

Lead Hand

Municipality of Swan Valley West

Deadline: TBD

POSITION TITLE: Lead Hand

RATE OF PAY: \$32.14 - \$37.49 as per collective agreement, dependent on experience and qualifications

CLOSING DATE: Open Until Position is Filled

Please submit resume including three references to Kristi Ronnquist, CAO
cao@munswanvalleywest.com or mail/drop off at the Municipal Office located at Box 610, 216 Main Street, Swan River, MB R0L 1Z0.

DESCRIPTION:

Under the direct supervision of the CAO, the incumbent is accountable to manage and give general and specific supervision and direction, and exercise over-all responsibility for the operations and unionized staff of the Public Works department.

The Lead Hand provides professional leadership and direction for the installation, maintenance, and repair and/or upgrade of all Municipal infrastructure including roadways, sidewalks, water and sewer distribution, urban water treatment plant, sewage lagoon, mowing and landscaping, municipal buildings, various equipment and tools, and signage. This position ensures all municipal public works and utility infrastructure is maintained in a safe and serviceable condition to meet the needs of the community.

This is a senior level supervisory position which requires the incumbent to be self-motivated, organized, responsible and capable of dealing with staff, general public, suppliers, engineers, etc. in an efficient, cooperative, and courteous manner.

Normal hours of work are 7:00 AM to 4:00 PM (Monday through Friday) with on-call requirements. The work week and schedule may vary and be flexible depending on the work requirements each week and may require weekend work.

KEY RESPONSIBILITIES:

- Provide supervision, leadership, and guidance to applicable staff, and responsible for Safe Operation of Equipment and Safe Work Practices.
- Responsible to organize the daily workflow and communicate clearly to appropriate staff and ensure that staff have a clear understanding of their roles & responsibilities while adhering to applicable by-laws, policies, and procedures.
- Responsible to assist the CAO with long term planning and organizing by identifying needed PW projects, areas of deficiencies, areas for improvement and presenting them in a timely fashion.

- In conjunction with the CAO, responsible to prepare and implement plans and policies related to public works including but not limited to work order management plan, road maintenance plan, asset management plan, etc.
- Promote a respectful work environment that embraces innovation, change, and reflects the Municipality's policies, procedures, and values while ensuring compliance with the collective agreement.
- Other duties as assigned.

QUALIFICATIONS:

- The incumbent may have a Certified Civil Engineering Technologist Certificate or an equivalent discipline from a recognized post-secondary institution OR an equivalent combination of education and experience with a minimum of three (3) years of management experience.
- Water Treatment Class 1, Water Distribution Class 1 and the Wastewater Collection Class 1 and Wastewater Treatment Class 1, & Landfill Certifications would be an asset as these certificates will be required once hired.
- Must have a valid Class 5 Driver's License and be able to provide a clean Driver's Abstract, Class 1 would be an asset.
- Strong leadership and administrative skills.
- Willingness for continuous professional development.

Note: Only those candidates who are shortlisted for interview will be contacted.

Direct Applications To:

As mentioned above

Application Deadline: Open until filled