

The Corporation of The Township of South Glengarry	Job Description
Position Title:	Road Labourer (Student)
Group:	Student
Supervisor:	Supervisor of Roads & Fleet
Department:	Infrastructure
Prepared By:	Deputy Clerk
Approved:	
Revised: January 2026	
<u>Job Function:</u>	
Reporting to the Supervisor of Roads & Fleet the Student Road Labourer is responsible for adhering to all municipal infrastructure programs and services.	
<u>Skills and Qualifications:</u>	
<ol style="list-style-type: none">1. Ability to operate and travel in a variety of vehicles/equipment and perform duties in all types of weather and under inclement conditions.2. Effective verbal and listening communications skills.3. Completion of Grade 12 education or equivalent and maintain a valid Ontario Class G Drivers' License and clean driver's abstract.	
<u>Direction Received/Independent Action:</u>	
<ol style="list-style-type: none">4. General direction is provided by the Supervisor of Roads & Fleet.5. Performance is monitored by the Supervisor of Roads & Fleet through the Township's Performance Management Program.6. Must have the knowledge of and ability to apply and interpret policies, procedures and regulations such as the Occupational Health and Safety Act.	

Working Relationships:

Routine Contacts:

7. Supervisor of Roads & Fleet – Direct reporting relationship

Non-Routine Contacts:

8. General Public –Responds to residents in a positive and courteous manner.

Duties and Responsibilities:

9. Perform daily vehicle/equipment safety and maintenance checks.
10. Operate and safely secure all equipment according to safety policies and procedures.
11. Must have the ability to complete all paperwork requirements in a timely and orderly fashion.
12. Operate and or drive a variety of equipment and machinery including but not limited to Township pick-up trucks, mowing equipment, etc.
13. Advise the Supervisor of Roads & Fleet of any requirements for maintenance or repairs.
14. Participate in routine garage maintenance ensuring a safe workplace.
15. Deal with the public in a courteous and respectful manner and make notes of and report complaints to the Supervisor.
16. Maintain inventory.
17. Always adhere to Safety Regulations.
18. Work independently and/or part of a crew under the direction of the Supervisor of Roads & Fleet
19. Set up traffic control devices as per the daily traffic control plan. May direct traffic under certain working conditions.

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20. Perform various road maintenance activities for both granular and hard surfaced road allowance for both winter and off winter operations.
21. Perform other duties as assigned.

Physical and Sensory Demands:

22. Physical demands include lifting, pulling and operating equipment and objects for short to medium durations.
23. Maybe exposed to unpleasant sights and smells.

Mental Demands:

24. May be exposed to frequent periods of long concentration.

Impact of Errors:

25. Errors could possibly have an impact on the level of quality municipal services provided.
26. Errors may lead to charges being laid against the Corporation resulting in possible fines or potential lawsuits.

Hours of Work:

29. Required to work eight (8) to ten (10) hours during normal business hours.

Overtime:

30. Overtime is compensated for as per the Collective Agreement.

Work Environment:

31. Spends 80% to 90% of the average work year outdoors and/or operating equipment.
32. Balance of work year is spent indoors generally the Township garage.

Hazards:

33. Occasionally exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.