



THE CORPORATION OF THE MUNICIPALITY OF RED LAKE

POSITION DESCRIPTION

LABOURER

1. PURPOSE AND SCOPE

As an employee of the Municipality of Red Lake, the Labourer will perform duties as assigned by the Communities in Bloom and the Parks and Recreation Supervisor and will ensure corporate and departmental policies are adhered to.

2. REPORTING RELATIONSHIP

This position reports directly to the Parks and Recreation Supervisor.

3. POSITION OBJECTIVES

To perform Labourer duties for the Parks and Recreation Department.

4. RESPONSIBILITIES

- 1) To perform all manual duties as required.
- 2) To operate and utilize power tools, lawn mowers, hand tools, power saws and other related equipment.
- 3) To assist the Communities in Bloom Committee.
- 4) To assist other departments as required.
- 5) Must possess a valid Ontario driver's licence.
- 6) To encourage and promote attitudes toward safe and responsible work practices and in all cases the standards of the Occupational Health and Safety Act must be met or exceeded.
- 6) Perform other duties and tasks as assigned from time to time by the Operations Supervisor.

5. DECISION MAKING

Decisions are routine and repetitive where supervision is readily accessible.

6. WORKING RELATIONSHIP

Regular contacts with the general public and Parks and Recreation Department.

7. SKILL REQUIRED

Requires the ability to understand and follow basic instructions involving a few decisions.

7. QUALIFICATIONS

This position requires a level of general training equivalent to Grade 10 secondary school education and less than one year of experience.

8. SUPERVISION

This position is not responsible for supervision.



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POSITION DESCRIPTION

TEACHERS AIDE/HOUSEKEEPER

1. PURPOSE AND SCOPE

As an employee of the Municipality of Red Lake, the Teacher's Aide/Housekeeper will perform duties as assigned by the Child Care Supervisor or designate and will ensure corporate and departmental policies are adhered to.

2. REPORTING RELATIONSHIP

This position reports directly to the Child Care Supervisor or designate.

3. POSITION OBJECTIVES

To provide quality care for all Child Care users.

4. RESPONSIBILITIES

- 1) To assist with the care of the children and implementation of program activities.
- 2) To promote developmental needs of children.
- 3) Demonstrate a desire to meet the needs of children by enrolling in ECE or related courses of study with the knowledge of possible succession opportunities.
- 4) General housekeeping duties.
- 5) To encourage and promote attitudes toward safe and responsible work practices and in all cases the standards of the Occupational Health and Safety Act must be met or exceeded.
- 6) Perform other duties and tasks as assigned from time to time by the Child Care Site Supervisor.

5. DECISION MAKING

Decisions are routine and repetitive where supervision is readily accessible.

6. WORKING RELATIONSHIP

Regular contacts with the general public and Child Care Department.

7. SKILL REQUIRED

Must have communication skills and the ability to work from detailed or semi-detailed instructions.

Must be physically capable to perform required duties.

8. QUALIFICATIONS

This position requires a high school education as well as courses in Early Childhood Education or a related field of study. Pass a Criminal Records Check and Vulnerable Sector Check.

9. SUPERVISION

This position is not responsible for supervision.