



Public Works Lead Hand
Full-Time – Permanent Position (40 hours/week)
Competition TOS2020-18

The Town of Strathmore is a vibrant and progressive community of 13,000 people, located on the Trans Canada Highway 40 km east of Calgary. The community offers all amenities that appeal to a wide range of lifestyles including first class educational and recreational facilities. The Town of Strathmore provides a range of services and programs that promote the well being of the Strathmore community, “*Where Quality is the Way of Life*”. Striving to be a leader in municipal administration and operations, the Town has a strong and engaged team focused on delivering these services to the citizens of Strathmore.

Reporting to the Public Works Supervisor, the Public Works Lead Hand is a key contributor within the Operations Department. The Lead Hand assists with the supervision and direction of the Public Works team in order to provide efficient and safe maintenance of the Town of Strathmore’s municipal infrastructure.

Key Responsibilities:

- Collaborate with the Public Works Supervisor to organize and delegate tasks to the workforce for each season of work pertaining to the maintenance of streets, roads, sidewalks, storm drainage systems, signs, amenities and vehicle maintenance;
- Directly oversee and evaluate the quality, methods, procedures, and efficiency of all tasks and jobs;
- Ensure correct completion of work orders and timely resolution of service requests or concerns;
- Assist with obtaining quotes as well as the ordering and purchasing of materials & equipment;
- Identify and communicate the equipment, materials, and manpower required for each job and also for budgeting purposes;
- Supervise and lead direct reports while providing mentorship and guidance in order to achieve group cohesiveness;
- Remain current with developments and operational techniques in the Public Works industry in order to optimize work through operational efficiencies, new technologies, and best practices;
- Identify needs for safety training and provide recommendations to the Public Works Supervisor;
- Ensure routine maintenance of vehicles, equipment and tools is carried out by direct reports according to the Preventative Maintenance Program;
- Assist other Town staff and departments with special events or emergencies.

Competencies and Behaviours:

- Ability to delegate tasks and monitor employee productivity;
- Ability to exercise good judgement, initiative, and resourcefulness to maintain effective working relationships with the public, other professionals, Town officials, administrators, and direct reports;
- Commitment to leading by example with respect to following and enforcing all safety policies & procedures;
- Strong verbal and written communication skills;
- Excellent interpersonal skills and demonstrated ability to handle a complex and varied workload;
- Motivated to work as part of a team, with a positive and respectful attitude.

Required Education & Experience:

- Grade 12 education or equivalent;
- Minimum of three (3) years experience in municipal infrastructure maintenance;
- Minimum of one (1) year in a leadership role;
- Valid Alberta Class 3 License with a Q endorsement;
- Standard First Aid Level C with AED;
- Must provide a Criminal Record Check and an acceptable Driver's Abstract.

Working Conditions:

- This position requires sitting and standing for long periods, lifting up to 50 pounds, and conducting repetitive motions;
- In this position, the employee will be exposed to moving mechanical parts, fumes, airborne particles, elevated noise levels, and adverse weather conditions;
- Regular schedule is 40 hrs/week (Monday-Friday). Schedule will also include after-hours, weekend, statutory holiday & on-call coverage on a rotational basis;
- Driving is a requirement of this position;
- This job is classified as Safety Sensitive and an Essential Service position.

Compensation:

The Town of Strathmore offers a competitive salary and benefits package based on your experience and qualifications.

This position will remain open until a suitable candidate is found. Please forward a cover letter and resume detailing your past experience and also your ability with respect to the competencies and behaviours stated above. Submissions should be sent by email to careers@strathmore.ca, quoting **Competition TOS2020-18**.

The Town of Strathmore thanks all applicants; however, only those selected for an interview will be contacted.

We are an equal opportunity employer and encourage applications from all qualified individuals. We are committed to providing a diverse and inclusive work environment where every employee feels valued and respected. We will consider accessibility accommodations to applicants upon request.

This posting is intended as a summary of the primary responsibilities and qualifications for this position. The job ad is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.