



PUBLIC WORKS LEAD HAND

The Town of Neepawa is seeking applications from qualified candidates for the position of Public Works Lead Hand. Reporting to the Public Works Supervisor, the Public Works Lead Hand will work in collaboration with the Supervisor to oversee and hold responsibility for the daily operations of Public Works and other duties as may be assigned.

The successful candidate will work collaboratively with the Operations Manager to delegate duties and responsibilities to employees of the Public Works Department, and to generally manage the functions of the department, in the absence of the Public Works Supervisor and, if and when required, ensure adequate documentation of matters and activities (includes operational, financial, administrative and human resources).

Qualifications:

- Team leadership, management and supervisory experience
- Effective oral, listening, written and computer communication
- Grade 12 or GED
- Municipal Public Works experience will be an asset;
- Industrial Confined Space Certification;
- Valid Manitoba Driver's License;
- Completion of (by 2027) Water Distribution Certification, Class I & II and Waste Water Collection Certification, Class I & II.
- Basic knowledge of mechanical, plumbing, heating and electrical systems;
- Physically capable of performing all of the required job duties such as lifting/carrying 0-25 kg, walking on rough terrain, sitting and standing for prolonged periods, climbing stairs and ladders, crouching, kneeling, bending, twisting, operating vehicles and wearing of personal protective equipment. A medical note from may be required to verify fitness and ability.

Demonstrated ability and/or aptitude to operate safely and maintain with minimal instruction:

- Large and small lawn mowers, grass whip, Back hoe, loader, skid steer, Water tapping machine
- Half ton truck up to and including four-ton truck, standard transmission trucks
- SCTV sewer camera, Steamer, Sweeper, Jackhammer, Concrete and asphalt applicators
- Other associated equipment

General Duties and Responsibilities (includes, but not limited to):

- Plans, supervises, directs and controls, under the Direction of the Public Works Supervisor, the activities of employees and contractors on maintenance repair and capital construction projects in Public Works;
- Performs labour duties and operation of equipment for Public Works department or any other Department of the Town of Neepawa, as required;
- Flushes sewer mains and water mains;
- Provides maintenance, construction and repair of water and waste water infrastructure systems, including pipe laying to designed grades, backfilling and compaction of trench areas;
- Provides building service connections such as tapping water and sewer service to main lines;
- Repairs, constructs and maintains curbs and sidewalks, roads and walkways;
- Provides traffic services, such as sign postings;
- Checks equipment regularly and reports deficiencies;
- Assists in the maintenance of vehicles and equipment;
- Performs manual labour duties under varied weather conditions;

The duties listed are not set forth for the purpose of limiting the assignment of work. They are not to be construed as a complete list of the many duties to be performed under the position title, or those to be performed temporarily outside an employee's normal line of work. All new employees will be cross trained so that they can perform duties in Parks, Public Works, Cemetery, Wastewater Treatment and Water Treatment.

Certain training requirements necessitate individuals to attend training outside of Neepawa for periods of up to one week. Further, employees have the ability to participate in professional development courses and trade shows that may require travel to various locations in Manitoba. Attendance at these training session and events is covered by the employer.

Position Conditions

This is a full-time permanent position of 40 hours per week. Although limited in scope, individuals must be able to work some flexible shift work when required, including overtime and on-call work. This position is offered in accordance with the conditions identified in the Collective Agreement between the Town of Neepawa and CUPE Local 1735-01.

Please contact the Town Office @ 204-476-7655 for position details and/or visit www.neepawa.ca.

Range of Pay: \$27.36-28.66 dependent upon qualifications and experience. (2024 rates)

Applications, including Resume, will be accepted until **4:00 p.m. Friday, January 31, 2025** or until a suitable candidate is hired at:

Town of Neepawa, Box 339, 275 Hamilton St., Neepawa, MB, R0J 1H0; E-Mail: operations@neepawa.ca.

Thank you to all applicants for their interest, however only those under consideration will be contacted.