

# TOWNSHIP OF NORTH HURON

## POSITION PROFILE



**Position Title:** Lead Hand

**Report to Title:** Director of Public Works & Facilities

**Revised:** March 2025

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**Pay Range:** Band 6

**Position Status:** Full time employee

**Pay Method:** Hourly

**Normal Work Week:** 40 hours

**Overtime paid:** Eligible after 40 hours per week

**Location:** As assigned

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### A – POSITION DESCRIPTION

#### 1. **Scope of Position:**

The Public Works Lead Hand is responsible to support the efficient and effective day-to-day implementation of Township public works construction, cemetery services, parks and maintenance programs. Key duties include supervising the work of the Public Works Roads and Cemetery Operators, Landfill Attendants, and seasonal staff to ensure that Township resources are maximized, and legislative requirements are met.

#### 2. **Key Responsibilities**

- (a) Performs the duties of operator on a daily basis as outlined in the operator job description and emergency basis after hours as appropriate.
- (b) Supervises crews of public works operators as assigned by the Director of Public Works & Facilities, in accordance with all Township policies and procedures to achieve planned target completion dates and levels of quality.
- (c) Participates in the delegation of work assignments and training, in consultation with and with appropriate approvals from the Director of Public Works & Facilities.
- (d) Identifies problems and supports direction on solutions to roads, Municipal Aggregate pit, sidewalks, traffic signs and safety devices, bridges, culverts, drains, streetlights, storm sewer systems and other designated municipal infrastructure, including cemetery and landfill facilities, in order to avoid potential safety hazards and public complaints. Makes recommendations to the Director of Public Works and Facilities on major repairs and replacements.

- (e) Supports the implementation of repairs and maintenance programs for equipment and vehicles to ensure smooth operation and staff safety. Oversees the safe operation of all equipment.
- (f) Supervises and assists as required in all maintenance activities, including snow removal, in accordance with the Township policies and procedures.
- (g) Works with and/or supervises contractors and/or their agents on Municipal projects.
- (h) Supports the implementation of the health and safety program in accordance with Township policies and procedures.
- (i) Performs regular safety and/or tailgate meetings to ensure work is complete correctly, efficiently, and safely.
- (j) Communicates public feedback and concerns to the Director of Public Works & Facilities, for response in a timely and professional manner.
- (k) Follows up on customer complaints and reports back status/outcome.
- (l) Participates in an on-call program on a rotating basis with other qualified staff, in order to respond to Public Works emergencies after hours and on weekends. The details of this program are outlined in the HR Policy Manual
- (m) The Lead Hand shall:
  - Provide supervision and leadership to Public Works employees
  - Ensure that work is being done in a safe manner
  - Distribute and delegate work to Public Works employees
  - Perform and record road inspections
  - Purchase parts and supplies for day-to-day operations as authorized by the Director of Public Works & Facilities.
  - Respond to emergency situations according to Township Policies and Procedures
- (n) To perform other duties as assigned by the Director of Public Works & Facilities or designate.

### 3. Key Relationships

#### **Internal**

*Director of Public Works & Facilities:* daily interaction re: operations public works department

*Public Works Administrative Assistant:* weekly interaction re: operations public works department

*Operators:* daily interaction re: assignments for public works

*Summer Students (seasonal);* daily interaction re: assignments for summer duties

*Facilities Lead Hand:* weekly interaction re: departmental operations

## **External**

*Public:* daily re: public works issues

*Township Contractors and other professionals:* as appropriate

### **4. Decision Making Authority**

Works under the direct supervision of the Director of Public Works & Facilities. The Lead Hand is encouraged to make recommendations to the Director of Public Works & Facilities for improving the efficiency and effectiveness of their duties and their crew's duties.

Judgement is required:

- to schedule Public Works Operators, Landfill Attendants, and seasonal staff as needed to meet service requirements while ensuring overtime costs are mitigated as much as possible in consultation with and approval from the Director of Public Works & Facilities
- to review and approve all timesheet submissions by Public Works Operators, Landfill Attendants and seasonal staff
- to oversee and coordinate staff to carry out burial cemetery services in accordance with cemetery by-laws as approved by Council
- to prioritize the many projects and tasks in process at any time and assign appropriate resources to ensure deadlines and quality targets are met
- to provide work oversight and direction to supervised staff
- to provide technical guidance and assistance to supervised staff
- to deal with members of the public
- to evaluate the severity of public works operational challenges in order to decide appropriate action

### **5. Procurement Threshold**

The Lead Hand must consult with the Director of Public Works & Facilities for any purchases required to support day-to-day Public Works activities.

### **6. Budgetary Responsibility**

The Lead Hand assists the Director of Public Works & Facilities with the budget preparation and monitoring.

### **7. Problem Solving Responsibility**

Most of the duties performed by the Lead Hand are in accordance with established policies and procedures under the supervision of the Director of Public Works & Facilities. Normally the problems to be solved are predictable and require no research beyond established policies and procedures.

## B – POSITION SPECIFICATIONS

The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously.

### 1. Formal Education and Training

***Minimum degree required:***

Secondary School Diploma

Heavy machinery course considered an asset

Enrollment in Ontario Good Roads Certificate three-year program considered an asset

***Minimum designation required:***

Certified Road Supervisor

### 2. Work Experience and Minimum Years Required

Experience driving a grader or other large equipment

Five

Supervisory experience in municipality or construction

One

### 3. Other Key Skills

- Strong supervisory and teaching skills.
- Good interpersonal skills, including proven ability to be tactful and courteous when dealing with the public.
- Well organized.
- In depth knowledge of equipment and vehicle maintenance techniques.
- Working knowledge of the local public works by-laws, standards and levels of service.
- Working knowledge of the MTO standards, specifications and regulations
- Working knowledge of Occupational Health & Safety Act.
- Working knowledge of construction practices and construction estimating
- Excellent physical condition: ability to lift up to 60 lbs.
- Valid class D driver's license with Z endorsement.

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## C – POSITION CHARACTERISTICS

### 1. Impact & Accountabilities

This position reports to the Director of Public Works & Facilities for all public works assets. A person performing this position competently and proactively can save the Township significant public funds and promote a professional image for the public works department.

### 2. Supervisory Responsibility

Directly supervises work assignment of crews of Public Works Operators, Cemetery Operators, Landfill Attendants, and seasonal staff as assigned by the Director of Public Works & Facilities.

## **D – WORKING CONDITIONS**

### **1. Physical Effort and Environment**

At certain times, often due to inclement weather, the Lead Hand may have to work more than their normal workweek in order to respond to public works emergencies and tight deadlines.

The Lead Hand will have to share on-call duties.

The physical working environment can be demanding while outside supervising and performing public works activities in inclement weather (blizzards, fog, ice etc.). Exposed to hazardous conditions such as in trenches and traffic. Exposed to fumes, odors, noise, toxic gases etc. There is a risk of injury.

### **2. Mental Effort**

Supervisory issues, tight deadlines, the public and weather will cause some mental strain.