

Job Class Profile: Labourer III

Pay Level: CG-24 Point Band: 422-455

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	2	2	5	3	2	2	2	3	5	
Points	93	33	32	14	60	43	41	64	54	434

JOB SUMMARY

The Labourer III performs supervisory work in maintenance and construction activities.

Key and Periodic Activities

- Supervises a crew of workers engaged in operations and maintenance activities.
- Participates in the repair, maintenance and construction of roads, bridges and other structures.
- Operates a variety of tools, equipment and vehicles.
- Maintains various records.
- Writes reports.
- Picks up and delivers parts and supplies.

SKILL

Knowledge

General and Specific Knowledge:

- Policies and Procedures.
- Safe Work Practices.
- Occupational Health and Safety Guidelines.
- Materials, methods and techniques commonly used in construction and maintenance activities.
- Basic surveying techniques.
- Operation and maintenance of a variety of equipment, tools and vehicles.

Formal Education and/or Certification(s):

- Minimum: High School Diploma. May require possession of an appropriate operator's license as issued by the Province of Newfoundland and Labrador.

Years of Experience:

- Minimum: 1 to 2 years.

Competencies:

- Ability to follow basic instructions and work processes.

- Ability to apply established techniques to the completion of activities.
- Ability to coordinate a range of related work or project activities.
- Ability to provide advice to others on how to solve a problem or address an issue.
- Ability to write straightforward text.
- Ability to operate equipment and machinery.

Interpersonal Skills

- Interpersonal skills are used to perform activities such as listening to information from others and asking questions when necessary to ensure understanding of job requirements; providing routine information and direction to others; and gaining the cooperation of other employees to complete work tasks.
- Communications occur with other labourers, engineering aides/technicians, contractors and equipment operators in the immediate work area as well as supervisors and managers regarding daily work tasks and assignments.

EFFORT

Physical Effort

- Work demands occasionally result in fatigue, requiring periods of rest.
- There is an occasional requirement for lifting and moving bags of cold patch (66 lbs) and highway signage, guide rails and posts and other construction material weighing up to and beyond 50 lbs.
- Work requires standing for prolonged periods in the performance of daily activities; walking, driving, climbing and working in awkward positions is performed on a regular basis.
- A variety of hand tools and machinery are used including jackhammers, asphalt rollers, picks and shovels, chainsaws and survey equipment which requires controlled movements and physical manipulation.

Concentration

- **Visual** concentration is required to be aware of the work environment for safety reasons and to perform surveying related duties, flag person work, road maintenance, to operate tools and machinery and to take various measurements.
- **Auditory** concentration is required to listen to instructions from supervisors regarding daily work tasks and to communicate with other employees in noisy work environments (i.e. working around heavy equipment, outdoors).
- Other sensory demands such as **touch** is utilized in the operation of various equipment and tools; **smell** is utilized to detect chemicals or gas and possible equipment malfunction (e.g. smoke).
- **Repetition requiring alertness** is evident when performing flag person duties, pot-hole patching and guide rail repair.
- **Time pressures and deadlines** exist when surveying as work must be completed before contractors can begin and road construction/maintenance must be completed within established timeframes. **Interruptions and lack of control over work pace** can occur with adverse

weather conditions and equipment malfunction, etc.

- **Higher than normal levels of attentiveness or alertness for the health and safety** of others is required when operating tools, equipment and vehicles.
- **Eye hand coordination** is required to operate a variety of tools and equipment.
- **Exact results and precision** is required to complete surveying related duties involving measurements; to determine signage placement and perform line-dotting and to ensure correct amounts of asphalt are used to fill pot-holes.

Complexity

- Work involves a series of tasks or activities that are similar and related in terms of skills and knowledge used and where the tasks are usually well defined and reviewed by supervisor for adherence to instructions.
- The most typical challenge is balancing the supervision of employees and performing maintenance and construction work which requires performing standard manual labour tasks and activities related to the repair, maintenance and construction of roads, bridges and other structures.
- Reference material to assist in addressing problems, challenges and issues include safe work practices, Occupational Health and Safety guidelines, policies and procedures and advice and guidance from co-workers and/or supervisor.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are generally monitored or prescribed as daily work is assigned by a supervisor and requires adherence to instructions.
- Employees in this class receive general direction from the supervisor related to work assignments but are then expected to perform duties independently.
- Employees have authority to coordinate employee work schedules and assign specific tasks to employees to meet work demands and time schedules without prior approval.
- Supervisory approval would be required for any other deviations for the normal work routine.

Impact

- Work results primarily impact the immediate work area, department and the general public.
- Work activities impact information (e.g. survey related measurements); equipment in terms of repair or replacement and materials (e.g. asphalt), human resources (i.e. staff), and road maintenance work impacts public safety in terms of providing safe highways for transportation.
- Mistakes or errors could impact the immediate work area as work may have to be performed over again; may result in unsafe road conditions; wrong information provided to a contractor could lead to wrong grades or fill placed on the road, mistakes while performing flag person duties could endanger the general public and co-workers in the immediate area.
- Consequences of mistakes or errors are typically identified and resolved within hours since work is closely supervised.
- Policies, procedures and health and safety guidelines are in place to mitigate the impact of errors.

Development and Leadership of Others

- Employees in this class are typically responsible to coordinate and supervise the daily activities of employees which includes scheduling and assigning work and providing advice, guidance and feedback.

WORKING CONDITIONS

Environmental Working Conditions

- Special precautions and safety equipment are required. Personal safety equipment including hard hat, safety goggles and vest, steel toe boots, work gloves and a harness may be required. During road maintenance/construction work, road signs are placed to advise motorists to adhere to certain safety precautions (i.e. reduced speed).
- Due to safety precautions and equipment, there is a limited likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures or injuries resulting in partial or total disability.
- There is exposure to noise from heavy equipment; dirt and dust from construction sites; slippery conditions due to adverse weather conditions, and occasional exposure to odours, fumes, chemicals and temperature extremes.