



**Position:            Labourer – Community Services**

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Department Head:        Director of Community Services

Immediate Supervisor: Facilities Manager  
                                 Parks Manager

**Position Duties:**

**Community Facilities (August - March)**

- Responsible for custodial maintenance of recreational facilities as directed by the Supervisor
- Assist with ice making and ice maintenance duties
- Assist with basic facilities maintenance
- Greet and serve the public in a friendly, helpful and efficient manner
- Assist and work with the Operator on duty, if applicable
- Actively participate in Formal Workplace Inspections in area of responsibility
- Review pertinent Hazard Identification, Assessment and Control worksheets on an annual basis as required by the Municipal Health and Safety Program
- Follow all Safe Work Practices and Procedures
- Immediately report any unsafe conditions, potential work hazards or incidents to Supervisor
- Perform other duties as directed by the Supervisor

**Parks (April - August)**

- Performs a variety of manual tasks under general supervision (i.e. garbage collection in Parks, grass cutting, weed-eating, vegetation maintenance, etc.)
- Basic operation of grounds keeping equipment including but not limited to lawn mowers, weed-eaters, etc.
- Attend position related seminars/courses as directed by the Supervisor
- Actively participate in Formal Workplace Inspections in area of responsibility
- Review pertinent Hazard Identification, Assessment and Control worksheets on an annual basis as required by the Municipal Health and Safety Program
- Follow all Safe Work Practices and Procedures
- Immediately report any unsafe conditions, potential work hazards or incidents to Supervisor
- Perform other duties as directed by the Supervisor

**Position Requirements:**

- Grade Twelve Diploma or equivalent
- Hold a valid Alberta Class 5 Driver's License
- Demonstrate ability to deal courteously with the public, all town staff and enforce the rules and regulations as required
- Demonstrate physical strength, agility and coordination sufficient to perform manual job tasks



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- Demonstrate ability to operate and/or use tools and equipment related to tasks
- Demonstrate knowledge of standard methods, materials, tools and equipment used in janitorial care and maintenance of buildings
- Perform work with limited supervision

**Level Requirements:**

**Level I**

- As per position requirements

**Level II**

- One year position experience with the Town of Edson or two years related experience
- Successful completion of Standard First Aid Course with CPR, Level C

**Level III**

- Two years of position experience with the Town of Edson or four years related experience

Note: Equivalencies & related experience shall be determined by Management.