

# The Corporation of the District of Oak Bay

## Job Description



<b>Job Title:</b>	<b>SEMI-SKILLED LABOURER</b>	<b>JEPE Number:</b>	#1091A
<b>Department:</b>	Engineering & Public Works	<b>Pay Grade:</b>	2 – Schedule B
<b>Area:</b>	Public Works	<b>Position Status:</b>	Regular – Full Time
<b>Location:</b>		<b>Position Type:</b>	Union
<b>Supervisor:</b>	Public Works Operations Manager	<b>Last Updated:</b>	November 2024

### Job Purpose:

This is semi-skilled manual work in Public Works infrastructure maintenance and construction, building and yard custodial maintenance, and solid waste/recycle depot operation. The work of this class is distinguished from that of the Labourer class by the additional knowledge and experience necessary either to work productively as part of a civic infrastructure construction crew, or to work with a minimum of direct supervision in situations where some degree of judgement may be required.

### Duties and Responsibilities:

- Assists in the maintenance and construction of roads, sidewalks, sewers, drains and waterworks; generally provides semi-skilled assistance to other classes of employees of a nature that requires some training and experience in the assigned task.
- Assists workers who have skill and experience in specialized maintenance tasks such as sewer and storm drain rodding and flushing, asphalt placement or cement finishing and cribbing.
- Uses a variety of equipment such as jackhammers, tampers, sprayers, screeners, crack sealers, data recorders and other specialized devices and standard tools used in public works maintenance and construction.
- Operates light vehicles to transport employees and equipment.
- Operates yard equipment such as loader, forklift and bobcat.
- Performs general maintenance, cleanup and custodial functions in Public Works buildings, structures and yards.
- Performs weed control function utilizing trimmers, weed foaming equipment, power washer and related equipment.
- Performs graffiti removal on District property and infrastructure.
- Performs duties related to setup and takedown of special events.
- Assists members of the public in the use of garbage/recycle drop-off facilities; explains related regulations; takes cash or tokens and operates cash register as necessary.
- Performs general public works duties as required.

### Required Knowledge, Abilities & Skills:

- Sufficient physical strength, stamina and coordination to perform heavy manual labour in all weather and site conditions.
- Ability to understand and work in accordance with oral and written instructions.
- Ability to communicate clearly and diplomatically with the public.
- Ability to work cooperatively as part of a crew or team, and where required, to carry out semi-skilled tasks effectively and responsibly with minimal direct supervision.

- Working knowledge of Public Works maintenance and construction methods, along with related tools, equipment, materials and fittings.

**Qualifications:**

- One year of experience in the installation and maintenance of Public Works infrastructure, with a demonstrated aptitude for Public Works construction and maintenance work.
- Completion of Grade 10 or equivalent.

**Required Licenses, Certifications and Registrations**

- Appropriate valid and subsisting B.C. Driver's license.