
2. Possession of a valid B.C. Driver's License, minimum Class 5, with air brake endorsement
3. Possession of a valid Traffic Control Person Certificate

Basic First Aid (formerly OFA level 1) is an asset