



S/R General Labour – Job Description

Title

S/R General Labour

Reports To

[Operations Manager Name]

Summary

The general labourer will perform all duties regarding snow removal to the established Courtland Professional Management standards. During the winter, the general labourer will be required to continue the upkeep on the grounds and responsible for snow removal services at any point during a 24 hour period. He/she will be required to perform physical labour both indoors and outdoors in a variety of weather conditions.

Core Competencies

- Customer Focus
- Communication
- Team Work
- Quality Work
- Problem Solving
- Accountability and Dependability
- Operating Equipment
- Ethics and Integrity

Job Duties

- Working under the direction of a qualified trained Division Manager and Crew Supervisor.
- Proper entry of time and work orders on viasys.
- May operate tractors and other machinery and equipment
- Use assigned equipment for snow removal.
- Complete snow removal in a timely manner ensuring little disturbance to clients and neighbours.
- Complete snow removal on steps, entrance ways and sidewalks.
- Report all incidents / accidents to your direct Division Manager and Crew Supervisor.
- Responsible for completing all circle checks prior to starting shift and after each property visit.
- Responsible for housekeeping of work space.
- Reports all vacations and sick days to Division Manager and Crew Supervisor.
- Responsible for overall company image (Courtland shirts, hats, beige cargo pants)
- Responsible for maintaining accurate timesheets.
- Responsible for wearing all proper PPE and working in a safe and proper manner.
- Responsible for reporting all safety issues to your direct Division Manager and Crew Supervisor.



Requirements

- High School Diploma, G.E.D. or equivalent.
- 1 year of working experience in a related field is an asset.
- Ability to participate in continuous improvement processes.
- Enjoy being outside.
- Moderate physical strength and stamina.
- Able to get along with customers at the workplace or in other locations.
- Ability to multi-task and establish priorities.
- Exhibit initiative, responsibility, flexibility and leadership.
- Ability to work independently in a busy environment.
- Able to work well under pressure.
- Strong attention to detail.
- Possess a valid driver's license.
- Able to create alternative solutions to problems.
- Excellent time management skills.
- High level of sound and independent judgment and reasoning.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- First Aid skills and/or certificates are considered assets.

Work Conditions

- 24/7 availability is required during our snow season.
- Physical ability to lift up to 75lb.
- Travel to the site, and off-site locations will be required.
- Safety equipment will be required, e.g. steel-toed safety boots, safety glasses/goggles, safety vests, etc.
- Hazards associated with the trade.
- Work both indoors and outdoors.
- Noisy with fumes.
- Long hours (which may entail 12 hours or more per working day).
- Prolonged standing, walking, lifting, squatting and bending.
- May perform work in adverse weather conditions including heat, cold and inclement weather.

Strive to be a part of a company that:

- Has a nice working environment
- Produces Quality work
- Provides Excellent Customer Satisfaction
- Benefits all Parties Involved

