

## **JOB DESCRIPTION – PUBLIC WORKS CASUAL**

### **Nature of Position**

This position reports to the Superintendent of Public Works or Designate. The Public Works Casual performs a variety of duties in support of public works operations and landfill management. The position provides flexible, day-to-day casual support for temporary replacement necessitated by illness, injury, leave of absence, vacation, or temporary filling of a vacancy.

### **Duties and Responsibilities**

- Perform general labour duties including:
  - Conduct routine groundskeeping duties such as mowing, trimming, planting, and debris removal.
  - Digging, shoveling, lifting, and loading materials.
  - Watering of plants and flowers
  - Filling of potholes and cracks in pavement
  - Clearing of brush from roadways and ditches
  - Sweeping and cleaning of sidewalks, streets and boulevards
  - General garbage collection
  - Provision of general assistance in road and sidewalk construction
- Operate and maintain basic tools and light equipment (e.g., jackhammers, compactors, lawn equipment, chain saws and light trucks).
- If qualified and trained, operate heavy equipment (dump trucks, sweepers, plow trucks, loaders, skid steers)
- Participate in snow and ice control operations, including shoveling, sanding, and salting during winter months.
- Perform traffic control duties and set up work zone safety equipment and signage.
- Perform other related duties, as directed by the Supervisor

### **Landfill Attendant Duties:**

- Operation of scales and related tasks
- Process or collect all landfill tipping fees from landfill users at the scale facility
- Handle all basic bookkeeping functions associated with the collection of tipping fees and management of commercial accounts.



- Complete all necessary bookkeeping forms (provided by the Finance Department) Direct members of the public to the transfer station and answer other general inquiries Promote and encourage recycling through positive interaction with the public.
- Tidy the public transfer station and recycle area, as required.
- Snow removal from scale house and scale platform area, as required.
- Perform other related duties, as directed by the Landfill Manager

### **Other Duties**

- Report unsafe conditions or equipment issues to supervisors.
- Follow all occupational health and safety regulations, policies, and procedures.
- Respond to emergency situations and after-hours callouts when required.

### **Required Qualifications, Skills and Abilities**

- Grade 12 Diploma
- Valid Class 5 driver's licence
- Basic computer skills (testing may be required)
- Experience with bookkeeping or accounting.
- Must be physically able to carry out the duties associated with the position
- Must be able to communicate effectively in English with other employees, supervisors and the general public
- A professional and courteous disposition, especially when working under pressure
- Willing to obtain Traffic Control certification
- Willing to obtain WHMIS
- Ability to perform physically demanding work in various weather conditions.
- Basic knowledge of construction practices, tools, and equipment.
- Strong teamwork and communication skills.
- Ability to follow instructions and work independently when required.
- Mechanical aptitude and problem-solving skills.
- Commitment to workplace safety and safe work practices

### **Preferred**

- Experience in municipal public works, utilities, or construction.
- Certifications in traffic control and/or worksite safety.
- Class 3 BC Driver's License



- Experience on heavy equipment including dump trucks, sweepers, graders, plow trucks.

### **Physical Requirements**

- Ability to lift and carry 50-75 lbs. frequently.
- Ability to walk, bend, kneel, climb, and stand for extended periods.
- Ability to work outdoors in heat, cold, rain, snow, and other conditions typical of public works operations.

### **Work Environment**

- Field and shop environment with exposure to noise, dust, traffic, machinery, and weather.
- Work may require irregular hours, including weekends, afternoons, holidays, and emergency response.