



Position:	General Shop Labourer (Seasonal) 6-8 Months
Department:	Public Works
Reports to:	Shop Supervisor
Position type:	Seasonal
Work location:	Public Works Building- Aldersyde

Position Overview

The General Shop Labourer is responsible for supporting public works through the performance of general labour and maintenance duties within the municipal shop. This position provides essential assistance to equipment operators, mechanics, administration and public works staff to ensure vehicles, equipment, and facilities are maintained in safe, efficient, and operational condition. The General Shop Labourer may also be involved in other activities of the Public Works Department for which they are qualified.

Key Duties & Responsibilities

- Perform routine shop labourer duties, including cleaning and maintaining the shop, organizing tools and parts, and ensuring a safe and orderly work environment.
- Perform parts runs and pickups.
- Conduct basic preventative maintenance tasks such as washing equipment, checking fluid levels, greasing components, and changing filters under direction.
- Ensure conformance to Department of Transportation and Department of Environment policies and regulations.
- As required, respond to environmental weather emergency situations, and perform safety responsibilities in conjunction with the County's Safety Program.
- Ensure equipment is clean, perform pre/post inspections and report identified repairs.
- Able to work in a team environment, and/or work independently.
- May be required to track and report Hours of Service.
- May be required to perform manual and repetitive labour, sometimes in adverse conditions.
- Willingness to work extended hours, overtime, weekends, and on-call shifts as operationally required.
- Perform other related work as required.

Qualifications

Certifications

- Valid Alberta Class 5 Drivers Licence.
- Grade 12 or GED

Skills Required

- Good communication and written skills.
- Proficient with Microsoft Office Suite, and familiar with GIS applications such as Arcview.
- Have the ability to understand and follow oral and written instructions.
- Demonstrated ability to operate light equipment and municipal vehicles safely.
- Basic mechanical aptitude with the ability to assist in equipment and vehicle maintenance.
- Strong awareness of health and safety practices and the ability to follow established procedures.
- Ability to work independently and as part of a team.

The following are considered *assets* to be successful in this position.

- First Aid/CPR
- Class 3Q Endorsement Driver's Licence
- Good knowledge base of the operation and maintenance of light equipment such as packers, skid-steers, field tractors or small patching graders.

Working Conditions & Physical Demands

- May be required to drive personal vehicle to designated work sites.
- Working in a variety of weather conditions.
- Walking and standing for periods of time.
- Ability to perform physically demanding work, including lifting, carrying, bending, kneeling, and standing for extended periods.
- Ability to work indoors and outdoors in varied weather and shop environments.