



The Corporation of the Township of Pickle Lake

JOB POSTING Permanent Full-Time

PUBLIC WORKS LEAD HAND POSITION

The Corporation of the Township of Pickle Lake is currently accepting applications for a **Permanent Full-time Public Works Lead Hand**.

PURPOSE OF THE POSITION

Reporting to the Public Works Supervisor (PWS) the Lead Hand (LH) is a member of the pool of skilled labourers. The LH must have the skills to oversee a team and/or project. They delegate tasks, manage personnel, and steer projects towards completion while maintaining high standards. The LH must have job-specific abilities and knowledge that is teachable, technical know-how and competence tool and machinery knowledge. The LH must possess communication, teamwork, problem solving and leadership skills.

POSITION RESPONSIBILITIES

- In-depth knowledge of Municipal industry including infrastructure and job role.
- Understanding of a variety of heavy equipment, machinery operations, building and grounds maintenance, using software and knowledge about processes.
- Ability to plan, organize, manage and bring a project to completion, including budgeting, scheduling, risk assessment and quality assurance.
- Knowledge of safety procedures and protocols with the ability to ensure team safety.
- Resource management skills – allocation and application of organization resources including personnel, material time and financial resources.
- Under the direction of PWS, the LH supervises the work and workers in the daily assignment of their duties and at job sites as required ensuring completion of their tasks as while maintaining a safe working environment.
- Works with contractors engaged in Public Works or Waterworks activities as required.
- Ensures compliance with Health and Safety regulations and statutes.
- Other duties as assigned.

WORKING CONDITIONS

- Work is performed in the office and/or out in the field with regular hours being 8:00 a.m. to 5:00 p.m., Monday to Friday. Extra time may be required to complete tasks and meet deadlines during certain times of the year.
- Exposure to extreme weather conditions, construction activities, dust, debris, loud heavy equipment and machinery, confined spaces, chemicals, fumes and odors (sewage).
- Exposure to physical hazards such as machine heat, oils, paints and other chemicals, noise and unpredictable traffic.
- Some work may be confidential in nature and require discretion.
- Ability to work for long periods of time.
- Ability to handle frequent interruptions and deadlines.

- Establish and maintain effective working relationships with other employees, elected officials and members of the public.
- Must be physically capable of performing a wide variety of physical tasks.
- Use of Personal Protection Equipment will be required (hard hats, safety vest, boots, glasses etc.)
- Regularly working near moving mechanical parts and equipment and outside conditions that include inclement weather.

WORKING RELATIONSHIPS

- Reports to the Public Works Supervisor
- Report to the Town Manager/Clerk in the absence of the PWS
- Works closely with Equipment Operator/Labourer, OIT/Labourer, Clearford, summer student labourers and external/internal contractors.

JOB SPECIFICATIONS/QUALIFICATIONS

- Successful completion of Secondary School Diploma, trades certificates and/or approved equivalent combination of education and experience.
- Occupational Health and Safety Act, WHMIS, applicable legislations regulations/statutes, departmental policies/procedures/practices, operational guidelines and perform safe work practices.
- Well-rounded knowledge in all road maintenance both summer and winter asphalt and gravel.
- Working knowledge of storm water management, tree maintenance and municipal operations including public works, waste management/landfill, parks, beaches and docks, land use infrastructure and emergency services.
- High energy and a passionate commitment to the goals of the Township and the ability/willingness to adapt to those goals as needs evolve.
- Ability to remain calm in a fast-paced and/or crowded environment.
- Experience in resolving complaints, detecting incidents and finding solutions.
- Access to reliable transportation and have and maintain a valid Class “G” or higher Driver’s License. Class DZ considered an asset.
- **Desirable:** Heavy Equipment Operator Training and Experience, CVOR Training, Pre-trip Inspection Training, Trenching Safety Training and Snow Plow Operator Training would be an asset.

Resumes with cover letter will remain opened until filled.

Township of Pickle Lake
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