



Casual Operator/Labourer Pool - Public Works & Arena

JOB SUMMARY:

The Municipality of Eastern Charlotte is looking to build a pool of Casual Operators/Labourers to support Public Works and Arena operations on an as-needed basis.

Casual Operators/Labourers may work at various municipal locations throughout Eastern Charlotte, including St. George and Blacks Harbour. Depending on operational needs, work may include road and property maintenance, snow and ice removal, general construction and repairs, arena operations and maintenance, and other general labour duties.

LOCATION:

Eastern Charlotte

STATUS/HOURS:

Casual / On-call. Hours are scheduled as required based on operational needs. Casual employees may be called upon to assist with Public Works, Arena operations, or other municipal work as needed.

KEY DUTIES & RESPONSIBILITIES:

- Perform general maintenance, labour and repair work on municipal roads, facilities and public property
- Operate and assist with the maintenance of trucks, snowplows, loaders and other municipal equipment
- Maintain roads in safe condition, including gravel hauling, loading and spreading, road repairs and reconstruction

- Assist with culvert installation and maintenance, municipal drains, storm drains and roadside debris collection
- Perform winter maintenance including snow plowing, sanding, salting and shovelling; may be required to respond to snow and ice events on short notice
- Assist with general equipment inspection, cleaning and minor maintenance
- Support arena operations, including ice and facility maintenance, cleaning, set-up and general upkeep of the arena
- Operate arena-related equipment where trained and required
- Assist with maintaining safe and clean public areas, dressing rooms, entrances, walkways and other arena spaces
- Provide support during arena events, rentals and busy operational periods as required
- Interact with members of the public in a professional and courteous manner
- Follow municipal health and safety procedures and safe work practices
- Perform other related duties as required

QUALIFICATIONS:

- Grade 12 diploma or equivalent preferred
- Experience in general labour, road maintenance, snow removal, construction, facility maintenance or arena operations is considered an asset
- Working knowledge or experience operating trucks, snowplows, loaders, construction or maintenance equipment is considered an asset
- A valid New Brunswick Driver's Licence is required; an air brake endorsement (Class 5E) is considered an asset for Public Works assignments
- Ability to perform physically demanding work in indoor and outdoor environments and in varying weather conditions
- Availability to work on an on-call basis, which may include evenings, weekends, holidays and early mornings depending on operational needs

ADDITIONAL SKILLS:

- Strong communication and teamwork skills
- Ability to deal with the public and respond to inquiries in a tactful and courteous manner
- Ability to follow instructions and work safely with minimal supervision
- Basic knowledge of computers and technology
- Knowledge of Occupational Health and Safety requirements and WHMIS is considered an asset

- Flexible and willing to assist in different municipal operations as needed

EQUIPMENT, MACHINES AND TOOLS USED:

Depending on the assignment, equipment may include plow trucks (tandem and single axle), sander, grader, loader, backhoe, water truck, commercial trimmer, chainsaw, woodchipper, generator, pumps, hand and power tools, and arena/facility maintenance equipment.

COMPENSATION:

\$31.79 per hour.

PRIVACY STATEMENT

The Municipality of Eastern Charlotte respects the privacy of all applicants. Personal information submitted as part of the application process will be used only for recruitment and employment purposes and will be shared only with those involved in the hiring process.

Applications may be retained on file for **up to 1 year** from the date of submission and may be considered for similar casual employment opportunities that become available during that time. After six months, applications will be securely disposed of in accordance with the Municipality's records and privacy practices.