

# The Township of Huron-Kinloss

## POSITION DESCRIPTION

Position Title: Lead Hand			
Reports to:	Director, Public Works	Last Revision Date	November 2018
Department:	Public Works	Positions Supervised:	Public Works Operators
Position Status:	Full Time	Job Grade:	
Nature and Scope of Position: The Lead Hand is responsible for supervising the work of staff for the provision of services provided by the Public Works Department in the area of Roads.			
<b>Key Result Areas</b>	<b>Major Responsibilities</b>	<b>Success Indicators</b>	
Delivery of Programs and Services	<ul style="list-style-type: none"> <li>Organizes, schedules, and oversees the daily operation and maintenance of all aspects of road construction and maintenance.</li> <li>Ensures the inspection of road surfaces, culverts and bridges to determine repair needs. Patrols the municipality in accordance with Minimum Maintenance Standards and records findings.</li> <li>Ensures appropriate action is taken in regards to washouts, drain and culvert obstructions, bridge defects etc.</li> <li>Responsible for investigating problems, monitoring road and weather conditions, scheduling routes and maintenance</li> <li>Does snow plowing, sanding, grading, dust suppression application, tree removal, road shoulder maintenance, gravel resurfacing and ditching as required.</li> </ul>	<ul style="list-style-type: none"> <li>Daily operations are completed on time and according to the standards set.</li> <li>Successful and competent operation of all required equipment and vehicles.</li> <li>Resident complaints are minimized.</li> <li>Preventable catastrophic repairs to equipment are minimized.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Supervises winter maintenance according to policies adopted by Council.</li> <li>• Ensures that requirements and standards as established by provincial statutes and acts, policies and procedures pertaining to areas of responsibility are met including safe work practices.</li> <li>• Responsible for equipment maintenance and performs minor repairs.</li> <li>• Responsible for reporting street lights requiring repair to the Director.</li> </ul>	
Supervision	<ul style="list-style-type: none"> <li>• Schedules staff, provides orientation and training, provides information related to performance and monitors work to ensure deadlines are met.</li> <li>• Ensures record and time keeping by all Roads employees is accurate.</li> <li>• Monitors work being done under contract to ensure work meets specifications.</li> <li>• Regularly updates the Director with the status of all maintenance projects.</li> <li>• Prepares and present performance appraisals.</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory regulations are followed; e.g., safe work practices, etc.</li> <li>• Tasks are completed on time and in a safe manner.</li> <li>• Staff work as a team</li> <li>• General records and time keeping logs current and accurate.</li> <li>• Annual performance appraisals are completed on time.</li> </ul>
Administrative	<ul style="list-style-type: none"> <li>• Provides input into the development of yearly construction budget for all roads and bridges and the multi-year construction plan for all roads and bridges and their maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Actively participates in departmental planning.</li> </ul>

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	<ul style="list-style-type: none"> <li>● Assists the Director with monthly and annual department reports, as required.</li> <li>● Acts as the Chair of regular staff meetings.</li> <li>● Reports major equipment repairs and refurbishments that are required and assists the Director in prioritizing equipment replacement schedules.</li> </ul>	<ul style="list-style-type: none"> <li>● Reports are accurate and completed on time.</li> <li>● Equipment is replaced and/or repaired in a timely manner, and within the allowable budget.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>● Works cooperatively with team members and staff in other departments to ensure necessary workflow and coverage.</li> <li>● Provides support and back up to other staff in department as necessary.</li> <li>● Assists in establishing, maintaining and achieving goals, objectives and work plans.</li> <li>● Remains current on and adheres to corporate and departmental policies and procedures.</li> <li>● Ensures that own work is performed in a safe manner according to health and safety guidelines and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>● Adheres to corporate and departmental policies and procedures.</li> <li>● Successful completion of WHMIS and Health and Safety Training.</li> <li>● Actively participates in departmental planning.</li> <li>● Attendance at and completion of all training required by the Township of Huron-Kinloss.</li> </ul>
Public Relations/Customer Service	<ul style="list-style-type: none"> <li>● Demonstrates a strong public service orientation.</li> <li>● Responds promptly to public queries and requests.</li> <li>● Resolves public concerns and complaints or refers to Department Head.</li> <li>● Develops effective relationships with staff of all appropriate departments, organizations, contractors, other municipalities, County departments, provincial and federal government departments i.e. Ministry of Transportation.</li> </ul>	<ul style="list-style-type: none"> <li>● Responds to internal and external inquiries in a timely professional manner.</li> </ul>

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Other related duties as assigned.

## Qualifications

Education:

- Municipal Pit & Quarry Designation.
- TJ Mahony Road School Accreditation and CS Anderson Road School Accreditation.

Experience:

- 3 – 5 years related experience

Skills:

- AZ/DZ Driver's Licence.
- Training in operation of specialized equipment, e.g., graders, loaders, large trucks, chain saws, power tools, emergency and welding equipment, etc.
- Must have current knowledge of applicable Acts, legislation, regulations i.e. Municipal Act, WHMIS, Occupational Health and Safety Act, Highway Traffic Act, Signage Act, Tile Drainage Act, Pits and Quarries Act, Mining and Aggregates Acts, County policies and procedures such as entrance permits, signing bylaws, land acquisition.
- Good working knowledge of computers and other digital devices, along with operational understanding of Microsoft Outlook.
- Some knowledge of designing layout, setting quality standards, determining safety thresholds, making resource allocation choices on a daily basis.
- Excellent working knowledge regarding road and bridge construction and maintenance, property maintenance and record keeping.
- Some analytical skills to deal with budget projections, engineering calculations, machine specifications and safety conditions.
- Ability to analyze, assess and interpret data and situations, compile results, do scheduling.
- Good supervisory skills. Know how to set up route schedules and training procedures
- Know some accounting principles, algebra, financial formulae, geometry, temperature and weather characteristics, chemical analysis, and quality thresholds.
- Able to set up and operate survey equipment.
- Ability to communicate, listen and explain effectively. Able to be tactful and sure of facts when dealing with public concerning complaints such as road allowances, road widening.

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<ul style="list-style-type: none"> <li>• Ability to read technical reports i.e. blueprints, contracts, tenders, excavating, material referred to a contractor.</li> <li>• Ability to write clear and concise letters, memos, reports, purchasing requests.</li> </ul>		
<ul style="list-style-type: none"> <li>• Physical 'Effort &amp; Working Conditions</li> </ul>		
<ul style="list-style-type: none"> <li>• Work is typically performed in an environment with regular exposure to hazards.</li> <li>• The mental effort requires a reasonable degree of concentration on a variety of activities.</li> <li>• There are many interruptions and deadlines.</li> <li>• Problems to be addressed require routine problem solving.</li> <li>• Required to interact politely and effectively with the general public.</li> <li>• Hours of work can vary with overtime required.</li> <li>• Continuous requirement for moderate physical effort in operating equipment and performing maintenance and repairs.</li> <li>• Work generally has a moderate risk of injury.</li> </ul>		
Signatures/Approvals	Signature	Date
Incumbent:		
Department Head:		
Administrator:		

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.