



## **Employment Opportunity**

### **Winter Seasonal Labourer** 1 Position

The Town is seeking an energetic, dynamic individual for the Winter Seasonal Labourer position. A successful candidate will be strongly devoted to public service, be team orientated, time efficient and result driven. The Winter Seasonal Laborer will be part of a great team, providing snow removal / maintenance throughout the Town of Westlock. This 17 week position will commence November 14<sup>th</sup> 2022 and end, on or about March 10<sup>th</sup> 2023.

As a key player in our team, you will have the following qualifications:

- Ability to work with various snow removal equipment
- Ability to work outside for prolonged periods of time and perform physical labour.
- Valid Class 5 Drivers License is a must
- Skid Steer Operator Certification would be an asset
- First Aid and CPR Certification would be an asset.

The Town of Westlock offers a competitive salary.  
This is a Union position under the CUPE Local 3047 Agreement.

Application deadline for the position will be Friday, October 14<sup>th</sup> 2022 at 12:00pm MST  
The Town of Westlock thanks all applicants for their interest; however only those selected for an interview will be contacted.

**Please submit your resume with three references in confidence to:**

Town of Westlock  
10003-106 Street  
Westlock, Alberta T7P 2K3  
Phone: 780.349-4444  
Fax: 780.349.4436  
Email: [employment@westlock.ca](mailto:employment@westlock.ca)

---

**Town of Westlock**

---

**Department:**           **Operations**  
**Position:**             **LABOURER 1**

**Mission:**

As a member of the Town of Westlock Team – to help make Westlock the greatest place to live by providing a quality service to our community in a courteous, timely, efficient and cost effective manner.

**Position Summary:**

The function in this position is to perform various assigned duties in relation to the maintenance and operations of the Operations Department including support services to other departments of the Town of Westlock. To maintain a positive working team relationship within the Town organization. This position may require additional hours, on-call and/or shift-work including weekends and evenings above regular scheduled hours.

**NOTE:** An individual in an existing position shall only be advanced to a higher level upon Completion of the qualifications of the higher level, manager approval and if there is a requirement for an individual at this higher level; the fact that the individual may have the qualifications defined in the job description of a higher level position shall not solely give rise to an increase from the individual's current wage level to the wage rate of the higher level or promotion to the level.

**Position reports to:**

The designated supervisor and/or Director of the Operations Department.

*The following job description is to be reviewed periodically.*

---

**1. General Duties**

- 1). Safely perform various assigned labour duties within the Operations Department and other agencies of the Town of Westlock.
- 2). Limited operation of the Operations Department's small hand tools, mechanical power tools and light mechanical equipment.
- 3). Periods of strenuous physical work may exist.
- 4). Complete assigned duties with minimal supervision
- 5). Perform other duties as assigned by the designated supervisor.

---

**2. Communication/Public**

*The Labourer 1 shall be responsible for fostering and maintaining good public relations and shall work towards this end as follows:*

- 1). Maintain positive communication with all Town of Westlock Departments and the Public-at-large.
- 2). Being a respectful ambassador of the Town.
- 3). Maintain a professional appearance.

---

**3. Responsibilities**

---

- 1). Ensure assigned duties are completed in a safe and timely manner.
- 2). Participation required in departmental safety and operational staff meetings.
- 3). Work together with other employees in a team effort, stressing cooperation and good communication between staff.

---

#### **4. Qualifications**

- 1). Experience in general labourer duties.
- 2). Experience with small hand and mechanical power tools.
- 3). Experience with light mechanical equipment.
- 4). Valid Alberta Class 5 Operator's permit.
- 5). Standard First Aid/CPR certificate or willingness to obtain.
- 6). WHMIS/TDG certification or willingness to obtain.
- 7). Education minimum Grade 10 or equivalent.

---

#### **Signatures:**

I have read and understood this job description. The Department Manager has informed me that this is a general description of the duties, responsibilities and qualification required of my position, which forms the basis for my classification level and against which my performance will be evaluated.

---

Employee Signature

---

Date

---

Department Manager  
Signature

---

Date