

# Job Description

## Municipal Services Worker

## **PURPOSE OF THE POSITION**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

The Municipal Services Worker is responsible to providing assistance to municipal services staff in completing their assigned tasks.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

The Municipal Services Worker is responsible for assisting municipal services staff in completing their assigned tasks. He/she is expected to assist with the delivery of water and collection of sewage and garbage, assist with cleaning facilities equipment and tools and providing manual labour services as required.

The Municipal Services Worker must also deal with residents and members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and levels and quality of service. The Municipal Services Worker must make note of and report on any such complaints and respond in a courteous and respectful manner.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Assist with the delivery of water and collection of sewage and garbage.

### Main Activities

- Operate all equipment in a safe and efficient way according to all relevant legislation, policies and procedures
- Clean trucks as scheduled and/or required
- Ensure trucks and equipment are safely and securely stored
- Clean water tank as required
- Pump out septic tanks of residential buildings, businesses and other facilities
- Maintain daily records of pick-ups
- Dispose of sewage according to set policies and procedures
- Pick up refuse in other areas as required
- Dispose of garbage according to set policies and procedures

2. Maintain municipal, services facilities and equipment

### Main Activities

- Ensure equipment and tools are stored in a safe and secure
- Clean and make minor repairs to equipment and tools ensure

- Ensure that municipal services buildings and facilities are maintained in a clean and orderly manner

3. Provide manual labour services as and when required

Main Activities

- Operate basic hand tools such as saws, shovels, rakes, etc.
- Operate basic power tools such as lawn mowers, brush cutters, snow blowers, ect.
- Provide manual labour assistance on various tasks and assignments

4. Perform other related duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- ✓ knowledge of safe operation of basic hand and power tools
- ✓ basic knowledge of water, sewer and garbage truck and equipment operation
- ✓ knowledge of sewage pump out procedures
- ✓ knowledge of garbage collection and disposal procedures
- ✓ knowledge of equipment cleaning standards and procedures
- ✓ knowledge of workplace safety and safe lifting and handling procedures

### **Skills**

The incumbent must demonstrate the following skills:

- ✓ ability to operate required equipment in a safe and responsible manner
- ✓ client service and public interaction skills
- ✓ team building
- ✓ effective verbal and listening communications skills
- ✓ ability to communicate effectively in English and Slavey
- ✓ time management skills

### **Personal Attributes**

The incumbent must demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ deal with the public in a positive, courteous and respectful manner

The Municipal Services Worker must act in a manner that is appropriate to a Hamlet employee. He/she must also be able to operate effectively in a highly political environment.

## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Municipal Services Worker has a physically strenuous and demanding job which can easily result. He/she will be lifting, pulling and managing heavy equipment and objects. The Municipal Services Worker will have to work in all weather, and must be prepared for both extreme heat and cold.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Municipal Services Worker must work outside in all different weather conditions including extreme cold and extreme heat. The Municipal Services Worker may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

The Municipal Services Worker is may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

The Municipal Services Worker must complete assigned tasks in a timely manner. He/she must be able to effectively deal with the public in a courteous and respectful manner.

**CERTIFICATION**

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name                      Date	<hr/> Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Senior Administrative Officer's Signature              Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.