



RM of Loon Lake #561

Policy Type:	Human Resources
Policy Title:	Labourer Job Description Seasonal
Policy Number:	900-21

Authority:	
Council Resolution #	59/2021

Purpose:

To set out job descriptions and duties of seasonal labourer and/or summer student

Scope:

To set forth the duties of Seasonal Labourer

Seasonal labourer are under the direction of the Public Works Foreman

Qualifications:

1. Must possess a reasonable degree of knowledge and competence in the operation of R.M. tractor and lawn mower
2. Must possess a valid Class 5 driver’s license
3. Be capable of accepting instruction and working with minimum supervision
4. Must be willing to communicate with supervisor and/or fellow employees in a respectful manner.
5. Must have a criminal record check.

Policy:

1. The responsibilities for the position of Labourer are as follows;
 1. Operate grass cutting equipment as instructed by Foreman – Must have the proper qualifications (power mobile training) to operate certain equipment and any other training required to operate other pieces of equipment.
 2. Perform service checks on equipment as per service manuals.
 3. Account for tools and equipment used in performance of duties described.
 4. Maintain a daily log of work performed in the manner prescribed by administration.
 5. Ensure that safety regulations are adhered to both while working on roads and in the shop.
 6. Bring to the attention of the Foreman any misdemeanor by employees
 7. Abide by cell phone regulations while operating RM owned equipment; texts/calls may only be made or taken, when the equipment is not in use or by way of a hands-free device.
 8. Repair/installation of signs and culverts.
 9. Keep required safety tickets up to date.
 10. Follow R.M. of Loon Lake policies
 11. Perform work assigned which may include but is not limited to: mowing, fencing, rock picking, shop and yard maintenance, traffic sign placement and repair, assessing, shovelling, cleaning and repairing culverts.
 12. Address rate-payers with respect and report any concerns to foreman or administrator

13. Must be willing to accommodate an extended work day
 14. Must report to foreman or supervisor any incident or injury occurrence during work hours
 15. Report any equipment problems or damage to Foreman
 16. Carry out any other tasks assigned by the Foreman
2. The RM Council and its employees work together as a team to provide essential services to the ratepayers of the RM and the employee's loyalty and co-operation are vital in the team concept.

Effective Date/Repeal

This policy will come into effect on February 11, 2021 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining Labourer job descriptions that have been consolidated into this policy and replaces all past practices. This policy may only be amended or repealed by bylaw adopted by Council.