



## CITY OF COLWOOD

### JOB DESCRIPTION

**TITLE:** LABOURER I  
**DEPARTMENT:** PUBLIC WORKS  
**POSITION TYPE:** UNION POSITION  
**PAY GRADE:** PAY GRADE 2  
**LAST UPDATED:** July 2021 – Under Review

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

This position reports to a Foreman of Public Works; under the oversight supervision of a Public Works Charge Hand, with day-to-day functional supervision provided by a Lead Hand. The incumbent performs manual work entailing considerable physical effort in the performance of a variety of construction and maintenance tasks; limited training or previous experience is required. Apart from routine duties, a supervisor will issue detailed instructions, monitor work progress, and do inspections upon completion.

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

1. Performs a wide variety of manual tasks in the maintenance, repair and construction of public works and parks assets
2. Assists in loading, unloading, and hauling materials, supplies and/or equipment.
3. Acts as a signalperson and directs traffic.
4. Clears paths and trails, cuts and trims brush around buildings, yards, and parks.
5. Clears culverts and ditches and maintains grass areas.
6. Assists in repairing leaks, installing pipe and service connections.
7. Performs custodial duties.
8. Performs minor inspection and maintenance on equipment and tools.
9. Performs other related duties as required.

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

- A minimum of six (6) months experience directly related to the work to be performed.

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

- Sufficient physical strength, stamina and coordination to permit performance of heavy manual work in all types of weather.
- 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:
  - a. Adaptability: Willingness to be flexible in a changing environment.
  - b. Relationship Building: Establish and maintain respectful and cooperative working relationships.
  - c. Effective communication: Communicate effectively with others.
  - d. Problem Solving: Recognize and act to resolve problems.
  - e. Organization: Organize the work so that others will understand and will be able to achieve the City's goals as communicated by senior staff.
  - f. Customer Focus: Provide excellent service to both internal and external customers.

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

- Completion of Grade 12 or equivalent
- Possession of a valid B.C. Driver's License, minimum Class 5 (restrictions must be disclosed)
- Possession of a valid Traffic Control Person Certificate (TCP)