



TOWN OF INUVIK
Northwest Territories

Job Description

Casual Labourer

IDENTIFICATION

Job Title:	Casual Labourer
Reports to:	Maintenance Coordinator
Job Status:	The work hours may vary based on the schedule and requirements of the department.

OVERVIEW

The Casual Labourer supports the day-to-day maintenance and upkeep of Town facilities, parks, playgrounds, and other assets. This position provides on-call or short-term assistance with general labour duties, working under the direction of the Maintenance Coordinator or other designated supervisors.

RESPONSIBILITIES

Duties may vary depending on operational needs and may include, but are not limited to:

- Assisting with regular maintenance and manual labour tasks across Town buildings and grounds.
- Litter control and general clean-up in public spaces.
- Basic carpentry support such as fence repairs or sign installations.
- Cemetery upkeep and grave preparation support.
- Snow and ice removal using shovels, ice scrapers, or snow blowers.
- Assisting with rink and arena surface maintenance.
- General painting and basic facility upkeep.
- Providing logistical support for events (e.g., moving equipment for Canada Day).
- Operating and maintaining light equipment (e.g., lawnmowers, ATVs, small tools).
- Reporting safety hazards or equipment issues to supervisors.
- Following safety protocols and ensuring Town property is kept in safe condition.
- Performing other duties as assigned related to facility maintenance and support.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Safe use and handling of hand tools and basic maintenance equipment.
- Light equipment operation under supervision.

Skills:

- Reliable team player with strong communication skills.
- Basic problem-solving and time management.
- Ability to follow written and verbal instructions.
- Ability to work safely with minimal supervision.

Attributes:

- Dependable and respectful.
- Flexible and willing to take on varied tasks.
- Safety-conscious with strong work ethic.

WORKING CONDITIONS

Physical Demands:

This position requires regular physical effort, including standing, lifting, bending, and operating tools and equipment.

Environmental Conditions:

Work may occur in a variety of weather conditions, indoors and outdoors, with exposure to seasonal elements.

Sensory & Mental Demands:

Attention to detail is required when operating equipment or completing tasks. Casual Labourers may work independently or in small crews and must adapt to changing work priorities or locations on short notice.

I certify that I have read and understand the responsibilities assigned to this position.

Employee's Printed Name

Employee's Signature

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.