



The Corporation of the District of Central Saanich

INTERNAL/EXTERNAL POSTING PW #2010-01

The District of Central Saanich invites applications for:
PARKS MAINTENANCE LEAD HAND (FULL TIME)
ENGINEERING AND PUBLIC WORKS DEPARTMENT
(Pay Grade 55 \$59,691.04-\$64,561.83)

The District of Central Saanich invites applications for the full-time position of Parks Maintenance Lead Hand in the Public Works Division of the Engineering and Public Works Department. Reporting to the Foreman of the Parks Maintenance Section, this position is responsible for directing and supervising the parks maintenance staff to maintain the District's Parks network.

The successful candidate will have a proven ability to perform, assign and oversee both routine and non-routine parks maintenance and construction tasks in a competent and efficient manner; work independently with limited supervision; multitask; communicate effectively (oral and written); serve the public in a courteous manner; and establish and maintain a good relationship with the supervisor, other employees and the general public. The candidate must be physically fit and be able to work outside in all weather conditions. This is technical and manual work requiring specialized skills and training in the supervision of Equipment Operators and crews of Labourer/Maintenance Workers performing construction and maintenance tasks of some complexity. The Lead Hand plans, assigns supervises and occasionally assists in the more complex work of the group and is required to exercise considerable independent judgment. The work is carried out under direction of the Foreman who will review the assignment and work undertaken on a daily basis. The Lead Hand is expected to carry out the duties and responsibilities of the Labourer/Maintenance Worker in the Section that the individual is assigned when required. The Lead Hand is expected to assist the Foreman in undertaking the Foreman's responsibility in planning, budgeting, controlling expenditures and evaluating performance of equipment and staff. Additional requirements are:

- Thorough knowledge of WorkSafeBC Occupational Health and Safety Regulations and District safety policies and procedures.
- Ability to effectively and efficiently plan and organize projects, set priorities, meet deadlines and work in a stressful environment and maintain a positive working relationship with staff and be courteous to the public.
- Ability to supervise and coordinate the activities of crews of employees and contractors engaged in construction and maintenance work applicable to the Parks Maintenance Section.
- Ability to estimate time and materials needed to perform assigned projects and to set up and maintain effective work schedules.
- Skill in the care and use of machinery, equipment and tools relevant to the Parks Maintenance Section.
- Ability to maintain records, produce concise reports and perform related clerical duties as required and the ability to use personal computer and the related software used in the Section and a willingness to attend courses and seminars to keep current with emerging technology and procedures.

QUALIFICATIONS

The Lead Hand shall have all of the Qualifications of a Labourer/Maintenance Worker in the Parks Maintenance Section including a class 5 driver's license with air endorsement including the possession of a Integrated Pest Management Certificate, specialized training in at least one of the following: turf management, horticulture, arboriculture or irrigation and must be physically fit and able to work in all conditions. In addition the Lead Hand will have a minimum grade 12 or equivalent education and 3 years experience in a supervisory capacity directly related to maintenance and construction specific to the Parks Maintenance Section. The Lead Hand will have taken supervisory skills training as well as courses in computer technology.

Qualified candidates may submit resumes and a covering letter in confidence quoting **"PW 2010-01" by 3:30 p.m. on Wednesday, January 20, 2010 to:**

Mr. Norman Doerksen
Superintendent of Public Works
District of Central Saanich
1903 Mt. Newton Cross Road
Saanichton, BC V8M 2A9

We thank all candidates for their interest; however, only those selected for interviews will be contacted.