

Job Opportunity
JOB DESCRIPTION – PUBLIC WORKS LEAD HAND



POSITION TITLE: Public Works Lead Hand
DEPARTMENT: Public Works
HOURS: 40 hours per week
DESIGNATION: Full Time Permanent
REPORTING TO: Superintendent of Public Works
REMUNERATION: Wages and benefits for the position are outlined in the CUPE Collective Agreement for Local 1116.

OTHER TERMS AND CONDITIONS OF EMPLOYMENT: Although this is not a condition of employment, it is preferable that the person resides within the Town of Mulgrave for the term of employment.

SCOPE:

The Public Works Lead Hand is the primary assistant to the Superintendent of Public Works. The Lead Hand is expected to physically participate in the day-to-day maintenance of Town of Mulgrave systems/infrastructure and the construction of new capital projects as directed by the Superintendent of Public Works.

SPECIFIC DUTIES:

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 Superintendent of Public Works right to assign other duties.

- In accordance with a Council approved purchasing policy and in cooperation of the Superintendent of Public Works, the Public Works Lead Hand will assist in the procurement of goods and services for public works.
- Management of the fleet of public works vehicles and equipment;
- Ensure that solid waste and recyclable material is collected in an efficient and effective manner and in compliance with town policies and bylaws.
- 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 that subordinate staff have the necessary equipment and supplies on job sites;
- In the absence of the Superintendent 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 Superintendent of Public Works.

STATEMENT OF QUALIFICATIONS:

1. Education:

- Successful completion of Grade 12 or equivalent.
- Alternatively, strong experience in a similar position may substitute for the formal educational requirements.

2. Certification:

- Valid Class 5 Nova Scotia Driver's License
- CPR/First Aid
- WHMIS
- Small Space Confinement
- Heavy Equipment Operator

3. Experience:

- At least five years experience in a Public Works or similar position.

4. Abilities:

- A1: Good knowledge of safety regulations and practices;
- A2: Good knowledge of various trades such as plumbing, electrical, carpentry;
- A3: Ability to operate applicable equipment: trucks, plows, backhoe, etc;
- A4: Good knowledge of the Town of Mulgrave (demographics, geography, infrastructure, history, etc.);
- A5: To work closely and effectively with Superintendent of Public Works & other Public Works Staff;
- A6: To plan and organize public works projects effectively and efficiently
- A7: To work effectively under pressure and meet deadlines

5. Personal Suitability:

- PS1: Honesty and integrity
- PS2: Discretion
- PS3: Reliability and dependability
- PS4: Willingness to learn
- PS5: Consistency

Please submit cover letter and resume to cao@townofmulgrave.ca, attention, Darlene Berthier Sampson by January 31, 2020.