

Lead Hand

Municipality of Brockton

Task List



Summary: To provide daily supervision, leadership and guidance to Public Works Department. 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.

Location: Brockton

Class: Full-time, 42 hours per week

Department: Operations

Reports To: Roads Supervisor

Remote Work: Not eligible

Last Updated: November 2018

Supervises: Heavy Equipment Operators

Tasks:

Lead Hand

1. Provides on-site supervision and assistance, providing leadership, assigning work and ensuring the work is carried out as efficiently as possible to meet expenditures as directed by management.
2. Attends courses required for the performance of duties.
3. Ensures crews have filled out timesheets and deliver them to municipal office.
4. Interprets drawings and instructions issued by management.
5. Patrols roads and records non-compliance issues as per regulations to the Minimum Maintenance Standards.
6. Performs all duties of a Heavy Equipment Operator when required to do so.
7. Responsible for underground utility locates.
8. Ensures compliance with the Occupational Health and Safety Act.
9. Adhere to the Municipality's Health and Safety policies and procedures, including conducting tailgate meetings.

Public Relations

1. Responds to public complaints, investigate problems in the field and recommend corrective measures.

Other

2. Complies with Municipality of Brockton policies and procedures.
3. Performs other tasks as assigned by management.

Education/Experience/Skills

1. Ability to operate a variety of equipment effectively, safely and efficiently.
2. Knowledge of equipment and its capability. Ability to identify operating problems.
3. Good judgement, ability to work well with others and to provide leadership.
4. Good physical condition and ability to function effectively in stressful situations.
5. A minimum of five years experience in municipal road maintenance, roads construction methods and procedures, drainage, equipment maintenance and sidewalks.
6. Holds a valid Class "A" or "D" drivers licence with air brake endorsement.
7. Has effective communications skills, both oral and written.
8. Has a minimum of five years experience in the operation and maintenance of municipal owned equipment.
9. OGRA Road School considered an asset.
10. Certified Road Supervisor (CRS) designation considered an asset or ability to work towards Certified Road Supervisor (CRS) designation.
11. Possesses the skills and ability to operate the municipality's portable computerized hardware and associated software used as part of patrolling duties.
12. Knowledge of proper use of common hand tools.

Physical Effort and Working Conditions

1. A mix of office and field work
2. Sometimes field work is completed in unfavourable weather conditions
3. On call 24 hours a day, 7 days a week.
4. Sometimes lifting up to 100 lbs at a time
5. Day and night work
6. Errors in operation would result in possible personal injury to the general public and/or their property, possible personal injury to fellow colleagues, possible liability and unfavourable public relations, fines and charges related to regulatory compliance, costly repairs to equipment and other property, and/ or costly delays to project work.