



**District of Taylor
Employment Opportunity**

**Public Works Lead Hand
(Full-time Position)**

Are you looking for a satisfying career with a great work-life balance? With many recreational opportunities within the District, look no further to enjoy your down time as well. Boasting a second to none benefit package that supports Council's philosophy of "Safety, Family, Work."

The position of Public Works Lead Hand reports directly to the Director of Operations, is a working lead hand responsible and accountable for the efficient operations and maintenance of District roads, water, wastewater, solid waste, and cemetery operations. The position will perform a wide variety of tasks that could include operation of heavy and light equipment, physical labour, and directly supervises a 5-member Public Works crew.

The incumbent ensures that all operations and maintenance are conducted in a respectful and responsible way and that all decisions and actions comply with relevant legislation policies and procedures. The Lead Hand is expected to be available after hours and weekends for emergencies and may need to be "on call" when necessary. A physical fitness exam is a requirement.

Applicant should have:

- Class 3 B.C. Driver's License c/w Air Brake Endorsement
- Grade 12 or equivalent
- Clean Driving Abstract
- Previous Four (4) years' experience in Municipal Infrastructure

Preferred Qualifications would include:

- Level II E.O.C.P. Certification in Water Distribution, Water Treatment, Wastewater Collection and Wastewater Treatment
- Good knowledge of fire hydrants, PRV's, sewer flushing, excavation, and confined space experience

The District of Taylor offers a competitive wage which is dependent on a combination of experience and training. The District also offers an excellent benefit package (40-hour work week). Further details and full job description may be viewed on the District website at www.districtoftaylor.com.

Please email resume including references, current driver's abstract and copies of all safety and relative certificates to the attention of the undersigned prior to 4:00 pm on Friday, March 11, 2022.

Please address your application to:

Lisa Ford, Executive Assistant
PO Box 300
Taylor, BC V0C 2K0
Phone: (250) 789-3392
Email: lford@districtoftaylor.com

The District of Taylor thanks all applicants for their interest in this position; however only applicants selected for position interviews will be contacted.



DISTRICT OF TAYLOR

Lead Hand

Job Description

Title: Lead Hand

Date: February 9, 2022

Department: Operations

Job Category:

Reports To: Director of Operations

Job Number:

Interacts With: Public, Contractors, Department
Colleagues, District Employees

Grade:

General Summary:

The Lead Hand reports directly to the Director of Operations and is tasked with the safety, prioritizing, and scheduling of work as relayed by the Director. As well, this role performs a variety of semi-skilled maintenance work in the construction, operation, repair, and replacement of District water and sewage systems, roads and storm drainage facilities, buildings, or any other portion or feature of the municipal infrastructure as deemed necessary.

Primary Duties and Responsibilities:

General:

- Provides guidance, support, coaching, mentoring, and ethical leadership to all employees and volunteers while supporting and reinforcing the District of Taylor vision, mission, policies, programs and guidelines.
- Understands and consistently applies legal requirements, operational regulations, policies, procedures, programs, and bylaws
- Responsible to engage in and support the appropriate, accurate, timely, and transparent communication flow with employees and stakeholders (both internally and externally) to ensure accurate information is shared on an ongoing basis
- Ensures the ongoing commitment to providing exemplary community service support through the respectful, professional interactions between departmental employees and community members
- Provide absence relief coverage for Director role as required

Safety:

- Ensures all employees, volunteers, and visitors to the department are provided with a safe and healthy workplace consistent with District of Taylor policies, standards and initiatives
- Ensures Work Safe requirements are understood and followed during Operations and Maintenance activities
- Responsible for the proper maintenance and safety of tools and equipment by cleaning and checking tools and equipment after use and reports major defects

Operations and Maintenance:

- Responsible to ensure the execution of work within Public Works, including routine, planned, unplanned, and emergency jobs
- Reviews, schedules and ensures completion of work by Public Works crews and associated contractors
- Operate the District of Taylor water and sewer system as required by Northern Health, the Environmental Operators Certification Program (EOCP) and Ministry of Environment
- Installs, repairs and regularly maintains municipal utility systems including water mains, hydrants, pressure reducing valve stations (PRV), pump stations, well pumps, water services and sewer mains, services and lift stations.
- Maintains a variety of records relating to inspections, maintenance activity, stock levels, material usage, etc.
- Operates a variety of light and heavy equipment e.g. - packers, cut-off saws, chain saws, steaming equipment, service van, backhoe, grader, vac truck, snow plow truck, mobile sweeper, and municipal tractor.
- Schedules training for department employees and keeps all tickets and memberships/dues up to date

Community Services:

- Schedules, layout plots and performs cemetery work as required
- Assists with Animal Control as required
- Assists the Volunteer Fire Department as required during emergency situations

Requirements and Qualifications:**Education and Experience:**

- Grade 12 diploma or equivalent
- Four years' experience (preferably in a municipal or other government environment) on a variety of heavy and light equipment operation
- Progressive leadership experience, particularly in scheduling, delegating, and reviewing crew work
- Two years' experience as a Water and Sewer Operator with Level 2 EOCP Certification in Water Distribution, Waste Water Collection and Water Treatment would be an asset
- Emergency Operations Center certification would be an asset
- Equivalent combinations of education and experience may be considered.

Knowledge, Skills, and Abilities:

- In-depth experience in planning, scheduling, and supervising the completion and follow-up of maintenance work projects
- Specialized skills in one of the following areas: mechanics, carpentry, plumbing, the operation of loaders, backhoe, grader, etc. or any other related area
- Capable of performing minor maintenance and repairs on heavy and light equipment used as part of daily operations
- Excellent knowledge of WorkSafeBC requirements and other safety standards related to Public Works activities
- Well developed verbal and written communication skills
- Ability to establish and maintain effective working relationships with employees, contractors, community groups, the general public and various other external contacts as required
- Self-motivated, ability to work with limited supervision and direction
- Well developed interpersonal and conflict resolution skills with the ability to de-escalate conflict situations as they arise
- Present and maintain a professional, positive and tactful attitude when dealing with internal and external stakeholders
- Excellent mediation skills with the ability to resolve disputes between individuals in a positive, problem-solving manner
- Excellent organizational skills
- Familiar with SCADA operational systems
- Proficient computer skills with experience in MS Office products (Word, Excel)

Other Requirements:

- Minimum Valid Class 3 BC Driver's License with Air Brake Endorsement
- Occupational First Aid Level 1.
- The completion of a physical exam to confirm their physical ability to complete labour intensive tasks.


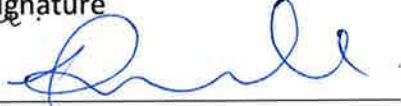
Working Conditions (environmental conditions, physical demands, travel, etc.):

- Performs physical labour and must have sufficient physical strength, stamina and coordination to permit the performance of heavy manual indoor and outdoor work in all weather conditions
- May be required to act in an "on-call" capacity to deal with municipal issues/infrastructure emergencies outside of normal business hours
- Travel may be required to participate in related and assigned courses, seminars, and workshops
- Work may be required in confined spaces and deep excavations

Disclaimer:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

Approval:

Moira Green		02/23/2022
Name/Title Chief Administrative Office	Signature	Date
Tyla Pennell		Feb 23, 2022
Name/Title Corporate Officer	Signature	Date