



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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**JOB TITLE:** LABOURER 2/FIRST AID ATTENDANT      **SCHEDULE:** A  
**DIVISION:** ROADS & FLEET  
**DEPARTMENT:** CIVIC OPERATIONS

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## **JOB SUMMARY:**

Working as part of the Roads & Fleet Services team, the incumbent is responsible for performing a wide variety of physical tasks related to maintaining the 18<sup>th</sup> Avenue City Yard facility and grounds, including sweeping floors, cleaning bays and organizing storage areas. Additionally, the incumbent acts as the facility's primary First Aid Attendant and is responsible for maintaining first aid materials and supplies, and treating all injuries. The incumbent is expected to work in a safe manner and follow all applicable safety rules, regulations and procedures. The Labourer 2/First Aid Attendant is required to work outside in all weather conditions. Performs related duties.

## **MAJOR RESPONSIBILITIES:**

**Under the general supervision of the Supervisor, Fleet Services:**

### **Acts as the facility's primary First Aid Attendant by:**

- providing treatment to injured workers until medical aid is available;
- determining when an injured worker should be transported to a hospital or other location for medical treatment;
- maintaining the first aid room;
- ensuring that first aid supplies and equipment are properly stocked, stored and maintained;
- maintaining the inventory of first aid supplies;
- completing WCB forms and maintaining written records of all injuries, incidents and/or manifestations of disease; and
- preparing a variety of reports, as required.

### **Maintains the facility and grounds by:**

- organizing storage areas;
- sorting and storing a variety of materials;
- ensuring the building and grounds are clean and orderly;
- shoveling snow;
- salting, sanding and sweeping sidewalks;
- performing a variety of preventative maintenance and repair tasks on the building;
- maintaining the wash pad area, pressure washer and related supplies;
- servicing the fuel pump island;
- cleaning and maintaining oil rooms;

- conducting daily forklift pre-trip inspections and overhead crane inspections with documentation;
- conducting visual inspections of the brine and calcium tanks;
- assisting the Parts Persons and Mechanics with routine unskilled tasks, as required; and
- assisting with the cleaning of the building, as required.

**Performs physical activities such as:**

- lifting and carrying objects weighing up to 50 lbs./23 kg.;
- walking, standing, bending, lifting, and carrying for extended periods of time;
- working at heights, as required;
- using common hand–tools needed for routine maintenance and repair tasks for extended periods of time; and
- operating equipment to perform a variety of yard-related tasks.

**QUALIFICATIONS:**

**Education:** Completion of Grade 12.

**Experience:** Current Occupational First Aid Certificate, Level II. Valid Forklift Operator's Certificate recognized by WCB. Valid WHMIS certificate. A minimum of one year of experience doing general labour, warehousing or work of a similar nature.. A minimum of one year of experience as a First Aid Attendant.

**Knowledge and Skills:** Sufficient physical strength and stamina to perform the required duties. Ability to perform a variety of maintenance and repair tasks. Ability to respond appropriately to a variety of first-aid situations. Ability to provide sound first-aid treatment. Sound knowledge of the tools and equipment related to the work. Demonstrated ability to use materials and operate equipment in a safe and efficient manner including a forklift, pressure washer, steam cleaner and floor scrubber. Mechanical aptitude. Ability to recognize, report and/or rectify actual and potential safety hazards. Ability to organize and maintain a municipal yard and first aid room. Ability to read, follow and effectively carry out detailed oral and written instructions. Ability to work outside in all weather conditions. Demonstrated commitment to customer service. Ability to work within a collaborative team environment. Ability to deal courteously, tactfully and diplomatically with members of the general public as well as internal customers and co-workers. Ability to work independently. Demonstrated initiative and problem solving abilities. Good interpersonal skills and the ability to foster and maintain positive, cooperative working relationships with co-workers and external contacts. Ability to prioritize work and perform a multitude of tasks. Ability to keep abreast of changing work environment. Demonstrated familiarity with Windows-based computer applications. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to bullying and harassment, working alone and other significant hazards.

Valid BC Driver's license: Yes. Valid BC Driver's License, unrestricted Class 5.

Vehicle Usage: Yes. City-owned vehicles.

Police Information Check: No.

Baseline Hearing Test: Yes

Prepared by: Terry Hawkes, Rae-Ann Emery

Date prepared: August 2004

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