

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(TRANSPORTATION DIVISION – ROADWAY MAINTENANCE – LOCATION – VARIOUS LOCATIONS)

LEAD HAND/OPERATOR (ROADS) – CUPE 5167

SUMMARY OF DUTIES

Reports to Supervisors within the Roadway Maintenance Section. Directs and works with a crew to maintain roads and sidewalks infrastructure in accordance with prescribed standard operating practices, policies, procedures and specifications. Performs labouring duties on a daily basis such as but not limited to: climbing, lifting, balancing, kneeling, stooping, walking and handling of materials to maintain/repair roadside drainage, hard surface and loose top maintenance programs for both Summer and Winter maintenance/control programs. Operates and maintains various pieces of equipment/vehicle types such as but not limited to: crew cabs, mechanical equipment and associated implements, tractors, loaders, dump trucks, sweepers, flushers, etc. as related to, roadside drainage, hard surface and loose top maintenance programs for both Summer and Winter maintenance/control programs

GENERAL DUTIES

LEAD HAND

Directs, coaches, mentors and works with a crew to maintain City roadway and sidewalk infrastructure. Motivating and ensuring quality control.

Assists Supervisors in identification and organization of maintenance programs, work schedules, job planning throughout the District.

Works with Supervisory staff in the implementation of best practices, new policies and procedures.

Produces TCP (Traffic Control Plans) for crew operations and activities. Assists crews in setup/tear down of signs, cones and barricades, as per Book 7 requirements.

Completes documentation such as but not limited to: daily activity logs, inspection sheets and various reports, as required.

Responsible for the identifying job site hazards, promoting awareness and conducting of tailgate safety/operational discussions.

Inspects infrastructure such as but not limited to sidewalks, roadway conditions, shoulders, drainage infrastructure reporting deficiencies to Supervisor.

OPERATOR

Performing labouring duties on a daily basis such as but not limited to: climbing, lifting, balancing, kneeling, stooping, walking and handling of materials to assist with roadside drainage, hard surface and loose top maintenance for both Summer and Winter maintenance/control programs.

Operates hand tools and power tools with competence for both Summer and Winter maintenance/control programs. Such tools would include, but are not limited to: shovels, picks, grass cutting equipment, compressor, jackhammer, pumps, hot box components, concrete/chain/chop saws, small power tools, compactor, leaf blowers, snow blowers etc.

Job Description #: 916

Operates, maintains and inspects various pieces of specialized equipment such as but not limited to: Snowplows, dump trucks, tractors, front end loaders, snow blowers etc.

Works and competent knowledge in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures as it relates to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the position.

Responsible for completing and providing various logs, documentation and other administrative information such as but not limited to: daily activity records, equipment/vehicle inspections, 70 hours documentation etc.

QUALIFICATIONS

1. Previous substantial roads experience and training related to duties listed above normally acquired by a combination of education and relevant work experience. OSSD or equivalent would be considered an asset. The successful candidate will be required to successfully complete the T.J Mahoney's Construction and Maintenance courses within the first 2 years.
2. Previous experience directing, coaching and mentoring subordinate staff and working with crews to foster a positive and cultural working environment. Previous leadership training an asset.
3. Must be able to understand and follow detailed procedures, instructions and take direction. Ability to accurately complete various logs, documents, inspections forms and other administrative information. Able to use fractions and decimal arithmetic and simple formulas, diagrams and drawings.
4. Must possess a valid Class "D" License with a "Z" endorsement and have a Driver's abstract clear of any demerit points and/or record found to be satisfactory to the City of Hamilton
5. Previous experience, training and competent ability to operate vehicles such as but not limited to: crew cabs, stake, dump trucks and other tools and equipment associated with road and sidewalk maintenance in a safe manner.
6. Knowledge of relevant legislation such as Occupational Health and Safety Act and Regulations including W.H.M.I.S. legislation, Book 7 Traffic Control and Minimum Maintenance Standards.
7. Must be able to lift a minimum of 23 kgs, with an occasional requirement to lift up to 45 kgs
8. Must be available and able to work shifts and on callouts, including weekends, nights, etc. with minimal supervision. Must be able to work in adverse road and weather conditions.
9. Must demonstrate a working knowledge and competent computers skills utilizing Microsoft Office tools such as Excel, Word, Outlook and Windows functions at a basic level.
10. Strong ability to identify and resolve work issues on site.
11. Required to obtain First Aid with CPR "C" within 9 months.

THIS POSITION REQUIRES A VALID CLASS "DZ" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
