JOB DESCRIPTION

TITLE: **ROADS SERVICEPERSON I**

DEPARTMENT: **Public Works**

LEVEL: **8**

Position Last Evaluated: Dec 2014
Job Desc. Last Updated: Mar 2026

JOB SUMMARY

Reporting to a Supervisor, the incumbent carries out construction and maintenance of roads, including road infrastructure: concrete sidewalks, brick pavers, boulevards, asphalt roadways, and pathways. The incumbent performs the operation, maintenance, and servicing of a variety of mobile construction and maintenance equipment, and vehicles with related attachments.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Carries out maintenance and construction of roads, boulevards, laneways, sidewalks, ridges, brick pavers, and fencing including chain link, wooden, and lock bloc by estimating and ordering materials, setting grades, framing for concrete, tying steel, concrete finishing, constructing asphalt or paver brick sidewalks, curbs, and wheelchair and driveway ramps with the use of asphalt rollers, curbing machines, asphalt rakes, and saws.

2. Oversees and participates in the work of staff involved in the construction and repair of sidewalks, medians, curbs, gutters, and driveways. Ensures work schedules, procedures, and established safety standards are met.

3. Places concrete by shoveling and leveling. Finishes with trowel, broom, and edger. Determines, prepares, and applies various chemical retardents and curing compounds. Finishes exposed aggregate concrete by applying chemicals, broom and washing surfaces, and applying other techniques such as stamping.

4. Installs and finishes various castings, boxes, interlocking paving bricks, tiles, and sleeves, and applies surface cleaning and finishing treatments such as acid washes and sealers.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

5. Installs and finishes various castings, boxes, interlocking paving bricks, tiles, and sleeves, and applies surface cleaning and finishing treatments such as acid washes and sealers.

6. Carries out bridge inspections for repairs and maintenance, prepares reports and recommendations to foreman, and liaises with supervisors and on-site engineers.

7. Carries out infrastructure repair and maintenance on sewers, waterworks, and storm drains as they relate to road repair, and curb, gutter, sidewalk, median and boulevard maintenance.

8. Performs snow and ice duties, including plowing, salting, and brining during winter operations.

9. Provides employee training and instruction on equipment and road related programs.

10. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to operate a wide variety of equipment including shovels, jackhammers, double drum rollers, mobile asphalt and concrete saw, mobile asphalt and concrete coring machine for material compliance testing and meter installation, snow and ice control equipment, rubber tired front end loader, and compacting equipment.

Ability to understand and apply the techniques of concrete construction and finishing.

Ability to read and interpret Engineering plans and grade sheets, measure and mark out underground utilities prior to excavation, direct the operation of various construction and excavation equipment, set grade and alignment stakes for cribbing, direct the construction and finishing process, operate various power equipment such as jackhammers, concrete or target saws, and power trowels, and operate a vehicle to transport materials and equipment.

Good working knowledge of tools, methods, and procedures used in the servicing and maintenance of such equipment.

Thorough knowledge and hands-on experience of methods, practices, materials, tools, and equipment related to maintenance and operations of roads and concrete sidewalks, curb, and gutter.

Ability to effectively read and understand sketched and engineered plans, work sheets, grade sheets, and comprehend and carry out written and oral instructions with little or no supervision.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Good working knowledge of the City of Nanaimo Manual of Engineering Standards and Specifications.

Understand and apply the techniques of concrete construction and finishing, including exposed aggregate and broom finishing, concrete driveway installation, and curb and gutter installation.

Ability to complete records and reports accurately and plan work.

Ability to communicate effectively verbally, with courtesy and tact, in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.

Work may involve lifting of heavy and/or awkward objects and/or maneuvering of heavy equipment and/or climbing structures. Core work activities typically require a high level of activity.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Completion of Grade 12 and a minimum of 6 months experience applying techniques of concrete construction and finishing, including concrete curb and gutter, sidewalk, median driveway, and road construction experience.

Possession of a valid traffic control ticket.

Possession of a valid Class 3 BC Driver's Licence with Air Endorsement.

Or an equivalent combination of education and experience.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Must be in good health and have sufficient physical strength and agility to perform required work activities of this position.

Contributes to maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.