



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

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.

As a member of the City of Colwood team and workplace community, the incumbent is responsible for adhering to all workplace policies and work procedures, and for demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

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

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

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