

**TOWNSHIP OF ELIZABETHTOWN-KITLEY
JOB DESCRIPTION**

TITLE: General Labourer - Temporary
REPORTS TO: (Directly) Public Works Supervisor
REPORTS TO: (Indirectly) Public Works Manager
WAGE: \$23.04 - \$25.93 per hour (Pay Grade 2) 2026 Rates

POSITION OBJECTIVE AND SCOPE

The General Labourer provides versatile manual labour and operational support across Public Works activities, including roads, parks, and waste management operations. This position assists Equipment Operators and the Landfill Site Attendant in the completion of daily tasks related to municipal infrastructure maintenance, landfill operations, and general groundskeeping. The role is essential to ensuring the safe, efficient, and effective delivery of Public Works services.

This is a full-time contract position based on a 40-hour work week, with the requirement to work additional hours or Saturdays as operational or business needs require.

KEY RESPONSIBILITIES AND DUTIES

Operational Support

- Assist Equipment Operators with road maintenance, construction, and winter control activities.
- Support the Landfill Site Attendant in day-to-day landfill operations and site maintenance.
- Carry out assigned tasks under the direction of supervisory or designated lead staff.

Roads and Infrastructure Support

- Assist with pothole patching, roadside cleanup, culvert and ditch maintenance, and sidewalk repairs.
- Support installation and maintenance of municipal signage, guiderails, and other roadside safety devices.

Landfill and Waste Site Support

- Assist with general cleanup of waste, litter, and debris at the landfill site and surrounding municipal properties.
- Support grass cutting, weed trimming, and general site upkeep at the waste disposal facility.
- Assist in maintaining orderly and safe site conditions for vehicles and users.

Parks and Grounds Maintenance

- Assist with maintenance of municipal parks, green spaces, trails, and public properties.
- Perform grass cutting, trimming, brush clearing, and general landscaping duties.

Vegetation and Drainage Maintenance

- Assist with roadside brush clearing, tree trimming, and vegetation control as directed.
- Support cleaning of culverts, ditches, catch basins, and drainage systems.

Equipment and Vehicle Support

- Operate municipal vehicles requiring a valid Class "G" driver's licence as assigned.
- Assist with basic equipment care such as cleaning, checking fluid levels, and general upkeep.
- Report equipment defects or safety concerns to supervisory staff.

General Duties

- Perform a variety of manual labour tasks as required to support Public Works operations.
- Assist with maintenance of municipal buildings, facilities, and worksites.
- Provide support for traffic control and site safety activities as directed.
- This position requires direct supervision of public works staff and work crews

MINIMUM QUALIFICATIONS

Education and Experience

- Grade 10 or higher preferred.
- Equivalent combination of education and relevant experience in general labour, construction, landscaping, or municipal operations may be considered.

Licensing

- Valid Class “G” driver’s licence required with satisfactory drivers abstract.

Skills and Abilities

- Ability to perform physically demanding manual labour in outdoor environments.
- Ability to follow instructions and work effectively under supervision.
- Ability to work collaboratively with Equipment Operators, Attendants, and other Public Works staff.
- Basic mechanical aptitude considered an asset.
- Good interpersonal skills for occasional public interaction.

Safety

- Strong awareness of workplace health and safety practices, particularly when working around moving vehicles, heavy equipment, and landfill operations.
- Commitment to safe work procedures in all conditions.

WORKING CONDITIONS

Environment

- Work is performed primarily outdoors in all weather conditions.
- Exposure to dust, noise, fumes, odours, and variable environmental conditions.
- Physically demanding work requiring lifting, bending, walking, and repetitive tasks.
- Work may take place in active roadwork zones, landfill environments, and public spaces with moving equipment and traffic.

Employee Expectations

- Flexibility to work across multiple Public Works areas depending on operational needs.
- Willingness to perform a wide range of duties in varying and sometimes challenging conditions.
- Ability to work a standard 40-hour work week, with availability to work Saturdays and/or additional hours as required to meet operational demands, including seasonal and emergency situations.
- Reliable attendance, strong work ethic, and commitment to safety and teamwork.
- Probationary period may apply.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in his position.