



# Town of Fort Qu'Appelle

PO Box 309 136 Boundary Ave S Fort Qu'Appelle SK S0G 1S0

## TOWN OF FORT QU'APPELLE PUBLIC WORKS LEAD HAND JOB DESCRIPTION

### JOB SUMMARY:

The Public Works Lead Hand is a primary assistant to the Manager of Public Works. The Lead Hand is expected to physically participate in the day-to-day maintenance of Town of Fort Qu'Appelle systems/infrastructure and the construction of new capital projects as directed by the Manager of Public Works. The Lead Hand will be expected to perform a variety of supervisory, maintenance, and construction tasks, including assisting the Manager of Public Works to lead, direct, and coordinate Public Works staff.

### DUTIES AND RESPONSIBILITIES:

The following is a general outline of the duties and responsibilities of the Public Works Lead Hand. The listing is not intended to be all-inclusive nor to limit the employee's initiative to expand his/her function beyond this scope nor is it intended to limit Manager of Public Works' right to assign other duties.

#### Recreation

- Responsible for ensuring a high standard of maintenance for all recreation facilities
- Responsible and accountable for general maintenance, cleanup duties, and safety checks associated with various Town recreation facilities, parks, and lands
- Assist with setup, tear-down, and the operation of events and functions
- Enforce rules and regulations of recreational facilities
- Manage the refrigeration system and monitor facility operational systems
- Enforce rules and regulations regarding public health and safety
- Ensure buildings and facilities are vacant and secure at end of day
- Assist with maintaining flower beds, trees, shrubs, trails, turf areas, irrigation systems, playgrounds, parks, and playing fields, including, but not limited to, weeding, mowing grass, litter pickup, pruning, fertilizing, or any other assigned task as required
- Identifies hazards and performs corrective measures, and/or report hazards to supervisor
- Maintain records and information, as required

### Public Works Infrastructure

- Grass cutting on various public properties using push and riding mowers
- Aiding with water piping repairs
- Painting of curbs and street centerlines
- Replacement, repair, or other maintenance of municipal property such as signs, hydrants, buildings, cemetery, and other infrastructure, as required
- Assist with service and maintenance of vehicles and equipment and completing service logs
- Boulevard landscaping and street maintenance
- Construction and maintenance of curbs and sidewalks
- Cleanup of yard, shop buildings, and equipment, as required
- Clean and safety store equipment, as required
- Maintenance and repair of assigned municipal buildings

### Heavy Equipment Operation

- Operating heavy equipment in a careful and efficient manner
- Perform excavating work for water and wastewater main maintenance, repair, and construction
- Cleaning of culverts and drains as required
- Perform regular service and maintenance of vehicles and equipment and complete service logs
- Participate in all safety training, orientations, meetings, and ongoing training
- Assist in the maintenance of vehicles and equipment and report necessary repairs
- Complete records relative to the equipment used and work performed
- Clean heavy equipment as scheduled and/or required
- Ensure heavy equipment is safely and securely stored

### Utilities

- Ensure the safe and effective monitoring and operation of all water treatment processes and equipment
- Perform operational duties, conducts laboratory tests, and perform maintenance and repairs on equipment and facilities for the water facilities
- Complete records and reports required by Provincial Health Regulations relative to the treatment of water
- Service and install water meters and associated fittings
- Able to perform all required duties in an efficient and safe manner
- Perform operational duties such as monitoring meters, collecting samples, answering inquiries, controlling, and adjusting chemical levels
- Performs and records laboratory tests to monitor the water treatment process
- Performs maintenance and repairs on all plant equipment
- Perform overtime work, weekend water testing, and emergency callouts, as required



- Receive shipments, unload chemicals and other materials from shipper's vehicles
- Clean and maintain Water facilities and associated areas
- Perform daily safety and maintenance checks for equipment, vehicles, and sites

#### **SUPERVISION:**

This position requires the Lead Hand to act as a team leader and supervise assigned staff in a respectful, professional manner.

- Provide direction to Public Works staff to complete work in a safe, timely and efficient manner in line with Town policies and relevant legislation
- Assist with the scheduling of Public Works activities and operations including shared services and contractors
- Ensure employees work in a safe manner
- Perform minor mechanical repairs on equipment
- Perform the day-to-day duties of the Manager of Public Works in his absence
- Ensures that all matters relating to the Public Works Inventories are completed and filed
- Ensures that all matters relating to the maintenance of buildings and equipment is completed and recorded
- Assists the Manager of Public Works with all matters relating to payroll and time allocations
- Under the direction of the Manager of Public Works is responsible for weather monitoring, road patrol, and equipment call outs, and preparation of necessary reports relating thereto in consultation with the Manager of Public Works
- Participates in the Municipal Operations Centre for emergency purposes
- Assists the Manager of Public Works with ensuring compliance with budget guideline and the effective utilization of physical and financial resources available
- Produces and maintains, in an electronic format, all reconciliation records for fuel, culvert, winter sand/salt mix, and gravel, as well as vehicle maintenance records and ensures that this information is provided to municipal office staff in a format that will allow them to do the necessary journal entries to allocate stock
- Taking necessary training for the position including but not limited to Workplace Hazardous Materials Information Systems, Small Confined Space, First Aid, Operator in Training Certification for Water Treatment, Heavy Equipment Operation for the water utility and any other training deemed necessary for work by the Superintendent of Public Works
- Ensure subordinate staff have the necessary equipment and supplies on job sites
- In the absence of the Manager of Public Works the Lead Hand is responsible for all aspects of the position for which they have received adequate training and/or certification
- All other additional projects and related duties as assigned by the Manager of Public Works

#### **CONTACTS:**

- Internal: Manager of Public Works, CAO, Council, management team, Public Works, and administrative staff
- External: General public

**WORKING CONDITIONS:**

- Exposure to a garage environment
- Exposure to hazards and inclement weather conditions
- The Lead Hand may be required to work unusual hours to handle emergency and poor weather conditions
- Use of computers and mobile technologies is required to complete tasks

**JOB KNOWLEDGE:**

- Grade 12 education or equivalent
- Expected to use initiative and good judgment and to work with limited supervision once tasks have been defined
- Excellent interpersonal and communication skills along with demonstrated ability to handle a complex and varied workload, often under pressure, in a flexible manner
- Working knowledge of municipal road maintenance and construction methods, drainage, equipment maintenance, and safety procedures along with relevant legislation
- Microsoft Office programs and municipal sector specific programs
- Proven welding experience would be an asset
- Class 3 drivers licence with air brake endorsement would be an asset

**ABILITIES:**

- A1: Good knowledge of safety regulations and practices
- A2: Good knowledge of various skills such as plumbing, electrical, welding, and carpentry
- A3: Ability to operate equipment
- A4: Good knowledge of the Town of Fort Qu'Appelle
- A5: To work closely and effectively with Manager of Public Works and Public Works staff
- A6: To plan and organize Public Works projects effectively and efficiently
- A7: To work effectively under pressure and meet deadlines

**PERSONAL SUITABILITY:**

- PS1: Honesty and integrity
- PS2: Discretion
- PS3: Reliability, consistency, and dependability
- PS4: Willingness to learn

Updated: May 19, 2021