



Position Description

POSITION TITLE:	Utility Labourer
DEPARTMENT:	Municipal Services
REPORTS TO:	Municipal Services Director

SUMMARY OF POSITION:

The Utility Labourer shall report directly to the Municipal Services Director. The Utility Labourer is responsible for maintaining the water station sites in the hamlets and villages within Starland County. They are also responsible for assisting the Utility Operators and Municipal Services Director with tasks.

RECOMMENDED TRAINING AND QUALIFICATIONS

- Possess a valid driver's license
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, National Safety Codes and others as applicable

KEY DUTIES AND RESPONSIBILITIES:

- 1. Weed Whipping and Mowing**
 - Mow and weed whip around the water station sites within the county
 - Grease equipment, clean air filters, clean out grass, dust and debris as needed, check coolant levels, and any other maintenance as required.
 - Inspect sites upon arrival for any hidden hazards to yourself or equipment. Clean any debris/garbage from area prior to mowing.
- 2. General Labour and Maintenance Tasks**
 - Perform any task that is assigned by the Municipal Services Director
 - Report any maintenance equipment failures or vehicle repairs to the Shop Foreman
 - Complete all required documentation, including time sheets, and submit to the Municipal Services Director in a timely manner
- 3. Recreation Department Operations**
 - Help with the daily on-site tasks related to the recreation department.
 - Assist in maintaining the grounds of recreational facilities and other properties owned by Starland County.
 - Follow all safety protocols and attend safety meetings as required.

UTILITY OPERATOR TRAINEE JOB DESCRIPTION

- d. Ensure all equipment and vehicles are operated and maintained.
- 4. Other duties as assigned by the Municipal Services Director or the Chief Administrative Officer**

SAFETY COMMITMENT:

The employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position is a safety-sensitive position, so drug and alcohol testing is required upon hiring.

*Revised as of August 2024