

	Public Works Lead Hand Job Description	Department	Administration
		Date Approved	November 2024
		Revised	

REPORTS TO: Public Works Foreman

REPORTS: None

Accountability/Responsibility

Under the general direction of the Public Works Foreman, incumbents will be expected to perform their duties to a high standard and in accordance with all policies and procedures of the Village.

Primary Duties:

1. Maintain, repair and clean all hydrants, lift stations, rinks, streets, roadways, culverts and signage within the Village.
2. Perform preventative maintenance and repairs to equipment and buildings as required or directed.
3. Complete operation and assist with general maintenance of all equipment including half-ton trucks, loader, gravel truck, backhoe, skid steer, garbage truck and any other equipment.
4. Work cooperatively with the public, senior municipal staff, and coworkers.
5. Keep records and reports of materials used, equipment hours and inventory of supplies needed for daily duties.
6. Complete and submit timesheets to supervisor for verification and approval.
7. Fill in all forms in a neat and legible manner, including those required for record keeping.
8. Participate in all safety training, orientations, meetings and ongoing training.
9. Carries out all duties in a safe manner.
10. In the absence of the Public Works Foreman, provides supervision and direction to staff as required.
11. Performs any other duties that may be assigned from time to time.

Experience & Qualifications

- Grade 12 or equivalent.
- Supervisory experience in a municipal public works setting would be an asset.
- A valid Saskatchewan Class 5 and provision of a driver's abstract annually is required. A Class 1 driver's license and/or Air Endorsement (A) would be an asset.
- WHMIS, first aid and CPR training is required.
- Demonstrated proficiency in English, both written and verbal.
- Prior experience in heavy equipment operation including but not limited to Excavator, Grader, Backhoe, Dozer, Scraper, Skid-steer, Sanding truck/Snowplow, Tractor/Mower, Semi-tractor/trailer unit with gravel trailer, Track hoe, Loader, Mulcher, Packer and other equipment typical of a Public Works department.
- A practical knowledge of the operation, care, and maintenance of small tools/equipment, hand tools, small equipment, safe work practices under Occupational Health and Safety, and basic mechanics is desirable.

- Knowledge of basic care and maintenance of vehicles and equipment would be an asset.
- Knowledge of the municipality, including the road systems, would be considered an asset.
- Ability to manage time efficiently and effectively. Punctual, reliable, energetic and self-motivated individual who is able to work unsupervised, as well as part of a team.
- A Criminal Record Check is required.

Unique Position Requirements

- Work week and schedule may vary. The position may involve working evenings and weekend shifts and rotational on-call shifts over weekends and statutory holidays as required. This position is required to be on call every third weekend.
- May be required to respond to emergency situations.
- Ability to adapt to the daily challenges associated with a busy work environment.
- Ability to work outdoors in varying weather conditions. Exposure to physical environment which involves dirt, odors, noise, weather extremes or similar elements.
- Ability to perform strenuous physical activities (ability to lift/carry heavy loads 50+lbs) such as extensive walking, carrying, climbing, and lifting objects in all seasonal weather conditions.
- Ability to receive and comprehend instructions; work independently as well as in a team environment; interact positively with supervisors, other staff, and the general public.
- Excellent communication and customer service skills.
- The incumbent may work directly with or be aware of confidential information in the course of their job duties and is expected not to disclose or use any confidential information in any manner for any purposes other than the proper discharge of their duties and responsibilities for the employer. Confidentiality is to be maintained at all times during, as well as after termination of employment for any reason.

Computer software and equipment use:

Microsoft Outlook, Word, and Excel, cell phone, two-way radio

Incumbent

Chief Administrative Officer

Date