



School District 8
Kootenay Lake

Group: CUPE

Title: Labourer

Dept.: Operations

Location: Nelson/Creston Operations

Position Description:

Performs manual tasks such as moving and stacking materials, cartage of furnishings and equipment. Assists tradespersons and grounds staff.

Reports to:

Director of Operations or designate.

Direct Reports:

N/A

Duties & Responsibilities:

- Operates school district vehicles and trailers.
- Cleans and clears grounds and work areas of debris and hazardous materials. Disposes of refuse and empties garbage cans.
- Assists trades and grounds workers with installation or demolition of structures or fixtures.
- Clears snow and salts/sands sidewalks, curbs, steps, and driveways.
- Moves furnishings, equipment, power tools, materials.
- Maintains tools, equipment, and a clean, safe work environment. Reports on unsafe conditions.
- Unloads, loads, and transports job related materials and equipment.
- Cleans, checks, and confirms operational safety of vehicle.

The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the area of knowledge and skills required by the job description may also be assigned.

Job Requirements: Minimum Qualifications

Education & Experience:

- Grade 12
- One month labour experience preferred.
- B.C. Class 5 driver's license
- Heavy Haul endorsement will be required within 4 months of accepting the position.

Skills & Knowledge & Abilities

SKILLS:

- Skilled in the safe operation of vehicles, tools, and equipment.

KNOWLEDGE:

- A willingness to learn and assist with other trades.

ABILITY

- Physical ability to perform the job duties.
- Ability to communicate effectively.
- Ability to work co-operatively with staff.
- Ability to work independently.

RESPONSIBILITY

- Performs work in accordance with safety standards and proper operating procedures.
- Required to work independently on assigned projects.
- Reports on work in progress and completed projects, including time and materials used.
- Maintains tools, equipment, and a clean, safe work environment. Reports on unsafe conditions.
- Cleans, checks, and confirms operational safety of assigned vehicle.
- Understanding and knowledge of safe working practices, board policies, and administrative procedures.
- Must always reflect professionalism and adhere to the district mission, vision and values as outlined in our strategic plan.

WORKING ENVIRONMENT

- Work is physically demanding and may involve sitting, walking, standing, stooping, reaching, lifting, working at heights, and carrying equipment for extended periods.
- Work is both indoor and outdoor in all environments.
- There will be extensive travel within the district throughout the calendar year driving in all types of weather.
- Must be able to work with minimal supervision.

- Work can involve time pressures, interruptions, and emergency calls.

SALARY:

- Wages and employment benefits per CUPE collective agreement.

KEY RELATIONSHIPS:

Good Working relationship with:

- School District 8 staff

Next scheduled revision: Fall, 2029

Reviewed and agreed upon: September 26, 2024

Reviewed: December 4, 2015

Reviewed: January 8, 2016

Reviewed: January 13, 2017