EMPLOYMENT OPPORTUNITY

Position Title:	Labourer	**Job Status:**	Permanent
Department:	Infrastructure Services	**Reports To:**	Public Works Lead Hand

Position Summary

This unionized position has regular shop hours, however, there may be hours of work that vary throughout the year including evenings or weekends when required.

Reporting directly to the Public Works Lead Hand, the Labourer is responsible for assisting the Public Work Lead Hand and Transportation Foreman as directed performing a variety of manual labour duties as well as operating equipment used to perform the duties as required. The Labourer operates Municipal equipment in a safe and effective manner. This position works with other shop employees as well as collaboratively with other work areas to achieve the goals and objectives of Westlock County. The incumbent deals with residents and members of the public which shall be done in a courteous and respectful manner.

The incumbent must have a broad working knowledge in construction and municipality environments. Various Provincial, Federal, and Municipal legislation, regulations and policies must be adhered to.

Duties and Responsibilities

Under the general direction of the Public Works Lead Hand, the duties and responsibilities of the Labourer include, but are not limited to, the following:

General Duties – 90%

- Perform manual labour as necessary such as shoveling, lifting heavy objects, trimming of brush and trees, installing culverts and signage, assisting in the drainage program, and other public works functions
- Operate mobile equipment used in the maintenance of roads and other public work functions as identified in Minimum Requirements
- Responsible for completion of documented hazard identification and control at all work sites
- Ensure a sound understanding of the issues involving ground disturbance
- Clean equipment as scheduled or required

- Ensure equipment is safely and securely stored
- Advise Foreman of any requirements for maintenance or repairs
- Maintain courteous business-like relations with the public, contractors, Council Members, and co-workers and works as a team to attain organizational goals
- Demonstrate continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work collaboratively with other County employees, contractors, and vendors to provide quality customer service
- Performs duties to a high degree of quality, timeliness, and precision
- Ensure that Westlock County's Health and Safety Program as well as Occupational Health and Safety's standards are followed

Health & Safety and Other Duties – 10%

- Ensure that Westlock County's Health and Safety Program as well as Occupational Health & Safety's standards are followed
- Promotes a safe work environment ensuring compliance with all government regulations and Health & Safety policies and practices
- Promotes a safe work environment with an emphasis on the protection and safety of self, co-workers, the public, and the environment. Participates on the County's Joint Health and Safety Committee as required
- Reports to the Transportation Foreman or Public Works Lead Hand (who will report to the Health and Safety Manager) all Occupational Health and Safety related injuries or property damage regardless of severity
- Reports to the Transportation Foreman or Public Works Lead Hand all work situations which are suspected of being unhealthy or unsafe actions which contravene established safety procedures or work practices
- This position may be called to perform duties as required by the Director of Emergency Management during a State of Local Emergency
- Complies with the Access to Information Act (ATIA) and Protection of Privacy Act (POPA)
- Performs other duties as required by the CAO, Director, Manager or Foreman

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this position. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

Minimum Requirements

Knowledge

- Experience in a related role within a municipal construction or public works environment is preferred

- Must have thorough knowledge of the hands-on work that occurs in a municipal/construction work environment
- Understanding of the operation of various mobile construction equipment including skid steer, loader, and gravel truck
- Thorough knowledge of Health and Safety, Safe Work Practices, and Standard Operating Procedures
- Understanding of Westlock County policies and procedures is an asset
- Understanding of provincial regulations and policies is an asset
- Ability to understand and perform verbal and written instructions

Other

- Must possess a valid Class 5 drivers' license with an acceptable drivers' abstract

Skills

To be successful, the Labourer will possess:

- Mechanical aptitude to work with various mobile construction equipment
- Able to communicate effectively both verbally and in writing demonstrating listening skills, interpersonal skills, and customer service skills
- Ability to work in a team environment and independently
- Self-motivated and able to work with minimal supervision
- Excellent judgement and problem-solving skills
- Able to maintain and uphold an elevated level of confidentiality
- Ability to interpret, implement and adhere to organizational policies and procedures demonstrating a commitment to Weslock County safety standards
- Ability to work with difficult residents in a respectful manner
- Troubleshooting and problem-solving skills
- Ability to work in all types of weather and working conditions outdoors

Working Conditions

- Physical demands exerting varying levels of effort and mental demands to maintain concentration to meet high volume workload requiring a high attention to detail
- Ability to lift and carry up to 50-80 lbs.
- Available to work regular shop hours however, there may be hours of work that vary throughout the year including weekends when required
- Some work is done in the shop; however, maintenance projects will require the Labourer to be at various location sites where there is exposure to the outdoors, and various weather and road conditions which can be extreme
- Working on diverse types of terrain
- Required to meet deadlines which can cause stress

Remuneration & Benefits

HOURS OF WORK:	Monday to Friday, 8 hours per day. Overtime hours may be requested as needed.
COMPENSATION:	This is a Union position therefore wages have been set in agreement with CUPE Local 3007. 2026 Grid: Regular Rate: $27.46-33.01/hour
CLOSING DATE:	4:00 p.m. on December 11, 2026
APPLICATION INSTRUCTIONS:	Visit https://westlockcounty.com/careers Complete the Virtual Talent Application and attach a Cover Letter and Resume.

Westlock County is proud to be an equal opportunity employer that is committed to diversity and inclusion in the workplace.