



MUNICIPALITY OF

South Bruce

PUBLIC WORKS LEAD HAND POSITION

The Municipality of South Bruce is seeking a Full Time Public Works Lead Hand. This position provides daily support to the Public Works Superintendent, leadership and guidance to the Public Works Crew as required. While also performing the duties of an Operator/Labourer.

General Duties

- To provide a variety of construction, snow/ice removal maintenance and repair service to roads and adjacent public property for the safety and convenience of the public.
- Assists the PW Superintendent in the organization and implementation of all construction and maintenance programs.
- To support the PW Superintendent in day to day operations or during absences.

Recommended Skill & Qualifications

- A minimum of three years' experience in Municipal Road maintenance, roads construction methods and procedures
- Class "AZ" or "DZ" driver's licence
- OGRA Roads Schools an asset

Full job description is available at: www.southbruce.ca/careers

Interested candidates are invited to apply by submitting their resume with covering letter **by 12:00pm Noon on Thursday October 31, 2024**, to:

Municipality of South Bruce
Attn: Laura Kennedy
21 Gordon St E. PO Box 540
Teeswater, Ontario N0G 2S0
Email: lkennedy@southbruce.ca

We thank all applicants who apply, however, only those considered for an interview will be acknowledged. The Municipality of South Bruce is an Equal Opportunity Employer. Information obtained during this recruitment process is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. In accordance with Accessibility for Ontarians with Disabilities Act. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Assistant of any accommodation needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.



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POSITION DESCRIPTION

Public Works Lead Hand

Position Title:	Lead Hand - Public Works	Salary Group: 6
Department:	Public Works	
	Roads, Bridges & Landfill Division (RBL)	
Supervisor:	Direct Reporting to Public Works Superintendent	

POSITION SUMMARY:

To provide daily support to the Public Works Superintendent, leadership and guidance to the Public Works Crew as required while also performing the duties of an Operator/Labourer.

Carries a Corporate cell phone to allow for daily contact between staff and for emergency situations.

GENERAL DUTIES/RESPONSIBILITIES:

- a. To provide a variety of construction, snow/ice removal maintenance and repair service to roads and adjacent public property for the safety and convenience of the public.
- b. Assists the PW Superintendent in the organization and implementation of all construction and maintenance programs.
- c. To support the PW Superintendent in day to day operations or during absences.

MAJOR DUTIES/RESPONSIBILITIES:

1. Provides daily leadership, guidance and assistance to crew members as assigned by the PW Superintendent. Discusses plans of operation, priorities and work schedules with the PW Superintendent and crew including the most useful equipment for certain jobs – the consultation occurs frequently to promote teamwork with the recognition that the PW Superintendent must make the final operational decision.
2. Carries out work assignments, using a variety of vehicles and heavy equipment, hand and power tools.
 - Responsible for safe, effective use of equipment and for using the correct equipment to perform all jobs.
3. Responsible for roads and public works operations such as (but not limited to):
 - Construction projects and paving preparation.
 - Maintain roads in good condition for safe, hazard free driving by grading, ditching along road sides, slope trimming, back filling, filling washouts, etc.
 - Gravel spreading.
 - Asphalt patching (hot and cold).
 - Clean catch basins.
 - Clean streets and bridges.
 - Hauling, loading and unloading gravel.
 - Removes hazards, including dead trees and tree limbs from roadways and areas adjacent to the roads.
 - Repairs and installs road and street signs.
 - Repairs and installs culverts.
 - Repairs and installs fencing, guardrails and guideposts.
 - Picks up debris on the roadsides.
4. Maintains municipal landscaping.

5. Responsible for snow and ice removal as well as emergency response.
 - Snow plowing, sanding salting, ices removal operations.
 - Responds to emergencies (at all hours) e.g. vehicles stuck on roadways, medical emergencies, fires, and utility breakdown and clears those roads on a priority basis.
 6. Expected to use initiative and judgement when on the road and is expected to operate without direct supervision when the task has been defined.
 - Conducts troubleshooting operations.
 - Observes hazards and corrects and/or reports them to the PW Superintendent.
 7. Advises the PW Superintendent on operational issues and makes recommendations including recommendations to call equipment and operators off the road during snow, ice and other storms, as required.
 8. Maintains equipment, vehicles and tools in safe, operating condition.
 - Follows acceptable maintenance and servicing schedules (oil changes, filters and lubrication, etc.) according to service manuals.
 - Performs repair/replacement work i.e. brake set ups, repair/replacement of lights, repair/install truck tarps, minor welding repairs, repairs to grass cutters, chain saws and other power tools.
 - Recommends major repairs and/or replacement of equipment to the PW Superintendent.
 9. Responsible for polite, tactful relations with the public.
 10. Responsible for health and safety practices in accordance with legislation and policies (i.e. personal protective equipment, etc.) and reports contraventions to the PW Superintendent.
 11. Undertakes training in public works methods and the use of special or new equipment.
 12. Performs other related duties as assigned.
 13. Supervises all aspects of daily works projects as delegated by the PW Superintendent.
 14. Operates municipal equipment.
 15. Available to deal with evening and weekend emergencies as required, excluding time off for annual holidays.
 16. Keeps accurate daily records of all operational activities (i.e. time sheets, granular quantities, etc.)
 17. Supervises and co-ordinates work with contractors, and other municipal employees as assigned by the PW Superintendent.
 18. Be available to work alternate shifts during the months of winter control.
 19. Provides input to the PW Superintendent for preparation of annual job evaluations of department staff.
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KNOWLEDGE AND SKILL:

- Ability to operate a variety of equipment effectively, safely and efficiently.
 - Knowledge of equipment and its capability. Ability to identify operating problems.
 - Good judgement, ability to work well with others and to provide leadership.
 - Good physical condition and ability to cope with stress.
 - Effective communications skills, both oral and written.
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QUALIFICATIONS:

- A minimum of three years' experience in municipal road maintenance, roads construction methods and procedures.
- Is the holder of a Class "AZ" or "DZ" drivers licence
- OGRA Roads Schools an asset

CONDITIONS OF EMPLOYMENT - Exposure to physical hazards and contrasting weather conditions – snow, blizzards, whiteouts, ice storms, fog, machine heat and unpredictable traffic.

Hours of Work – Normal Working hours Monday to Thursday 7:00 a.m. to 4:30 p.m.; Friday 7:00 a.m. to 3:30 p.m.

- 44 Hours / Week: Overtime after 44 Hours
 - ½ Hour Non-Paid Lunch
 - Overtime required to cope with emergencies and during peak periods
 - Hourly position
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Prepared By: AW
Effective Date: January 2016

Approved By: KR
Supersedes Date: NA