

MUNICIPALITY OF CROWSNEST PASS

JOB DESCRIPTION

PUBLIC WORKS LEADHAND

POSITION TITLE:	PUBLIC WORKS LEADHAND
REPORTS TO:	PUBLIC WORKS SUPERINTENDENT
REVISION DATE:	

POSITION SUMMARY

Reporting to the Public Works Superintendent, the Public Works Leadhand performs duties involving the maintenance of signs, roads, water distribution and sewage collection systems.

Job Requirements

1. Assists in the operation and maintenance of the water distribution and sewage collection systems.
2. Assists in the operation and maintenance of storm water collection system and drainage network.
3. Maintains water distribution lines at proper levels. Repairs water line breaks and cleans and flushes water and sewer lines as required.
4. Able to operate leak detection and CCTV instruments as part of pipe inspection and maintenance.
5. Maintains public roadways, lanes and sidewalks as directed. Conducts minor maintenance and repairs including street sweeping, crack filling and painting of parking and traffic lines, snow removal and de-icing of roads and sidewalks during the winter, properly grading gravel roads, and preparing road beds for dust suppressant application. Operates a variety of other equipment when ditching, patching road surfaces, leveling dump area, sanding, and making new roads within Municipal Site.
6. Maintain, repair or replace fire hydrants as necessary in order to meet fire protection needs as well as keeping them clear of accumulated snow to allow immediate access. Place antifreeze in hydrants in the fall according to established schedule.
7. Installs and maintains signs.
8. Inspect water and sewer hookups and disconnections as required.
9. Conducts minor equipment repairs as necessary and maintains machines and equipment according to the Preventative Maintenance program.
10. Responsible for the cleanliness and appearance of all Municipal Equipment.

Job Requirements

11. As a working member of the crew, provides guidance and supervision to subordinate workers on site for safe and satisfactory completion of the work.
12. Ensures that safety standards under the Occupational Health and Safety Act and Pursuant regulations are adhered to, including protective equipment and clothing. This will require a good working knowledge of the Act and Regulations. All duties are to be performed within Municipal Policies and procedures and WHIMIS guidelines.
13. Keep abreast of new practices, techniques, and innovative methods pertaining to utilities operations and development.
14. Operates equipment including but not limited to: the street sweeper, trucks, tractors, graders, loaders, backhoe, and many other miscellaneous equipment.
15. Assists in facility maintenance of public property such as buildings, landscaping, plumbing, painting, welding, carpentry, minor electrical work, and motor vehicle maintenance.
16. Undertakes Disaster Services responsibilities as required.
17. Subject to “call out” in accordance with the “on call” roster and subject to “call out” duties as required.
18. Other duties as required by the Supervisor.

Minimum Qualifications

1. Must be capable in scheduling and coordinating of jobs, men and equipment.
2. Proven ability in the construction, repair, operation and maintenance of water distribution, sewage collection, roads and drainage systems.
3. Proven ability to operate equipment including but not limited to: street sweeper, trucks, tractors, graders, loaders, backhoe, and leak detection equipment and closed circuit television.
4. High School Diploma or equivalent or a combination of experience and education.
5. Valid Alberta Class III driver’s license with air endorsement.
6. As provided for in the Collective Agreement, this position is subject to a skills test prior to final award of the posting.

Responsibility

The incumbent performs a wide variety of tasks within defined guidelines. Work is spot checked by his/her supervisor. Consequence of error in judgment could result in damage to equipment. Work, which is not performed up to standard or on schedule, may result in safety hazard to the general public.

Close attention is required in all heavy equipment operation to ensure safety of operation, co-workers and the general public. There will be extended periods of concentration requiring mental-sensory coordination such as operation of the grader/loader, repair/maintenance of motors and pumps.

Resource Management

The position has supervisory responsibility when working with other employees, shows summer students/casuals how to operate equipment, tools and simple tasks.

Working Conditions

Work requires the position to work outdoors every day regardless of the weather conditions. The position is exposed to extremes of temperatures, rain, snow, mud, dust, and equipment vibrations.

Considerable risk for minor cuts/injuries exists on a daily basis. There is potential for more serious lost time injuries from time to time.

The work of the position requires considerable climbing off and on equipment, lifting medium to heavy objects such as, but not limited to: tires, grader blades, small motors, saws and signs.

Knowledge & Skills & Personal Attributes

The position requires a good knowledge of road maintenance techniques, knowledge/skill to operate a variety of equipment in a safe manner; general knowledge of rough carpentry, plumbing, painting, welding, and mechanics; broad general knowledge of sewer and water systems for monitor and repair of system.

Major contacts are with colleagues. Contact with the general public occurs normally for the purpose of information exchange. Major requirements are for courtesy in contacts.

The Public Works Leadhand shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness and display an ability to follow instructions from his/her supervisors as well as relay the same to others.

The Public Works Leadhand 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. This individual shall also demonstrate acceptable public relations skills in dealing with the public.