



## **Lethbridge County Job Description**

**Position Title:** Public Works Construction Lead Hand/ Class 5 Equipment Operator

### **Position Summary**

This permanent position has split seasonal responsibility.

Under the leadership of the PW Construction Coordinator, the PW Construction Lead Hand is responsible to lead County road construction and infrastructure projects with internal staff resources during the construction season (May-October). This position is a working lead hand and will require experience with various construction equipment and knowledge of municipal road construction.

This role will work closely with the PW Construction Coordinator in planning construction projects, proactive maintenance, and repair of all public works operational infrastructure; this includes County roads, associated infrastructure, signs, and other projects as assigned. The PW Construction Lead Hand will coordinate with the PW Construction Coordinator all design and construction requirements for infrastructure projects utilizing municipal resources and establishing work priorities.

During the winter season, this position will perform a variety of winter maintenance functions to support Public Operations.

### **Pay Class:**

Class 5 Job Rate– 2021 CUPE 2800 Contract \$35.13/hr, (\$33.27 Start Rate) plus Seasonal Lead Hand Premium of \$2.50/hour for the construction season.

### **Reports To**

PW Construction Coordinator

### **Supervision**

PW Construction Equipment Operators and Labourers

### **Lead Hand Duties and Responsibilities**

1. Lead the construction, proactive maintenance, and repair of all public works infrastructure and operations projects under approved budget guidelines; this includes road networks, associated infrastructure, signs, and other assigned projects.
2. Review design plans and construction requirements with the PW Construction Coordinator and municipal staff for projects.
3. Lead Public Works construction employees effectively to meet operational project timelines.
4. Function as the lead for Public Works and other projects as assigned by the PW Construction Coordinator ensuring proper and effective staffing via training and motivational techniques.
5. Support employee training and development with cross training opportunities and through the completion of competency evaluations.

6. Survey and perform various fieldwork activities including construction inspection.
7. Maintain current Alberta One Call, crossing agreements, landowner agreements and other partner agreements associated with County projects.
8. Oversee all facets of the daily operations of the construction organizational unit, ensuring compliance with municipal, provincial, and federal laws, policies, contracts, and regulations.
9. Collect and input data into the Asset Management System and perform other operational recordkeeping as required.
10. Adhere to, promote and actively participate in the County's Occupational Health and Safety (OHS) Program.
11. Participate in public works meetings, safety meetings and other department activities.
12. Perform various other duties as assigned by the PW Construction Coordinator or designate.

#### **Winter Operations Duties and Responsibilities**

1. Perform Class 5 operator functions which may include operating various machinery as required.
2. Operate grader and plow to perform winter maintenance functions.
3. Provide on call coverage on weekdays and weekends for winter operations.
4. Perform various other duties as assigned by the PW Construction Coordinator or designate.

#### **Education/Training/Skills Required**

1. A minimum of five (5) years of related supervisory experience in construction projects with a key understanding of principles and procedures behind road construction and repairs, as well as infrastructure and maintenance, ideally in a rural municipal setting.
2. Extensive experience with heavy equipment including, but not limited to, graders, dozers, back-hoes, excavators, front-end loaders, compactors, etc.
3. Experience with other equipment related to road construction (tractors, skid steer, tampers, rollers, etc.) is considered an asset.
4. Ability to provide strong leadership in a fast-paced and dynamic environment by prioritizing, scheduling, and budgeting based on corporate goals and strategies.
5. Experience in problem-solving onsite relating to such areas as infrastructure construction, maintenance, and drainage.
6. Excellent supervisory, interpersonal and collaboration skills.
7. Grade 12 High School Education, GED or equivalent.
8. Valid Class 3 Drivers License in good standing with air brake (Q) endorsement. A copy of a driver's abstract is mandatory on hire and on a yearly basis following.
9. Clear criminal background check is required.
10. Flagging training and prior experience staging road warning and work zone signage is considered an asset.
11. An intermediate computer skills level with a demonstrated ability to use applications such as: Word, Excel, Outlook email, ArcView and the Internet for items such as One Call.
12. Candidate must be physically fit and able to lift loads of up to 50 kg.
13. Knowledge of Occupational Health and Safety (OHS) Act and Regulations.
14. Willingness to obtain minimal qualifications to participate in the County's Emergency Coordination Centre within twelve (12) months of employment in accordance with Disaster Services Program.



**Working Conditions**

1. This position is based out of the Picture Butte operations facility, is performed primarily outdoors involving moderate risks, discomfort, or unpleasantness. Typical worksites include a high level of noise, dust, grease or mud, and temperatures varying from very hot to very cold.
2. Work requires physical exertion such as long periods of standing, walking over rough, uneven terrain and recurring bending, crouching, and reaching. Occasionally the lifting of heavy items (up to 50lbs) is required. Work requires average physical agility and dexterity.
3. Position may be subject to field evaluations to determine abilities in operating specified equipment.
4. Hours of work Winter Hours 8am-4:30 pm Monday through Friday. Summer Hours 7am-4:30pm Monday – Thursday and 7am-3:30 on Friday.
5. Position is subject to overtime as required by the department to accomplish tasks in an efficient and timely manner.
6. Will be required to respond to emergency situations.
7. Working conditions may contain moderate risks which require planned safety precautions for limited periods of time.
8. Will use Personal Protective Equipment as required (e.g. reflective vest, safety boots, etc.)

**Approved By:**

\_\_\_\_\_  
Chief Administrative Officer

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Director of Public Operations

\_\_\_\_\_  
Date

Job Description reviewed and agreed to by Employee
Print Name: _____
Sign Name: _____
Date: _____