

SUMMER LABOURER (SEASONAL) MUNICIPAL DISTRICT OF GREENVIEW, ALBERTA

DEPARTMENT: Infrastructure & Engineering

LOCATION: Grande Cache, Alberta

STATUS: Accepting applications until a suitable candidate is found.

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, tourist destinations, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Summer Labourer is responsible for assisting with various seasonal and road maintenance projects within the Hamlet of Grande Cache and surrounding area including the Forestry Trunk Road.

MAJOR

- Perform light and heavy lifting
- Debris and garbage pickup and removal from sites
- Assist with cleanup including brooming and sweeping parking lots and sidewalks
- Gravel checking
- Line painting on parking lots, roadways, and curbs
- Daily documentation and log recording
- Ensure that work schedule complies with Greenview issued operation manual, safety standards and work procedures
- Provide exceptional customer service to both internal and external customers
- Troubleshoot equipment malfunctions and call for repairs
- Basic knowledge of equipment operation and maintenance
- Basic knowledge of tool operation and maintenance

MINOR

- Perform general manual labour duties as required
- Other duties as assigned by the Roads Supervisor, South

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QUALIFICATIONS / EDUCATION / EXPERIENCE:

- Must be legally entitled to work in Canada
- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness and precision
- Class 5 driver's license

SKILLS REQUIRED:

- Good verbal and listening communication skills
- Ability to utilize Microsoft Excel and mobile apps for tracking inventory usage and reporting
- Knowledge of working with and general maintenance of power tools and hand tools
- Must be self-motivated and able to work with minimal supervision
- Use and safe operation of a vehicle and trailer
- Ability to load equipment onto a trailer
- Ability to interpret, implement, and adhere to organizational policies and procedures

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Moderate physical effort; occasional heavy lifting
- Extensive periods of driving, sitting, standing and walking
- Exposed to working outdoors and in a high noise environment
- Hazards associated with working on or alongside roadways
- Normal working day consists of 7.5 hours, however occasional overtime may be required

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Occupational Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Adhere to Operation safety procedures
- Required to wear correct Personal Protective Equipment as per safe job procedures

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

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HOW TO APPLY:

Interested candidates may submit cover letter *(stating the position you are applying for)* and resume in one of the following ways:

By E-mail: careers@mdgreenview.ab.ca *(please quote the position in the subject line)*

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079
Valleyview, Alberta T0H 3N0

While we truly appreciate all applications, only those selected for an interview will be contacted.

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