

The Corporation of the District of Oak Bay

Job Description



Job Title:	LEAD SKILLED LABOURER	JEPE Number:	#1101
Department:	Public Works	Pay Grade:	8 – Schedule B
Area:		Position Status:	Regular – Full Time
Location:		Position Type:	Union
Supervisor:		Last Updated:	December 2024

Job Purpose:

This is skilled and technical manual work in the construction and maintenance of all nature of municipal infrastructure, including sewers, drains and waterworks. The incumbent is relied on as the senior skilled technician for guidance, instruction, and training in manual on-site construction work. The physical component of this position is very similar to that of the Skilled Labourer, Public Works. In addition, this work requires the employee to exercise considerable independent judgment, by the assumption of a second-in-command role relative to a more senior foreman.

Duties and Responsibilities:

- As an integral part of a team, or, where applicable, independently, performs manual work in the maintenance, rehabilitation, installation and construction of sewers, drains, waterworks, underground utilities generally, roads, sidewalk, buildings and structures.
- Under the general direction of a senior foreman, provides specific direction and instruction for crew members, contractors and material suppliers in the field; assumes full responsibility for the job site in the absence of the foreman.
- Performs specialized maintenance tasks such as sewer and storm drain rodding and flushing.
- Accurately set out grades for construction work and check finished grades for accuracy.
- Locates, marks, and exposes buried utilities such as gas, hydro, water, sanitary and storm sewer, cable, telephone, street lighting, and fiber optic on a variety of job sites.
- Uses electronic locating equipment to trace buried utilities.
- Assists the Engineering department with filming and mapping of sewer and storm drain, mains and laterals.
- Uses a variety of equipment such as jackhammers, tampers, sprayers, screeners, crack sealers, data recorders, utility locators, and other specialized devices and standard tools used in public works maintenance and construction.
- Works in close proximity to, or in contact with, raw sewage.
- Supervises the work of others as required.
- Trains and instructs others in the proper, safe methods of work as required.
- Operates vehicle of various sizes to transport employees and equipment.
- Responds to public works emergency calls.
- As dictated by the requirements of individual projects, programs, seasonal workloads and staff availability, performs a wide variety of skilled and unskilled Public Works tasks as assigned from time to time.

Required Knowledge, Abilities & Skills:

<ul style="list-style-type: none"> • Wide general knowledge of public works maintenance and construction methods, along with related tools, equipment, materials and fittings, supplemented by specialized knowledge and skill in one or more areas of municipal Public Works. • Demonstrated leadership and organizational ability, including the ability to make decisions in the field, convey instructions clearly and effectively, and lead by example through superior work ethic and assumption of responsibility. • Sound knowledge of the methods, techniques, and use of materials, tools, and equipment used in locating and marking buried utilities. • Ability to read and interpret plans, schematics, and blueprints from Engineering and utility owners. • Ability to both set up and operate a grade laser. • Sound knowledge of the safety precautions and requirements necessary in underground construction work and confined space entry. • Sufficient physical strength, stamina and coordination to perform heavy manual labour in all weather and site conditions. • Sound knowledge of the water distribution system, sanitary sewer, storm collection system, and safety concerns that may arise. • Ability to work cooperatively as part of a crew, and, where required, to work responsibly and effectively with minimal supervision. • Ability to supervise and train others. • Ability to understand and work in accordance with oral instructions and written specifications and plans.
Qualifications:
<ul style="list-style-type: none"> • Extensive related experience, including wide ranging exposure to complex Public Works methods, equipment, infrastructure and services, with a demonstrated aptitude for a leadership role in the performance of public works construction and maintenance work. • Minimum 3 years in a Public Works construction environment. • Completion of Grade 12 or equivalent, in addition to courses in plan reading and underground utility locating.
Required Licenses, Certifications and Registrations
<ul style="list-style-type: none"> • National Utility Locating Contractors Association (NULCA) certification or approved equivalent. • Water Distribution Level II Certification. • Wastewater Collection Level I Certification. • Appropriate valid and subsisting B.C. Driver's License.