



EMPLOYMENT OPPORTUNITIES

Town of Hay River

Is accepting applications for the following positions:

Grow Your Skills. Be A Leader. Build Your Resume.

Public Works:

Labourer

WAGE: \$21.33 - \$27.90/hour

Criminal Records checks are a condition of employment.

Submit a detailed resume and cover letter to the Town of Hay River in person or via email. Please indicate the position(s) you are applying for in your cover letter and indicate your desired or available start date.

For a job description on these positions, please look for our job opportunities page at www.hayriver.com

For additional information please contact:

Town Office

Phone: 867-874-6522

Email: humanresources@hayriver.com

Positions Closing: March 29, 2021



TOWN OF HAY RIVER – POSITION DESCRIPTION

IDENTIFICATION

Position Title	
Labourer	
Position Number	Reports to
	General Foreman

PURPOSE

The Labourer is responsible for assisting with the general maintenance of Town infrastructure, facilities and assets, particularly the water and sewer system.

SCOPE

The position of Labourer reports to the General Foreman. The incumbent maintains Town infrastructure, facilities and assets, particularly the water and sewer system. The incumbent works to make Town facilities and assets safe, healthy and attractive for residents and users.

RESPONSIBILITIES

1. Carries out general maintenance, small repairs and cleaning for Town assets/facilities. This includes but is not limited to:
 - Cleans the water treatment plant & garage
 - Undertakes small repairs to water and sewer infrastructure as directed
 - Undertakes outside maintenance of the building and surroundings, including snow clearing in the winter
 - Fixes small problems in Town assets/infrastructure
 - Under the direction of the General Foreman, works with Public Works and Community Services staff on projects as needed
 - Assist mechanic in shop
 - Assist water treatment plant operator
2. Perform other related duties as required.

COMPETENCIES

Competencies are the attitudes, attributes, behaviours or other personal characteristics that are needed in order to perform a job well. Competencies are intended to complement the credentials, education and technical proficiency that an individual typically brings to a position. The Town will support staff in enhancing their competencies and learning to apply competencies to their daily work.

The following core competencies are expected of all employees of the Town.

Organizational awareness – understands big picture of issues facing the Town and community; aware of community events and occurrences; values the place of the Town within the community, understands the connection between his/her role and the vision and mission of the Town.

Customer Service – balances the interests of clients; re-adjusts priorities to respond to pressing and changing client needs. Anticipates and meets the needs of clients; achieves quality end products; committed to continuous improvement of services; ambassador for the Town to customers and clients.

Manage Resources Wisely – recognizes the value of resources - whether they are financial, human, information, material, assets, etc. – and strives to use these prudently and sustainably, in the best interests of the Town.

Interpersonal skills – considers and responds appropriately to the needs, feelings and capabilities of different people in different situations; tactful, compassionate and sensitive; treats others with respect.

Oral Communication – makes clear and convincing points to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Written Communication – expresses facts and ideas in writing in a clear and organized manner

Problem Solving – identifies and analyzes problems; distinguishes between relevant and irrelevant information to make informed decisions; provides solutions to individual and organizational problems.

Continual Learning - grasps new information; recognizes own strengths and weaknesses; pursues self-development, seeks feedback from others and welcomes opportunities to learn new things.

Flexibility – open to change and new information; adapts behavior and work methods in response to new information; adjusts to new situations warranting attention and resolution.

Sound Decision-making – exercises good judgment in making decisions; seeks all the information to make informed decisions; perceives the impact and implication of decisions, even when data is limited or solutions produce unpleasant consequences.

KNOWLEDGE and SKILLS

The following knowledge and skills are required for an individual to be able to perform the duties of this position:

- Janitorial and basic plumbing skills
- Proficiency in water and sewer infrastructure maintenance and repairs
- Basic carpentry skills
- Problem solving skills
- Effective communications skills
- Mechanically inclined

QUALIFICATIONS

The Labourer would normally attain the required knowledge, skills and attitudes through completion of a High school diploma, along with experience in general maintenance and construction. Equivalencies will be considered. Class 3 driver's license is favorable; Class 5 driver's license is mandatory

WORKING CONDITIONS

Physical Demands

The Labourer position is physical and the incumbent will be expected to lift, carry and manage equipment and supplies. Work activities may take place inside or outside in all sorts of weather.

Environmental Conditions

The Labourer may find the environments to be busy and noisy. The incumbent must also handle various chemicals and cleaning solvents. Work in extreme hot and cold weather

Sensory Demands

The incumbent must also handle various chemicals/solvents which have powerful odors.

Mental Demands

There are no unusual mental demands with this position.

ADDITIONAL REQUIREMENTS

Position Security (✓ check one)

- No criminal records check required
- Position of Trust – criminal records check required**
- Highly sensitive position – requires verification of identity and a criminal records check

CERTIFICATION

Position Title: Labourer

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p><i>“The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.”</i></p>	