

Township of Strong

LEAD HAND POSITION DESCRIPTION

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| Position: Lead Hand | Date approved by Council: February 2024 |
| Reports to: Municipal Operations Coordinator | Unionized Position: CUPE # 4616-05 \$33.00/hr (2024, under review) |

POSITION SUMMARY: Under the direction of the Municipal Operations Coordinator, operates various types of municipal vehicles and equipment in the performance of Roads Department maintenance duties. Also required to perform other maintenance duties requiring digging, raking, installing culverts etc., and other duties as may be assigned.

Major Duties and Responsibilities:

- Responsible for the safe and efficient operation of municipal equipment vehicles, heavy trucks, grader, loader/backhoe, for purposes of sanding salting and plowing roadways, hauling fill, building/repairing ditches, installing culverts any and all other equipment that may be required to perform maintenance duties associated with the overall Roads Department.
- Perform daily circle checks of equipment and reporting any deficiencies to the Municipal Operations Coordinator. Performs minor equipment repairs e.g. cleans, fuels, and lubricate equipment as directed.
- Assist the Municipal Operations Coordinator in supervising and giving direction to Public Works Operators for the safe and efficient operation of all Public Works functions.
- Assist in planning and developing programs for construction or rehabilitation and maintenance of roads, streets and ditches.
- Assist in completion of road patrols.
- Dig, maintain and repair ditches, install and maintain culverts in a safe manner.
- Responsible for the safe and proper plowing of snow routes and spreader operation during winter season, as assigned by the Municipal Operations Coordinator.

- During the Snow Plow season the Lead Hand while on Duty, or on call, shall be responsible to call in all necessary staff to undertake snow removal operations in a safe and effective manner.
- Stand by – For the period commencing November 1 to March 31st the employee will be scheduled to be on call for stand by work on weekends. Where Public Works employees engage in snow removal and sanding of municipal roads are scheduled on call for standby work on Saturday or Sunday they shall be compensated with 5 days at their regular rate after the winter season is over as agreed to in the collective agreement.
- Operates a chain saw, welding equipment/culvert steamer and basic tools, as required.
- Performs routine housekeeping/maintenance duties at the public works building and yard, as directed by the Municipal Operations Coordinator. Carries out the maintenance and repair of municipal buildings and the roads yard, as directed.
- Carries out maintenance and repair of municipal vehicles and equipment to minimize breakdowns and safety hazards, complies with operating manuals and maintenance standards.
- Adheres to all municipal safety policies and procedures and provincial standards and regulations including wearing personal protective equipment and attending/participating in training sessions as required
- Accurate, neat record keeping is a high priority. Completes daily time sheets, equipment log sheets, job time sheets, road patrol sheets, inventory logs and any other operational log/duty records as required by the Municipal Operations Coordinator, which will record use and repairs.
- Other duties as assigned from time to time.

Education/Experience/Skills

- Minimum Grade 12, or equivalent.
- Minimum Class DZ driver's license.
- Clear driving record (will require CVOR Drivers Abstract)
- Minimum 3 years' experience in operating a grader, excavator, backhoe/loader, snow plow truck.
- Minimum 3 years experience in people management in public works is an asset.
- Experience as a health and safety representative is an asset.

- Familiarity with the Almaguin Highlands area is an asset.
- Ability to perform preventative maintenance procedures and effect routine repairs to vehicles and equipment.
- Accurate record keeping.

Independence of Action

The Lead Hand is required to apply established methods and procedures in the performance of his duties but is permitted to exercise a choice of methods and/or sequence.

Mental Effort

High degree of concentration required when operating vehicles and equipment.

Physical Effort

Operating heavy equipment. Work also requires heavy lifting, kneeling, crouching, digging, raking etc. as required.

Dexterity

Work requires fine movements in the proper handling of equipment e.g. vehicles/equipment and chain saws etc. and coarse movements in the performance of some maintenance duties e.g. digging, raking etc.

Accountability

Actions could result in a loss of time or resources or may affect the work of others.

Safety of Others

Considerable degree of care required when operating vehicles/equipment in traffic or at construction sites.

Supervision

Supervisory is required in this position, there may be occasions the Lead Hand will be required to perform supervisory duties.

Contacts

Contacts are usually of a routine nature and involve explaining or exchanging data or information.

Working Conditions

The majority of the work is performed under field conditions and may include working around weather, dust, fumes, odours, grease, grime, noise etc. This position is subject to call-outs in inclement weather or under emergency conditions. Protective equipment will be supplied by the Township, employees are expected to wear the Protective Equipment as required when working with materials/around equipment.