



Village of Chase

Employment Opportunity Team Lead Hand – Public Works

A full-time employment opportunity exists in Public Works for a Team Lead Hand.

Reporting to and working directly under the guidance of the Manager of Public Works, the Team Lead Hand is responsible to coordinate, monitor and assist the daily work done by the Public Works crew, ensuring safety procedures are followed, necessary equipment and tools are available in good working order, and accurate and consistent record keeping is completed.

Main duties include:

- Assigns duties and tasks to the Public Works crew, coordinates and participates in the work, keeps written records of work performed
- Ensures safety of the crew and public where necessary; fulfills the role of designated First Aid attendant as prescribed by Worksafe BC
- Operates/transfers equipment, ensures regular equipment checks, maintenance and repairs
- In consultation with the staff member(s) responsible, checks written operations and maintenance records and makes necessary adjustments relative to the water treatment and distribution system and the wastewater collection and treatment system
- Reviews time sheets for completeness, issues and records purchase orders for materials, assures written recording of materials and supplies required for various tasks, oversees the receipt of goods and materials as required
- Maintains written records and associated information relating to hydrant and valve repair, maintenance and locations
- Ensures routine inspections are conducted and recorded of all public amenities and associated buildings/security features and other equipment
- Being available for scheduled on-call stand-by for after-hours public works emergency calls
- Performs other related duties as required

The successful candidate:

- Has sound knowledge of daily operations of municipal Public Works and is proficient in the operation of various equipment and tools
- Has strong coordination and written record keeping skills
- Is able to establish and maintain a professional working relationship with employees, and deals tactfully with the public and elected officials
- Is able to identify when equipment requires maintenance and repairs and can perform minor repairs
- Has sound judgement to undertake emergency work with minimal supervision
- Has considerable knowledge of occupational hazards and safety procedures
- Has knowledge of SCADA
- Must be confident, flexible to respond to a variety of enquiries, be able to multi-task able to handle changing priorities and peak work periods, effectively managing time and tasks
- Maintains an excellent quality of service and high degree of accuracy in work

The full job description is available upon request to the Manager of Public Works and the Chief Administrative Officer.

The wage for this position is \$32.64 per hour. The position is permanent full-time, Monday through Friday from 7:30 a.m. to 4:00 p.m. with other hours as required.

Written applications (resumé required) are being accepted addressed to the Manager of Public Works, c/o Village of Chase, PO Box 440, 826 Okanagan Avenue, Chase, BC V0E 1M0, and by email to chase@chasebc.ca up to an including 4:00 p.m. Friday, April 28, 2017.