



<b>Job Title:</b>	<b>Seasonal Field Hand</b>	<b>Department:</b>	Richmond Public Works
<b>Reports to:</b>	Public Works Working Foreman	<b>Union / Non-Union</b>	Union
<b>Salary Class:</b>	Level 3 – Clerical / Labour	<b>Position Type:</b>	Seasonal
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
THE POSITION OF <b>SEASONAL FIELD HAND</b> IS GENERALLY RESPONSIBLE FOR MAINTENANCE OF MUNICIPAL FACILITIES, WATER AND SEWERAGE SYSTEMS UNDER THE JURISDICTION OF THE MUNICIPALITY AS WELL AS OTHER MUNICIPAL INFRASTRUCTURE SUCH AS ROADS, SIDEWALKS, THE RICHMOND SOLID WASTE MANAGEMENT FACILITY AND THE RICHMOND ARENA.			
<b>SPECIFIC DUTIES INCLUDE:</b>			
<ul style="list-style-type: none"><li>• Labour associated with maintenance of municipal facilities such as grounds keeping and minor building maintenance (painting, building repairs/maintenance, waste disposal, etc.).</li><li>• Labour associated with installation of new water and sewer hookups that are approved by the Director of Public Works/Municipal Engineer.</li><li>• Labour associated with repairs to water and sewerage system infrastructure.</li><li>• Assistance with regular inspection of water distribution and sewage collection elements such as fire hydrants, water valves, manholes etc. and preparation of inspection forms which detail recommended repairs.</li><li>• Assistance with repairs and maintenance of water and sewerage systems as necessary including sewage pumping stations, sewage treatment plants, water pumping and treatment facilities, water storage tanks, etc.</li><li>• Any other duties which the Municipality may require from time to time.</li></ul>			
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>			
GRADE 12 HIGH SCHOOL DIPLOMA			
PREVIOUS MUNICIPAL / PUBLIC WORKS EXPERIENCE CONSIDERED AN ASSET			
<b>PREFERRED SKILLS</b>			
DEPENDABILITY;			
ACCOUNTABILITY;			
TRUSTWORTHINESS;			
WILLINGNESS TO WORK (GOOD WORK ETHIC);			
WILLINGNESS TO LEARN AND ADAPT TO CHANGING WORKING CONDITIONS;			
HEALTH AND SAFETY AWARENESS;			
AN ABILITY TO DEAL WITH THE GENERAL PUBLIC IN A POLITE AND PROFESSIONAL MANNER			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>	Chris Boudreau, P.Eng	<b>Date/Time:</b>	February 21, 2023