

JOB DESCRIPTION

Title: **Public Works Lead Hand**

Summary: This position of a working Lead Hand is responsible to assist the Public Works Supervisor/Superintendent with the day-to-day supervision of maintenance staff, maintenance and operation of some municipal buildings and infrastructure. These include municipal building (excluding recreation), water & sewage systems, roads, sidewalks, parks, and green areas. The normal hours of the position be 40 hours over a 4-day period Monday-Friday. However, the employee will work some evenings and weekends depending on after hour calls, garbage removal, and winter snow removal.

Responsibilities:

The Lead Hand will assist with the following responsibilities for the Public Works Department:

1. Maintenance of all equipment, vehicles, buildings, systems, etc.
2. Ensure sufficient inventory for the proper upkeep of all systems.
3. Up-keep of proper surveys, measurements, plans, and specifications for all facility matters as necessary for the effective operation of all systems.
4. Oversee the work being completed by contractors for the municipality.
5. To carry into effect instructions from management staff as requested.
6. To keep a record of all work performed and the time using computer software program.
7. To assist in the year-end inventory count of all stock and materials for inclusion in the annual financial statement.
8. To report immediately any misconduct, neglect or breach of duty of any officer or employee(s) under his/her supervision.
9. To assist in maintaining streets free from encroachments, obstructions and nuisances. All repairs are to be completed in a timely fashion, with immediate priority given to damages thereto reported to him/her and liable to cause damage or injury.
10. Monitor SCADA system to ensure proper operation of municipal facilities.
11. Mapping of all municipal infrastructure.
12. To ensure proper maintenance of the sewer and water lines (includes flushing of lines, fire hydrant, and valve inspections).
13. Check booster pumps for proper operation (especially after power flickers and interruptions)
14. To assist in the practices and procedures that will provide an effective, efficient, and environmental friendly and financially responsible operations of all areas facilities and services.
15. Ensure that the provincial testing requirements are conformed to and recorded.
16. Flush problem manholes and sewer laterals that dump into the main lines (Fall & Spring)

17. To coordinate the street line painting, street and sidewalk sweeping, roadside mowing, check road signs for proper visibility and condition, trim overhanging trees from sidewalks.
18. Clean catch basins and culverts annually and keep open in wintertime.
19. Keep accurate time sheets and work details continuous on call.
20. Start and operate diesel pump bi-monthly, raise and lower roof at Andover pump
21. Employee managements (work plans, employee evaluations as required, etc.)
22. Installation, maintenance, and winterization of all seasonal facilities. These include the waterfront park, boardwalk, washrooms, boat docks, and other green areas in the community.
23. Ensure keys are removed from all vehicles daily.
24. Assist in supervision or install all culverts and ensure their proper operation and maintenance.
25. Assist in the supervision and scheduling of all maintenance personnel in a manner to effectively operate infrastructure while ensuring staff are scheduled for event support.
26. Remove and dispose of dead animals.
27. Any other duties deemed necessary by the employer.
28. Ensure all work completed is done in a manner that is safe for employees, contractors, and the general public.

Minimal Job Requirements:

Education: Minimum Grade 12 will be considered. However, the following would be preferred: Related trade certificate, degree, or diploma.

Experience: Experience in project and employee management.

Skills and Certification:

Skills

- Effective team management & leadership skills
- Flexibility
- Computer basics, SCADA System knowledge, GIS Mapping, Microsoft Platform: Outlook, Teams, Sharepoint, etc.
- High standards for quality of work
- To effectively work with team of staff, contractors, and the public.
- Personal attributes: self-motivated, positive, take initiative on the job
- Ability to plan jobs effectively and create work plans

Certification Required (Currently hold or willing to obtain in a timely fashion)

- First Aid/CPR
- Water & Waste Operator Level One
- WHIMIS Certification
- Confined Space
- Trenching

Who You Are:

- You have a strong desire to impose upon customers a pride in your work
- You have a strong sense of commitment to your employer
- You go above and beyond to ensure a job is completed above satisfactory standards
- You are a strong communicator (written and verbal)
- You are comfortable working with a team or individually
- You are a responsible and diligent individual who is a team player and takes ownership of their projects.
- You can motivate others to perform at high standards and work efficiently.

Compensation

Salary: \$46,750-\$53,750

Health benefits, Pension Benefits, Life Insurance