



VILLAGE OF TAHSIS  
PUBLIC WORKS  
GENERAL LABOURER  
JOB DESCRIPTION

**2018**

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## **WELCOME TO THE VILLAGE OF TAHSIS**

An interesting and challenging experience awaits you as an employee of the Village of Tahsis. An Employee Handbook outlining the Village policies has also been provided for you.

The duties stated in this Job Description are subject to change at the sole discretion of the Village. If you have questions regarding any items, please ask your supervisor for assistance.

We wish you the best of luck and great success in your position, and hope that your employment relationship with the Village of Tahsis will be a rewarding experience.

## **GENERAL**

The Village of Tahsis requires that employees treat all fellow employees, supervisors, residents and business owners and the general public with respect and courteousness.

The General Laborer performs the duties indicated in this job description. The duties may be changed from time-to-time, at the discretion of the Administrative Committee, and/or supervisors as operations require.

The following outlines general requirements that this position requires.

### **Organizational structure**

You will report directly to the Director of Operations or designate and any questions should be directed to your supervisor.

### **Policies and Guidelines:**

Please sign the acceptance form for the handbook and return it to the Village office. Your signature on the acceptance form for the Employee Handbook is a condition of employment.

### **General:**

You must possess as Class 5 Driver's Licence issued by the Province of British Columbia. You must follow industrial health and safety regulations as set out by WorkSafe BC, provincial and federal governments, and other agencies.

As an employee, you will be expected to perform the related work as required. You may be required to work overtime. You must have sufficient physical strength, stamina, and co-ordination to permit the performance of heavy, manual, outdoor work in all weather conditions. Employees in this category are encouraged to enrol in the Environmental Operator Certification Program.

A periodic review and performance evaluation will be completed to determine future training and development needs and to obtain feedback, from you, as to this job description and your employment in general.

## **Public Works Duties**

Your duties will include but not be limited to the following:

### **General Public Works:**

- Municipal transport system of roadways, lanes, sidewalks, and traffic services.
- Storm sewer and surface drainage system.
- Municipal parks and playgrounds.
- Municipal buildings, facilities, and installations.
- Sanitary landfill disposal site
- Garbage collection.
- Municipal gravel pits.
- Workshop and yard facilities.
- Recycling system and building facilities.
- Flood control measures.
- Snow and ice removal.
- Emergency response.
- Maintain records, as directed
- Report any abnormal conditions within the municipality that will affect operations.
- Perform other duties as required.
- Attend additional training as required.

**Water System:**

- General labourers who have at least their Level 1 EOCP water distribution certification may be required to perform some or all of the following:
- Operate waterworks utility system of supply, storage, purification and treatment, transmission, and distribution.
- Maintain the following in proper working order:
  - water intake system including the generator, pumps, and chlorination system.
  - water tower at the water intake – ensure proper water levels and operation.
  - water tower above the town-site area – ensure proper water levels and operation.
  - pump station on Churchill Road – ensure proper operation of pumps and water supply.
- Perform the above maintenance in accordance with the British Columbia Drinking Water Codes of Practice, Regulations and Legislation
- Record water quality parameters with the distribution system including collection of water samples
- Flushing, cleaning and maintaining the water distribution network and associated system appurtenances
- Responding to emergent water system failures minimizing damage and ensuring public safety
- Complete water tests as per government and health authority standards.
- Maintain proper records of water system operations.
- Respond to and repair water breaks in the transmission lines.
- Perform other duties as required.
- Attend additional training as required.

## **Sewer System:**

Once cleared medically and in accordance with the direction of the principal wastewater operator:

- Operate waste-water utility system of collection, treatment, and disposal.
- Maintain the following in proper working order:
  - Sewage lift stations including operation of generators and transfer during emergency situations, power failures, and general equipment failures.
  - Sewage treatment plants including maintaining effective treatment and disposal as per government standards.
  - Complete waste-water tests as per government standards.
- Maintain proper records of waste-water system operations.
- Maintain transmission lines.
- Respond to and repair breaks in the sewage transmission lines.
- Perform other duties as required.
- Attend additional training as required.

## **General Equipment**

As an employee of the Public Works Department, you may be required to operate certain types of equipment. Your duties will include but not be limited to:

- Only operate the equipment you have had appropriate training on and are licensed for.
- Practice appropriate rules of safe operation and the precautions to be taken to avoid accidents in the operation of a variety of small and medium sized equipment.
- Operate appropriate equipment for the type of work required
- Operate the appropriate equipment for the certification you have acquired.
- Maintain equipment in safe working order.
- Notify the Superintendent or the Assistant Superintendent of any unsafe issues or occurrences and/or specialized maintenance that is required.
- Operate all equipment as per safety and operational requirements by provincial, other government, and appropriate agencies.
- Operate equipment according to the material and methods required in the maintenance, construction, and operation of municipal works facilities and services.
- Complete all record keeping as required by the Minister of Transportation, other government, and appropriate agencies.
- Request additional training that is required by provincial, other government, and other applicable agencies.
- Perform other duties as required.
- Attend additional training as required



## **Docks, Wharves and Grounds**

As an employee of the Village of Tahsis, you may be required to work at our Docks & Wharves facilities. Your duties will include but not be limited to:

- Ensure compliance of the parking, boat launch, Tahsis Wharf, and Seaplane base rules and regulations by all users of the area.
- Collection of cash
- Perform grounds maintenance duties including: grass cutting, weed whacking, general clean-up.
- Maintain washroom facilities in clean and sanitary condition. (Must have appropriate hepatitis vaccinations – see your supervisor for more information).
- Operate appropriate equipment to complete grounds maintenance duties.
- Maintain equipment in safe working order.
- Notify your supervisor of any unsafe issues or occurrences and/or specialized maintenance that is required.
- Operate all equipment as per safety and operational requirements by provincial, other government, and appropriate agencies.
- Operate equipment according to the material and methods required in the maintenance, construction, and operation of municipal works facilities and services.
- Complete all record keeping as required by the Village of Tahsis.
- Perform other duties as required.
- Attend additional training as required