



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: 1026

CATEGORY: Management & Organizational Functions

ROLE OF THE PUBLIC WORKS LEAD HAND

Under the Administrative direction of the Public Works Maintenance Foreman, the Public Works Lead Hand will be responsible for assisting the Public Works Maintenance Foreman as directed in the supervision, estimation, planning, coordinating, investigating, and organizing of any County maintenance projects as assigned. He shall act as interim Public Works Maintenance Foreman in the absence of the Public Works Maintenance Foreman and also be available for weekend or evening call outs as scheduled with the Public Works Maintenance Foreman.

Under the general direction of the Public Works Maintenance Foreman, the responsibilities of the Public Works Lead Hand will include the following:

A. TRANSPORTATION: (Public Works)

General Duties

- Reviewing assigned maintenance projects on a regular basis with the Public Works Maintenance Foreman.
- To ensure that all easements, agreements, utility line moves, and other preparatory requirements are in place prior to commencing an assigned maintenance project.
- Completing recording of job quantities, costs and other particulars related to the maintenance projects assigned, as well as compilation and verification of all pay quantities including equipment payments, materials, invoice etc.
- Maintaining a daily diary outlining all activities performed and all abnormal conditions encountered as well as customer requests and complaints.
- Reviewing assigned maintenance projects with hired contractors to make sure they understand requirements and that Occupational Health and Safety regulations are adhered to.
- In consultation with the Public Works Maintenance Foreman, will hire and supervise private contractors/equipment when County equipment is unavailable for the purpose of any assigned maintenance project.
- Responding promptly to internal and external inquiries through timely communication with the Public Works Maintenance Foreman, while maintaining a professional County image.
- Knowledge of heavy equipment and heavy truck operations and assisting in training workers in their operation and in a safe and efficient manner.
- To assist in providing leadership through supervision, direction, and scheduling of workers/crews as assigned by the Public Works Maintenance Foreman to meet the workload and safety requirements.
- To assist in providing timely and effective communications to meet work unit budgets, meet critical deadlines, and respond to short-term needs in the County.
- To assist in training staff in day to day monitoring, maintaining and servicing of equipment to ensure that operation standards are met.

Effective

Policy Date: 97/06/26

Reference: Res # 05-502

Revision: Res. 07-902



MUNICIPAL POLICY MANUAL

Code Number: 1026

Category: Mgmt. & Organizational
Functions

Page: 2

B. SAFETY:

- To assist in ensuring safe working practices are observed at all times.
- Reporting to the Supervisor of Safety & Municipal Utilities Services ,all Occupational Health & safety related injuries or property damage regardless of its severity.
- Reporting to the Supervisor of Safety & Municipal Utilities Services, all work situations which are suspected of being unhealthy or unsafe.
- Reporting to the Supervisor of Safety & Municipal Utilities Services, any employee whose on-the-job performance or actions contravenes established safety procedures or work practices.
- To assist in submitting reports on accidents and other hazardous conditions discovered in the County and promptly attend to all hazardous situations.

C. FINANCIAL:

- To assist in ensuring all invoices on purchases are authorized and coded to the proper account code.
- To assist in approving daily time sheets of equipment operators, seasonal staff, and contractors.

D. OTHERS:

- To be capable of, and assume the duties of a Maintenance worker whenever required.
- Maintain courteous business like relations with the public, contractors, Council Members and co-workers.
- Perform other duties as assigned.

Effective

Policy Date: 97/06/26

Reference: Res. # 05-502

Revision: Res. #07-902
