

**TOWN OF PORT MCNEILL  
PUBLIC WORKS  
JOB DESCRIPTION**

**Position Title:**

**Entry Level Public Works Employee**

**Reports To:**

**Public Works Supervisor or Administrator**

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**Position Summary:**

Under the direction of his/her immediate supervisor, the position is responsible for a variety of unskilled, manual tasks and duties. These tasks and duties are usually physical in nature and require the use of simple tools and equipment. Tasks and duties of a Student Employee are normally carried out under the direction of a more senior employee or a supervisor.

**Typical Duties and Responsibilities:**

1. Assist, as a “helper”, to personnel of other or higher classifications to carry out their responsibilities.
2. Operate equipment such as chain saws, weed eaters, push/self propelled lawn mowers, pickup trucks, 1 ton flat deck and other similar equipment.
3. Perform routine manual tasks such as:
  - clearing brush from roadways and ditches
  - weeding and grass cutting
  - parks and recreation work
  - refuse and litter pickup
  - sweeping and cleaning
  - cleaning and maintenance of facilities/buildings
  - unloading and moving of supplies
  - clearing/cleaning of culverts and ditches
  - painting of roads, signs and structures
  - hand excavations and backfilling
  - direct traffic, place barricades and warning devices
  - other related duties as may be assigned.

**Qualifications:**

1. Hold a valid B.C. Drivers Licence.
2. Grade 12 or higher education.
3. Work experience in a local government environment would be an asset.
4. WHMIS and first aid certification would be an asset.

**Abilities:**

1. Must be physically capable of carrying out assigned duties in all weather conditions.
2. Must be able to communicate effectively in both oral and written form, in English, with other employees, supervisors and the general public.
3. Must be able to operate manual and automatic transmission vehicles.
4. Must be able to exercise courtesy and tact when dealing with employees and public.
5. Must be able to work safely in accordance with WorkSafe BC Regulations and Municipal Policy.