

MUNICIPALITY OF CROWNEST PASS

JOB DESCRIPTION

COMMUNITY SERVICES LEAD HAND

POSITION TITLE:	COMMUNITY SERVICES LEAD HAND
REPORTS TO:	COMMUNITY SERVICES DIRECTOR
REVISION DATE:	

POSITION SUMMARY

The Community Services Lead Hand position is directly responsible to the Community Services Director. The Lead Hand is responsible for the day-to-day operation, maintenance, and development of the Municipality of Crowsnest Pass Recreation Facilities, Parks, Sportfields, Green spaces, affiliated facilities and related equipment. This position is a “Working Lead Hand” position as well as implementing work plans and assigning duties to Department outside staff.

Job Requirement

1. Shall be responsible for the daily maintenance and operation of all Community Services Department affiliated facilities and programs as governed by the Municipality of Crowsnest Pass. These include:
 - Arenas
 - Sportfields
 - Parks and Greenspaces
 - Culture Facilities
 - Cooperation will Pool and Ski Hill Society
 - May include Halls/Senior Centers
 - Cemetery Maintenance Program
 - Weed Control Program
2. Recommendation of policy development.
3. Shall be responsible for the implementation of policy decisions authorized by Municipal Council as directed by Community Services Director.
4. Shall develop, maintain, and implement a comprehensive facilities and equipment preventative maintenance program including scheduling, research of requirements and planning.
5. Shall assist in the development of Facility Audits and Facility Operations Manuals.
6. Must assist in the orientation, training, and supervising of outside staff.

JOB DESCRIPTION – COMMUNITY SERVICES LEAD HAND
PAGE 2 of 3

7. The Community Services Lead Hand shall display an ability to follow instructions from his/her supervisor and in doing so shall plan, coordinate, and supervise the daily activities of the maintenance personnel under his/her supervision.
8. Shall provide recommendation in the budget preparation process.
9. Shall ensure the use of safe and proper working practices and proper care of tools, equipment, and buildings.
10. Shall prepare monthly and annual reports to include the following:
 - a. Maintenance Programs
 - b. Recommendations
 - c. Any other matters concerning Facility Operations
11. Shall ensure all recreation facilities meet the expectations of community and those renting Municipal facilities.
12. Subject to “call out” duties as required.
13. Ensure that all Safety Standards as described within the Occupational Health and Safety Manual and pursuant regulations are adhered to including the use of protective equipment and clothing. This will require a good working knowledge of the act and regulations.
14. Operates heavy equipment when required.
15. Perform related duties as assigned by the Community Services Director.

Job Qualification Requirements

1. Valid Alberta Drivers License
2. Arena Operator 1 and 2 Certificates
3. Facility Management Certificate or equivalent
4. Personality enabling positive public relations
5. A thorough knowledge of artificial ice making and maintenance and ice Refrigeration Plant operations.
6. A thorough knowledge of turf, tree, grass maintenance, and irrigation systems.
7. A thorough knowledge of Sportfield maintenance and development.
8. A general knowledge of building and grounds maintenance.
9. An ability to independently assign work crews on an organized schedule.

Personal Attributes

1. The Community Services Lead Hand shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness.
2. The Community Services Lead Hand shall be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities.
3. The Community Services Lead Hand shall possess good inter-personal skills and shall demonstrate acceptable public relations skills in dealing with the public.
4. The Community Services Lead Hand must often work alone to work with a minimum of supervision. He/she shall demonstrate decision-making skills and must work well under pressure and strict time lines.