

Town of Irricana Job Description

Position: Public Works General Labourer – Summer Student

The General Summer Labourer will be responsible for performing general building and property maintenance for the Town of Irricana. He/she plants, cultivates, and harvests horticultural specialties, such as flowers and shrubs, and performing related duties, applying knowledge of environmental systems the general Summer Labourer will uphold the grass areas to established standards. He/she will be required to perform physical labour both indoors and outdoors in a variety of weather conditions. Additional duties may include performing routine maintenance activities, notifying management of need for repairs, and cleaning debris from sidewalks and paths.

ESSENTIAL FUNCTIONS – General Summer Labourer

1. Parks/Natural Space and Recreation Areas

- Sow seeds and plant cuttings.
- Dig holes for planting.
- Review bloom development, and soil conditions to determine nutrient and moisture requirements and to detect and identify germ and pest infestations.
- Mix planting soil, following prescribed procedures.
- Prepare soil; plant bulbs, seeds and cuttings; graft and bud plants; and transplant seedlings and rooted cuttings.
- Position and regulate greenhouse and outdoor irrigation systems to water plants and fields.
- Dig, cut and transplant trees, shrubs, flowers and plants.
- May operate lawn mowers and other equipment.
- Conduct analysis of soil moisture
- Control plant growth and development through pruning and shaping of plants.
- Perform stick cutting and other production tasks as directed.
- Detect and report all plant health and pest problems.

2. Building Maintenance

- Comply with Occupational Health and Safety standards and practices.
- Perform general clean up of all facilities.
- Sweep, mop, polish, refinish resilient floors, vacuum and shampoo carpeted areas, dump garbage and recycle bins, perform all cleaning aspects of halls, offices, board rooms, restrooms, lunchroom and auditoriums as well as wash walls, windows and window coverings.
- Ensure the maintenance of all equipment and machinery.
- Perform regular property inspections of units, common areas, building exteriors, and landscape.
- Collect and dispose of all garbage and recyclables.
- Clean light fixtures and change light bulbs/tubes.

- Prepare and set up rooms or auditoriums for meetings, parties, or various other activities and clean up afterwards.
- May use a variety of hand and power tools, electric meters and material handling equipment in performing duties.
- Prepare, paint and decorate interior and exterior surfaces, as required.
- Drive vehicles, as required.
- Perform all other duties as assigned or needed.

3. Street and Alley Maintenance

- Assist with street maintenance
- Clear construction areas and remove debris
- Signal equipment operators to facilitate alignment, movement, and adjustment of machinery, equipment, and materials.
- Spray materials such as water, sand, steam, vinyl, paint, or stucco through hoses to clean, coat, or seal surfaces.
- Utilize pumps, compressors, and generators to provide power for tools, machinery, and equipment, or to heat and move materials such as asphalt.
- Lubricate, clean, maintain and repair machinery, equipment, and tools.
- Clean and prepare construction sites to eliminate possible hazards.
- Control traffic passing near, in, and around work zones.
- Dig ditches or trenches, backfill excavations, compact and level earth to grade specifications, using appropriate tools.
- Load, unload, and identify building materials, machinery, and tools, and distribute them to the appropriate locations, according to project plans and specifications.
- Perform demolition work and salvage useful materials.

Qualifications:

1. High School Diploma, G.E.D. or equivalent.
2. Working knowledge of plant needs considered an asset.
3. Ability to participate in continuous improvement processes.
4. An interest in plants of different kinds and the environment in which they thrive.
5. Good observation skills to detect disease and pests.
6. Enjoy being outside.
7. Good physical strength and stamina.
8. Ability to multi-task and establish priorities.
9. Exhibit initiative, responsibility, flexibility and leadership.
10. Ability to work independently in a busy environment.
11. Strong attention to detail.
12. Possess a valid driver's license.
13. Able to create alternative solutions to problems.
14. Excellent time management skills.
15. High level of sound and independent judgment and reasoning.

16. First Aid skills and/or certificates are considered assets.