

TOWNSHIP OF ASHFIELD-COLBORNE-WAWANOSH JOB DESCRIPTION

Position Title:	Lead Hand
Department:	Public Works
Report to Title:	Public Works Superintendent

This job description last updated on July 8, 2021.

Position Details

Position Status:	Full time
Pay Method:	Hourly
Normal workweek:	40 hours
Overtime status:	overtime after 44 hours
Full Benefits:	Yes

General description (overview) of position:

1. Scope of position:

To provide on the job, day to day leadership and guidance to the Public Works Crew when required. To provide a variety of construction snow/ice removal maintenance and repair service to roads and township property for the safety and convenience of the Public. Works with Public Works Superintendent on a daily basis in the supervision of all construction and maintenance programs.

2. Key responsibilities:

1. Frequently discusses plans, priorities and work schedules with the Superintendent and crew, including the most effective and efficient use of equipment for specific jobs, with the recognition that the Superintendent must make the final operational decision.
2. Responsible for maintenance and construction for roads and public works operations.
3. Maintains equipment, vehicle and tools in safe, operating condition, and performs duties in accordance with health and safety practices.

4. Advises the Superintendent on operational issues and weather conditions and make recommendations to call equipment and operators off the road when conditions deteriorate to the point where safety is jeopardized and further effort is futile and a waste of fuel and equipment.
5. Is responsible to patrol roads and call in operators as well as operate equipment. Alternate for patrolling roads, may be necessary with the permission of the Public Works Superintendent.
6. Supervises and co-ordinates work with contractors and municipal employees as assigned by the Public Works Superintendent.

A – SKILLS

1. Knowledge – education and experience

(i) Education and training

(a) Minimum education required:

Secondary School Diploma

(b) Formal training required:

Class AZ or DZ drivers licence.

(ii) Experience

(a) Minimum number of years of related work experience necessary to achieve proficiency on the job:

(i) three years

(ii) Other Key Skills necessary to achieve proficiency on the job.

Good judgment ability to work well with others.

2. Decision Making – judgement, problem solving, creativity, initiative, and analysis.

(a) Complexity of decisions: Medium

(b) Nature & number of alternative solutions to chose from. Is research of alternatives required? Some

(c) Degree of responsibility for unusual problems: Medium

(d) Degree of independent action and judgment: Medium

(e) Decisions represent those of department: No

(f) Degree of responsibility for policy development: Low

3. Communication – written, verbal and interpersonal

Internal Contacts

Mayor and Council: No

Managers: 2
Public Works Superintendent
CAO

Non management staff: Public Works Staff

External Contacts

General Public: Yes

Other external contacts: Yes

(a) Number and frequency of contacts requiring regular communication within the organization: Occasional

(b) Complexity of the type of information communicated & requested within the organization: Medium

(c) Number and frequency of contacts requiring regular communication outside the organization: Occasional

(d) Complexity of the type of information communicated & requested outside the organization: Medium

(e) Represents municipality at functions: No

B – EFFORT (duration & intensity)

1. Mental effort – concentration & attention, complexity & analysis required, and mental fatigue

(a) Approximate % of work day requiring periods of concentration to complete duties satisfactorily:

(l) 61-75%

(f) Amount of mental fatigue:

(l) high

2. Physical & manual effort – manual dexterity, complexity, volume of work, sensory requirements and physical fatigue

(a) Approximate % of work day requiring periods of physical effort to complete duties satisfactorily:

(l) 46-60%

(b) Amount of physical fatigue:

(l) medium

C – RESPONSIBILITY

1. Program Delivery - contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for of policies & procedures, responsibility for planning

(a) Programs/services are delivered as follows:

(l) delivers programs and services within the established guidelines

(b) Contact with the public is:

(l) some

(c) Responsibility for development and evaluation of programs/services:

(l) none

2. Human Resources – personnel policies & procedures, supervision, health & safety, training

- (a) Number of direct reports to this position: none
- (b) Supervision/coordination of the work of other employees:
 - (l) often
- (c) Provides informal training/instruction to other employees:
 - (l) often
- (d) Responsibility for hiring, discipline, motivation, training, performance review etc.: no
- (e) Involvement with HR function for municipality including overall policies, procedures, personnel files etc:
 - (l) none

3. Material & Information Resources – equipment, property, data records & software, confidentiality

- (a) Responsibility for storage and maintenance of material or information:
 - (l) that is routine and non-confidential
- (b) Involvement in purchasing:
 - (l) gives input into purchasing decisions
- (c) Responsibility for using & maintaining equipment:
 - (l) uses heavy equipment safely and is responsible for storage or maintenance
- (d) Responsibility for policies and procedures relating to material & information resources:
 - (l) no involvement

4. Financial Resources – budgets, treasury, accounting & confidentiality

- (a) Involvement in financial matters:
 - (l) little or no involvement
- (b) Budget/spending authority:
 - (l) some spending authority

D. WORKING CONDITIONS

1. Physical Environment – physical surroundings & hazards

- (a) Physical environments:
 - (l) frequently works in a disagreeable environment
- (b) Exposure to hazards:
 - (l) frequent
- (c) Risk of injury:
 - (l) often

2. Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, montony, social disruption

- (a) Number of interruptions:
 - (l) some
- (b) Contact with public:
 - (l) some
- (c) Deadlines:
 - (l) some
- (d) Overtime:
 - (l) occasional

(e) On call:

(l) constant

Public Works Superintendent Approval

I have reviewed the above job description and agree it is accurate and complete.

Supervisor _____ Signature _____ Date _____

Staff Approval

I have reviewed the above job description and agree it is accurate and complete.

Staff Name _____ Signature _____ Date _____