



PUBLIC WORKS LEAD HAND POSITION

The Municipality of South Bruce is seeking a Full Time Public Works Lead Hand Position. 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.

- 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.

For a full job description, please see below.

Interested candidates are invited to apply by submitting their resume with covering letter **by 12:00pm Noon on Thursday August 11th, 2022** to:

Rhonda Niesen, Human Resources
Municipality of South Bruce
21 Gordon St E
PO Box 540
Teeswater, Ontario N0G 2S0

Resumes and cover letters may also be forwarded to rniesen@southbruce.ca

We thank all applicants who apply, however, only those considered for an interview will be acknowledged. 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, the Municipality is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. If you require accommodation, please indicate in your application to ensure your participation in the recruitment and selection process.

- 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.
-

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.
-

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
-

Prepared By: AW
Effective Date: January 2016

Approved By: KR
Supersedes Date: NA