

## Village of New Minas

### Job Description

# New Minas



A good place to live 

**Job Title:** Lead Hand

**Work Location:** Public Works Department

**Division/Department:** Public Works, Parks, Water & Wastewater

**Reports to:** Municipal Operations Manager, Foreperson

■ Permanent Full-time

#### Essential Duties and Responsibilities:

This position is an important component of our Municipal Operations Team. Under the direction of the Foreperson, the Lead Hand will be responsible for assisting with the work and coordinating the projects and activities as assigned. The work consists of the day-to-day operations, regular maintenance, repairs, projects, etc. that are required for the Village owned or operated parks, playgrounds, sports fields, trails, sidewalks and buildings as well as assisting with Water and Waste Water as required. The successful candidate will have the following required skills:

- Be familiar or become familiar with the various services provided by the Village of New Minas;
- Be familiar or become familiar with the Village of New Minas policies, especially as they apply to Public Works;
- General overall knowledge of maintenance skills (Jack/Jill of all trades type);
- Strong safety background with respect to workplace environment;
- Excellent leadership Skills;
- Ability to receive and provide constructive criticism;
- Excellent verbal communication skills, including ability to effectively communicate with internal and external customers providing superior customer service;
- Ability to use email, word, excel and other computer programs as required;
- Works well under pressure with strong time management skills;
- Strong work ethic and sound decision making abilities,
- Maintains an effective cross-training program to ensure subordinate staff are trained in as many skills and routines of the department;
- Ensures staff are in compliance with Village policies and procedures;
- Operation and maintenance of various pieces of equipment requiring range of motion and strength;
- Other duties as assigned.

#### Education and/or Work Experience Requirements:

The Lead Hand must be a hard-working, dedicated, results-oriented individual that will take initiative. This individual must be able to obtain the necessary qualification to do the required work in the Water and Waste Water divisions. The position of Lead Hand requires the education and work experience detailed below:

- High School Diploma or equivalent; Post secondary education will be considered an asset
- WHIMS designation or willingness to certify;
- First Aid/CPR certification or willingness to certify;
- Water and Waste Water qualified or willingness to certify (Level 1 Certification in one area within 2 years and additional training will be scheduled by the Manager of Municipal Operations as required.)

**Education and/or Work Experience Requirements (cont'd):**

- Valid Nova Scotia Drivers' License;
- Willingness to learn tasks and knowledge required;
- Strong work ethic and sound decision making abilities,
- Ability to work in compliance with Village policies and procedures;
- Other duties as assigned by the Foreperson or Manager of Operations;
- Must be able to provide a successful criminal records check upon employment

**Physical Requirements:**

This position requires the incumbent to have the following physical capabilities:

- Moderate to heaving lifting, bending, stretching, kneeling and climbing on a regular basis;
- Operation and maintenance of various pieces of equipment requiring range of motion and strength
- Ability to maintain regular, punctual attendance;
- Ability to work in all environments including heat, cold, indoor, outdoor, etc. that are typical venues for our departments

**Print Employee Name:**

**Employee signature:**

**Date:**

**Date Job Description Reviewed:**            January 2019