



JOB DESCRIPTION

SEASONAL FLAGPERSON/LABOURER

POSITION SYNOPSIS AND PURPOSE

Reporting to the Patrol Superintendent, the Seasonal Flagperson/Labourer is responsible for completing manual labour tasks related to patching roads, removing beaver dams, cutting brush and grass, installing posts, culverts, and roads signs. The Seasonal Flagperson/Labourer is also responsible for safely directing and flagging traffic at work sites.

MAJOR RESPONSIBILITIES

Description	Approx. Time Spent (%)
General Road Maintenance <ul style="list-style-type: none"> • Install guiderail posts and cables, road signs and culverts. • Flag (traffic control) at job sites. • Patch roads, clear ditches, clean and mark culverts, remove beaver dams. • Check that signs are standing and legible. • Clear roads of fallen trees, debris from washouts, dead animals, etc. • Cut brush and grass along road allowances. • Place calcium on gravel areas of roads for dust control. 	20 – 80%
Equipment Operator/Maintenance <ul style="list-style-type: none"> • Operate chainsaw, brushsaw, power broom, backhoe, packer, crew cab dump truck, spray patcher, air compressor and other small equipment as required. • Conduct routine maintenance checks as required on equipment/vehicles. • Do preventative maintenance and minor repairs on equipment/vehicles. • Report any required repairs to equipment/vehicles to Supervisor or Mechanic 	20 – 80%
Miscellaneous Duties <ul style="list-style-type: none"> • Ensure all work areas are kept clean and tidy. • Stay up to date on Health and Safety issues and request additional training if required. • Setup traffic control at job sites • Submit and update any relevant documents (time, equipment sheets, etc.) 	5%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

DECISION MAKING AND INDEPENDENCE

- a) **3 examples of the types of decisions that are made or issues/situations that are dealt with on a regular basis and how judgement is used to resolve them:**

1. Choosing safe techniques for tree and brush removal according to training provided.

2. Purchasing fuel for County vehicles and equipment as required.
3. Ensuring all tools, equipment and safety devices are in proper working order prior and after using them.

b) 3 examples of situation or problems that are referred to the supervisor for direction or resolution:

1. Purchasing supplies, tools, equipment, or repair services.
2. Deciding to work overtime to complete a task.
3. Changing the scope of work for a given task.

REQUIRED TRAINING

- Orientation which includes (all employees):
 - All Corporate Policies/Procedures
 - WHMIS GHS Training
 - Respect in the Workplace
 - MOL Worker H & S Training
 - AODA
- Additional training required:
 - Chainsaw
 - First Aid

MINIMUM QUALIFICATIONS

a) Education

- Grade 10 education or its equivalent
- Valid G Licence (DZ an asset)

b) Experience

- Any previous experience, preferably in a municipal environment.

c) Knowledge/Skill/Ability

- Ability to understand operating/maintenance instructions and safety precautions.
- Ability to operate equipment – e.g., crew cab dump truck, backhoe, loader, chipper, asphalt roller.
- Ability to perform heavy manual labour duties in an outside environment.
- Ability to operate two way radios.
- Mechanically inclined.

PREFERRED QUALIFICATIONS (asset)

- Chainsaw certificate

WORK SETTING

CONTACTS

Frequency Legend
Constant – every day for most of day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Patrol Superintendent	Frequent	To coordinate activities and receive direction.
Other Staff	Frequent	To coordinate activities, ensure safety of operations.
Public	Regular	To direct traffic around work sites.

WORK CONDITIONS/PHYSICAL/MENTAL EFFORT

Please check off all that apply

Frequency Legend
Constant – every day for most of day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

1. Hours of Work

Normal: Monday – Thursday, 6:00am – 4:30pm	<input checked="" type="checkbox"/>
Evenings/Weekends: Yes, as required or emergency	<input checked="" type="checkbox"/>
On-Call	<input type="checkbox"/>
Over-time (How often? Expand below)	<input type="checkbox"/>

Examples: As required to meet department response requirements (emergencies, weather events).

2. Work Environment

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5 %
Outdoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	95 %
					=100%
Attend internal/external meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	%
Time spend travelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	%
Frequency of interruptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Interaction with irate/aggressive clients/customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5 %

Examples: Majority of work tasks completed outdoors on a constant basis.

3. Hazards

	Constant	Frequent	Regular	Occasional
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dirt, Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disagreeable weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples: While attending work sites.

4. Physical Requirements

	Constant	Frequent	Regular	Occasional
Operating and/or maintaining vehicles and equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Standing • Sitting • Walking • Climbing 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Requirement to lift objects (max 40 lbs)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing and/or pulling objects to complete tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE worn on a regular basis (list type):				
<ul style="list-style-type: none"> • Boots • Vest • Hard Hat 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Types of tools used (list type):				
<ul style="list-style-type: none"> • • • 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples: While completing on work sites including lifting and carrying posts, signs, equipment parts, tools and machinery, removing beaver dams, cutting trees and brush, operating chipper, steamer and compaction equipment.

5. Mental Requirements

	Constant	Frequent	Regular	Occasional
Requires awareness of surroundings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual effort required on a concentrated basis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirement to listen attentively	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples: When operating vehicles and equipment, when directing traffic, and to ensure safety while on work sites.

EXPERIENCE

Competence should be achieved by a new person in one (1) season.

POSITION CLASSIFICATION

Position Title: Flagperson/Labourer

Department: Public Works

Work Location: Vehicle & Patrol Yards

Reports to (Direct): Patrol Superintendent

Position(s) Supervised Directly: 0

Position(s) Supervised Indirectly: 0

Effective Date: April 2011

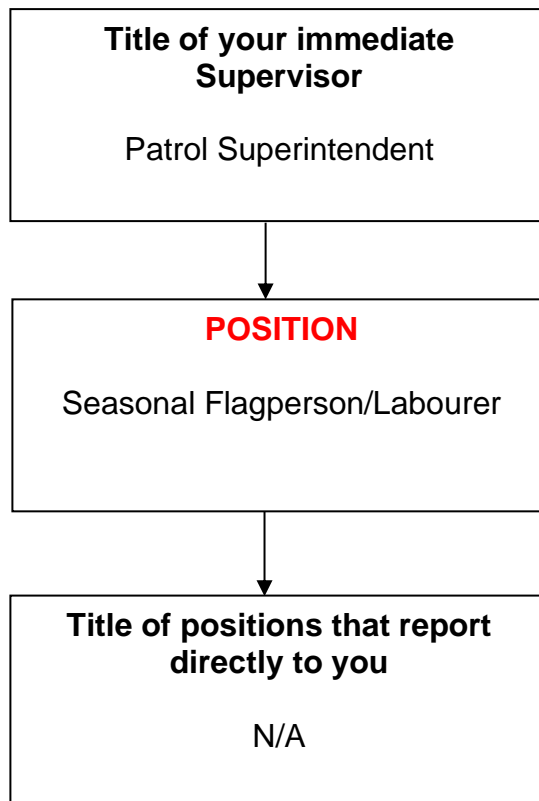
Revision Date: May 2023

Salary Range: \$18.27

Hours Per Week: 40

ORGANIZATIONAL CHART

List the reporting relationship of this position to others within the immediate department.



Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete inclusive description.