



# ***Village of Salisbury***

## ***Position Profile***

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<b>DEPARTMENT:</b>	Department of Infrastructure and Public Works (Transportation, Wastewater Services & Maintenance, Municipal Infrastructure, Facilities, Buildings, Properties, and Equipment)
<b>POSITION:</b>	Skilled Labourer
<b>REPORTS TO:</b>	Director of Infrastructure and Public Works/Manager of Infrastructure and Public Works

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### **Summary**

This position is responsible for providing assistance to Director and Manager of Infrastructure and Public Works, completing their assigned tasks.

### **Main Duties (not limited to)**

- Operates equipment and tools in a safe and efficient manner according to all relevant legislation, policies and procedures
- Assists with the operation and maintenance of the wastewater treatment plant and collection system
- Assists with snow removal from sidewalks, parking lots, trails, and access roads
- Cleans equipment and tools as scheduled and/or required
- Ensures equipment and tools are stored in a safe and secure manner
- Collects waste from grounds and receptacles and ensures proper waste management procedures are carried out
- Maintains and performs minor repairs on equipment, buildings, facilities, and infrastructure
- Maintains the overall condition and appearance of buildings and grounds
- Operates basic hand tools such as saws, shovels, rakes, etc.
- Operates basic power tools such as lawn mowers, power saws, brush cutters, etc.
- Operates small equipment such as tractors, pick-up trucks or cars, to transport employees/equipment to/from work sites
- Assists with setup and cleanup at community events when needed
- Provides manual labour assistance on various tasks and assignments
- Perform other related duties as required
- Maintain effective working relationships with coworkers

### **Education, Experience, Skills & Abilities**

- High school diploma or equivalent
- Up to 2 years of experience in maintenance role
- Must possess a valid New Brunswick Driver's Licence with a clean drivers abstract
- Must provide criminal record check; must be bondable

- Must have Standard First Aid and CPR Certification
- Organizational skills
- Communication skills (oral & written)
- Time management skills
- Problem solving skills
- Teamwork
- Dependable
- Working in extreme weather conditions
- Working in confined spaces
- Working outside normal operating hours
- Adhere to all provincial and municipal Occupational Health and Safety policies, guidelines and standard operating procedures

**\*\* SUBJECT TO CHANGE \*\***