



Term Public Works Labourer (Three Months)

The City of Duncan invites applications from candidates with proven skills, qualifications, and abilities for the position of Public Works Labourer for a three-month term position starting in July 2025. Reporting to the Operations Manager and under the direct supervision of the Foreman, the successful candidate will perform a broad range of labouring duties in the routine maintenance of all facets of the Public Works Department.

Required Skills, Qualifications, and Abilities:

1. Completion of Grade 12 or equivalent (G.E.D.).
2. Possession and maintenance of a valid Class 5 B.C. Driver's Licence; a satisfactory current driver's abstract will be required.
3. Ability to perform physical labouring duties.
4. Ability to operate related maintenance tools and equipment.
5. Ability to communicate well with coworkers and the public.
6. Ability to follow direction, use sound judgment, and work in a safe, efficient manner.
7. Knowledge of safe work practices and procedures.

The ideal candidate is well-organized, customer service focused, and keen to deliver high quality services to our community. The position may be physically demanding; the successful candidate may be required to undertake considerable lifting, walking, bending, standing and the operation of small tools. A certificate of fitness attesting to the suitability for the positions may be required.

Preference will be given to candidates with a broad range of experience performing physical tasks.

This is a CUPE Union position with an hourly rate of \$32.24 (2025 rate) plus 12% in lieu of benefits.

The above statements are general descriptions of the principal functions of the job identified and shall not be considered as detailed descriptions of all the work requirements that may be inherent in the job.

Please submit your application by **3:30 pm, Monday, July 7, 2025**, to the attention of Human Resources, City Hall, 200 Craig Street, Duncan, BC, V9L 1W3 or by email to hr@duncan.ca (PDF is the preferred format).

To be considered for this position, please include the following information with your application:

- cover letter (include date available)
- resume detailing relevant work experience and education, including three references
- a current driver's abstract (available free from ICBC: call 1-800-663-3051 or go to www.icbc.com)

The City of Duncan is committed to being an accessible employer and to the principles of diversity, equity, and inclusion. We aim to remove barriers in the workplace and work with our employees to provide reasonable accommodation where required. If you require accommodation in applying for a posted position, please contact Human Resources at 250-746-6126 or hr@duncan.ca.

We thank all interested applicants; however, only those chosen for an interview will be contacted.