

Competition No:	<b>2020-34</b>	Duration Tentative:	October - December
Close Date:	Open until filled		
Position Title:	Casual Labourers	Remuneration:	\$14.50
Department:	Culture, Recreation, & Green Transportation	Hours of Work:	Up to 40 hrs/week

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests. The City of Selkirk is currently in search of a **Casual Labourer** to join our team. The individual will perform general labour and custodial duties related to the operation and maintenance of Parks and Recreation facilities.

**YOUR JOB DUTIES WILL INCLUDE:**

**Job Duties**

1. Carry out the labour and custodial duties within arenas, halls and other recreational facilities.
2. Carry out labour duties within all public parks, playgrounds, athletic fields, municipal building grounds, and other green spaces.
3. Operate safely a variety of hand tools and small equipment such as weed trimmers, push mowers, roto tillers and other equipment of a like nature.
4. Perform pre-trip inspections, routine checks, minor servicing, cleaning and basic maintenance of the equipment they are operating.
5. Inform the Manager or Mechanic of any required significant maintenance or safety problems of small equipment they are operating.
6. In the course of carrying out daily tasks, the Labourer must practice established safety rules and regulations for the protection of self, fellow employees, the public and property, or equipment operated, by being continuously aware of existing and new safety procedures of the department.
7. Operate competently pick-up trucks with or without attached trailers for the purpose of transporting material as required by the Division.
8. Establish and maintain positive working relationships with employees at all levels of the organization, external contracts, and the public, in accordance with the Respectful Workplace Policy.
9. Provide support services with the City of Selkirk Emergency Plan in the event of an emergency as required.
10. Provide support and training to other employees as required.
11. To perform other related duties as may be assigned.

## **SPECIFICATIONS/QUALIFICATIONS**

### **Education, Knowledge and Experience**

#### **Minimum Requirements shall include:**

- Grade 12 education or General Education Development (G.E.D.)
- Valid WHMIS Certification
- Valid Manitoba Class 5 Driver's Licence
- Considerable skill in the operation of designated equipment and hand tools including but not limited to the following: weed trimmers, push & riding mowers, rotor tillers, etc.
- Must be able to communicate clearly and concisely, both orally and in writing. This includes the ability to understand written and verbal instructions
- Demonstrated ability to operate competently a pick-up truck with an attached trailer
- Demonstrated ability to establish and maintain effective working relationships with individuals at all levels of the organization and external contacts
- Demonstrated competency in safe work practices, knowledge and understanding of occupational hazards, safety precautions, regulations and procedures that are applicable to the area of work
- Must be able to work in a parks environment which includes extreme weather conditions
- Must be able to work evening and weekend shifts and/or overtime as required
- Must be physically able to perform all the labouring aspects or other duties associated with the position

#### **COMMENTS:**

This is for more than one casual labourer position. This opportunity is open to all applicants. This casual position is applicable to union dues but is not entitled to any benefits or entitlement under the Collective Agreement except for Article 24. Interested individuals are to specify position being applied for and attach their resume/application listing how they meet the minimum qualifications/requirements of position. Resumes/applications are to be submitted to:

Human Resources, City of Selkirk, 200 Eaton Avenue, Selkirk, Manitoba R1A 0W6

FAX #: 1-204-482-5448

Email: [jobs@cityofselkirk.com](mailto:jobs@cityofselkirk.com)

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

*The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the City's Human Resources Division via the information provided above.*

**Position:** Labourer

**Department:** Culture, Recreation and Green Transportation

**Reports To:** Manager of Parks and Recreation Facilities

**Position Summary:** Under the general direction of the Manager of Parks and Recreation Facilities, is responsible for performing general labour and custodial duties related to the operation and maintenance of Parks and Recreation facilities.

Core Competencies applicable to all positions within the City of Selkirk
<ul style="list-style-type: none"><li>• Citizen and Public Focus</li><li>• Communication</li><li>• Teamwork and Ambassadorship</li><li>• Integrity and Trust</li><li>• Ethics and Values</li><li>• Strategic Results Orientated</li><li>• Decision Making and Judgment</li></ul>

### Job Duties

1. Carry out labour and custodial duties within arenas, halls and other recreational facilities.
2. Carry out labour duties within all public parks, playgrounds, athletic fields, municipal building grounds, and other green spaces.
3. Operate safely a variety of hand tools and small equipment such as weed trimmers, push mowers, roto tillers, snow blowers, and other equipment of a like nature.
4. Perform pre-trip inspections, routine checks, minor servicing, cleaning and basic maintenance of the equipment they are operating.
5. Inform the Manager or Mechanic of any required significant maintenance or safety problems of small equipment they are operating.
6. In the course of carrying out daily tasks, the Labourer must practice established safety rules and regulations for the protection of self, fellow employees, the public and property, or equipment operated, by being continuously aware of existing and new safety procedures of the department.
7. Operate competently pick-up trucks with or without attached trailers for the purpose of transporting material as required by the Division.

8. Establish and maintain positive working relationships with employees at all levels of the organization, external contracts and the public, in accordance with the Respectful Workplace Policy.
9. Perform a variety of duties, on a relief basis, within the following 2 positions: Light Equipment Operator and Parks/Arena Attendant.
10. Provide support services within the City of Selkirk Emergency Plan in the event of an emergency as required.
11. Provide support and training to other employees as required.
12. Perform other related duties as may be assigned.

## **SPECIFICATIONS/QUALIFICATIONS**

### **1. Education, Knowledge and Experience**

#### **Minimum Requirements**

- Grade 12 Education or General Education Development (G.E.D.)
- Valid WHMIS Certification
- Valid Manitoba Class 5 Drivers Licence
- Considerable skill in the operation of designated equipment and hand tools
- Must be able to communicate clearly and concisely, both orally and in writing. This includes the ability to understand written and verbal instructions
- Ability to establish and maintain positive working relationships
- Ability to work independently, with minimal supervision
- Knowledge and understanding of the occupational hazards, safety precautions, regulations and procedures that are applicable to the area of work
- Demonstrated competence in safe work practices
- Willingness and ability to work shift work, callouts and overtime as required
- Must be able to work in a parks and recreation facility environment and outdoors, which includes extreme weather conditions
- Ability to operate competently a pick-up truck with an attached trailer
- Must be physically able to perform all the laboring aspects or other duties associated with the position assigned

#### **Relief Requirements**

- Power Engineer's Certification Refrigeration Class
- Pool-Spa Operator Certificate or equivalent
- Arena/Curling Rink Operator Level I & II
- Mobile Stage Certification
- Arborist Certification
- Considerable skill in the operation of designated equipment including but not limited to the following: farm tractors, riding mowers, skid steer loaders, Zamboni, plows and lawn sweepers
- 1 year experience in parks and facilities in a municipal corporation or similar vocation

**2. Responsibilities**

The incumbent shall be responsible to ensure their duties are carried out in an effective, efficient and safe manner in relation to themselves and fellow employees.

The incumbent shall be required, on occasion, to work on their own, with minimal direction.

**3. Comprehension and Judgement**

The incumbent must possess an understanding of and work within the Policies of the Corporation. The incumbent will exercise some degree of independent judgement in the course of carrying out the position's duties.

**4. Working Conditions**

This position will work up to 40 hours per week.

This position will require the incumbent to work shift work, callouts or overtime in the case of special events or emergency.

This position will require moderate to extreme physical effort and will require working under adverse conditions in the course of carrying out duties.

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Manager of Parks and Recreational Facilities

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Culture, Recreation & Green Transportation

Dated: December 2017