



Operational Services Lead Hand Tay Township - Employment Opportunity

Full-Time, Permanent Position

Tay Township, located on the sunset shores of Georgian Bay, is seeking an individual who thrives in a culture of change and progression to join #TeamTay as an Operational Services Lead Hand; an integral and valued role on the Township's Operational Services Team. We are looking for adaptability to our growing and evolving Municipality and demonstrated enthusiasm for positively impacting the Corporation and our Community as one.

Reporting to the Supervisor of Operational Services, the Operational Services Lead Hand is responsible for supporting the Supervisor with the day-to-day coordination and supervision of Operational Services staff as they execute the operating functions of the Roads, Fleet, Parks, Recreation and Facilities Operational Services divisions. The Lead Hand works alongside Operational Services staff performing functions and operating equipment required in the construction and maintenance of the Township roads, parks, and facilities operations and capital works, pursuant to the Township's policies and procedures.

Qualifications

- Class 'DZ' Drivers Licence in good standing; Class 'AZ' Driver's Licence in good standing is considered an asset.
- OSSD (Ontario Secondary School Diploma) or equivalent.
- Progressive supervisory experience, preferably in a municipal or public sector environment is considered an asset.
- Minimum of 3 years of related, progressive work experience, in municipal operations related to core municipal infrastructure (e.g., roads, bridges, culverts, parks, facilities); Minimum of 3 years of experience in the operation of heavy equipment including but not limited to backhoes, dozers, loaders, graders, and tandem or tri-axle trucks with snowplough equipment.
- Ability to exercise attention to detail and auditory, mental, and visual concentration and alertness to ensure the safety of others; ability to work independently in a safe, effective, and efficient manner; ability to safely operate varying pieces of equipment (e.g., snowplough, backhoe etc.).

This position is required to be on standby, rotating on-call (evenings and weekends) and may be required to respond to emergency or critical situations requiring an immediate response and to conduct road condition patrols after hours and on weekends during the winter season as required. Involves driving in severe, inclement weather for extended periods in the winter season and other seasons, as required; repetition requiring alertness is experienced when driving for extended periods.

The compensation range for this full-time, permanent position is \$32.53 to \$38.06 per hour with a 40-hour work week; subject to variable days and hours of work. We also offer a comprehensive pension and benefit package (conditions may apply).

Join #TeamTay today and help transform the way local government connects with the community it serves.

Qualified and interested applicants are encouraged to do the following:

1. Reference the complete position description including comprehensive qualifications available on the Tay Township website – www.tay.ca/jobs
2. Please submit a cover letter and resume via email by **4:00 p.m., Thursday, May 2, 2024,** to the attention of **Human Resources (HR@Tay.ca)**.

Application Notes:

- Please reference '**2024-015**' within the email subject line.
- Please indicate how you heard about this opportunity within your application.

We kindly thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act will only be used for candidate selection. Tay Township is an equal-opportunity employer. In accordance with the Accessible Canada Act, 2019 and all applicable provincial accessibility standards, upon request, accommodation will be provided by the Tay Township throughout the recruitment, selection and/or assessment process for applicants with disabilities.

Posted: 2024-04-11



**POSITION DESCRIPTION
TAY TOWNSHIP**

Position Title: Operational Services Lead Hand	
Position Classification: Operations Staff	Pay Band: 5
Department/Division: Operational Services Parks, Recreation and Facility Services/Roads and Fleet Services	Reports to (Directly): Supervisor of Operational Services
Direct Reports: None	Indirect Reports: None
Revision Date (s): April 2024; October 2023; August 2021; June 2018	Hours Per Week: 40

Position Summary:

Reporting to the Supervisor of Operational Services (“Supervisor), or their designate, the Operational Services Lead Hand (“Lead Hand”) is responsible for supporting the Supervisor of Operational Services with the day-to-day coordination and supervision of Operational Services staff as they execute the operating functions of the Roads, Fleet, Parks, Recreation and Facilities Operational Services divisions. The Lead Hand works alongside Operational Services staff performing functions and operating equipment required in the construction and maintenance of the Township roads, parks, and facilities operations and capital works, pursuant to the Township’s policies and procedures.

The Lead Hand’s key priorities, in alignment with the Township’s values and strategic plan, include supporting the supervision of Roads and Fleet, Parks, Recreation, and Facilities services in a manner that is sustaining, best-in-class, compliant and ensures that the needs of the Township’s community members, Staff, departments, and Council are met.

Responsibilities:

1. In coordination with the Supervisor, directs and assigns subordinates and demonstrates methods and techniques to accomplish assigned tasks; actively monitors the activities of subordinates by attending job sites and areas where staff are working.
2. Provides on-site supervision of maintenance and construction activities while performing Operator/Labourer functions; provides recommendations to the Supervisor regarding materials, equipment, and workforce requirements.
3. Considers health and safety as the top priority; supports the Supervisor in conducting equipment operation and health and safety training and ensuring a safe work environment; takes prompt action to ensure staff health and safety compliance and reports concerns, as required, to the Supervisor.
4. Ensures compliance with the Occupational Health and Safety Act and other applicable legislation by:
 - a. Enforcing and/or following the Township's Health and Safety program, procedures, and best practices.
 - b. Ensuring due diligence in all health and safety matters including but not limited to safe work practices, training, risk assessments, workplace inspections, investigations, procedures, and reporting/correcting hazards.
5. Reports pertinent staff matters to the Supervisor regarding behavioural and/or performance concerns.
6. Operates a grader, loader/backhoe, tractor, riding mower, truck, and any manual or powered equipment to construct and maintain Municipal roads and right-of-ways, parks, or facilities.
7. Operates a snow plough/sander, grader, loader/backhoe, and sidewalk machine to remove snow or ice from roads, municipal parking lots and sidewalks.
8. Conducts road condition patrols as required; records findings and recommends follow-up action to the Supervisor.
9. Assists with the set-up of any park function or program.
10. Undertakes repairs and construction to park equipment, buildings, or grounds.
11. Monitors regulatory warning and street name signs for defective or missing signs and makes recommendations to the Supervisor for replacement; erects/repairs road signs.
12. Maintains turf, drags diamonds, and beaches, and makes and maintains ice at rink facilities.

13. Cuts trees, clears brush, cuts grass, sweeps sidewalks, collects garbage and debris, and cleans washrooms and buildings.
14. Performs minor maintenance tasks related to vehicles and equipment.
15. Maintains written and electronic records and logs.
16. Responds to inquiries and investigates complaints from the public as per OSLT request/discretion.
17. Supports the complex and challenging change efforts necessitated by the evolution of technology, customer service models, privacy requirements and legislative requirements.
18. May be required to develop specialized skills such as ice rink operation, working at heights, first aid, pesticide application, playground inspections, and building or equipment operator functions.
19. Models the Township's values by learning, being comfortable with new ideas, and having the curiosity to seek innovation and the courage to seek change; explores new technologies/best practices to re-think administrative practices and identify initiatives that can deliver greater benefit for Tay community members.
20. Maintains a high degree of confidentiality and security of information. Where information is developed prior to Staff/Public release, ensures the confidentiality of information produced for Council and other sensitive information consumers.
21. Performs other related tasks and functions as assigned that are required or dictated by the Municipality's needs relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list; the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Qualifications:

Education, Certifications, and Training

- ❑ OSSD (Ontario Secondary School Diploma) or equivalent is required.
- ❑ Formal leadership and coaching/mentoring training and/or willingness to complete.
- ❑ Commitment to continuing education and professional development; willing to attend conferences, courses and seminars as required, some of which may require overnight accommodation.
- ❑ Class 'DZ' Drivers Licence in good standing; Class 'AZ' Driver's Licence in good standing is considered an asset.

Experience

- ❑ Minimum of 3 years of related, progressive work experience, in municipal operations related to core municipal infrastructure (e.g., roads, bridges, culverts, parks, facilities).
- ❑ Minimum of 3 years of experience in the operation of heavy equipment including but not limited to backhoes, dozers, loaders, graders, and tandem or tri-axle trucks with snowplough equipment.
- ❑ Progressive supervisory experience, preferably in a municipal or public sector environment is considered an asset.
- ❑ Experience working with refrigerated ice rinks, parks, recreation and facilities or related services is considered an asset.

Knowledge

- ❑ Knowledge of heavy trucks and equipment acquired through practical experience.
- ❑ Knowledge of the various computer and internet applications appropriate to the position including word processing, email, and other information-related software.
- ❑ Knowledge of the Occupational Health and Safety Act and safety procedures.

Skills and Competencies

- ❑ Must meet the requirements of a Competent Person as defined by the Occupational Health and Safety Act.
- ❑ Ability to exercise attention to detail and auditory, mental, and visual concentration and alertness to ensure the safety of others.
- ❑ Ability to work independently in a safe, effective, and efficient manner.
- ❑ Ability to safely operate varying pieces of equipment (e.g., snowplough, backhoe etc.).
- ❑ Strong computer skills including using word processing/spreadsheet software, internet and e-mail programs and related office equipment.
- ❑ Supports individual and team accountability; uses proper judgment, makes decisions, and takes actions to resolve issues.
- ❑ Superior acumen, emotional intelligence, and interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, committees, community groups and organizations, and the public with the ability to exercise tact, diplomacy, and good judgement always.
- ❑ Well organized, flexible, and able to deal with multiple priorities; organizes own time effectively; prioritizes, prepares in advance, and sets

realistic timeframes; ensures all activities and resources are used efficiently and effectively, and monitors progress toward operational or strategic objectives; adept ability to prioritize workload; considers competing interests, and adapts readily to rapidly changing demands, circumstances, and unrelenting deadlines.

- ❑ Comfortable with new ideas and has the curiosity to seek new opportunities and implement change; collaborative and focused on practical, timely solutions; self-assured and confident; drives towards results while constantly problem-solving; learns quickly; translates knowledge and ideas into action and tangible and measurable outcomes.
- ❑ Demonstrated team building and relationship management skills and a proven ability to work across departments and with stakeholders; establishes and maintains effective working relationships.
- ❑ Resolves conflicts without major disruption to workflows or interpersonal relationships.

Effort, Physical Demands and Working Conditions:

- ❑ Normal workweek – 40 hours; subject to variable days and hours of work.
- ❑ Required to be on standby, rotating on-call (evenings and weekends) and may be required to respond to emergency or critical situations requiring an immediate response.
- ❑ Involves driving in severe, inclement weather for extended periods in the winter season and other seasons, as required; repetition requiring alertness is experienced when driving for extended periods.
- ❑ Required to conduct road condition patrols after hours and on weekends during the winter season as required.
- ❑ Performance of duties normally takes place in outdoor environments and municipal facilities; environments also include occasional office meetings; required, from time to time, to attend meetings, seminars/conferences in locations other than Tay Township.
- ❑ Subject to inclement weather and extreme temperature variations; the working environment contains some risks or discomforts associated with the operation of heavy equipment which requires additional safety precautions; may be exposed to wet, cold and/or humid conditions, fumes, or airborne particles, and toxic or caustic chemicals; appropriate personal protective equipment (PPE) must be worn when working with or around hazardous chemicals and/or equipment.
- ❑ Required to wear/use various personal protective equipment (PPE) as assigned including, but not limited to: Canadian Standards Association (CSA) approved safety boots, cut-resistant pants/chaps, chemical resistant apron, gloves, fall arrest equipment, respirator, safety eyewear, eye goggles, face shield, face masks, hearing protection and hard hat.

May be required to have limited facial hair to accommodate PPE.

- Position involves physical efforts for prolonged periods of driving/sitting, heavy lifting (up to 50lbs), pulling, pushing, climbing, reaching, operating maintenance equipment/tools, standing, walking, crouching, crawling, and working alone; computer/office equipment use is required for payroll timekeeping entry and health and safety training.
- Maintenance of functional physical condition required to conduct inspections, traverse work sites/environments, lift heavy objects and use tools and equipment that require a high degree of manual dexterity.
- Visual concentration or alertness is required when operating heavy equipment to ensure the safety of the work crew and the public; inspecting equipment; installing signage, etc.; must be aware of other vehicles, pedestrians, animals, debris, and the public on or accessing roads.
- Position involves attentive listening and both mental and visual concentration with close attention to detail, including reading, analyzing, writing, and providing information.
- Position requires confidentiality in some aspects of the work.