

owen sound

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Water Distribution Lead Hand
Internal/External Posting
Permanent Full Time
Job Posting #: 2024-26
Closing Date: July 24, 2024

The City of Owen Sound seeks motivated individuals to fill a Water Distribution Lead Hand role. The principal function of this position is to supervise work crews and work projects usually associated with the Water Distribution division.



The successful candidate will have a College Diploma or a combination of Grade 12 Secondary and demonstrated work experience. A Ministry of the Environment Water Distribution Level 2 Certification is required. Previous work experience in municipal water distribution systems supervising operators in the acting lead hand role is required.

Skills / Competencies Required:

- Valid DZ Driver's License
- Proven ability to lead and delegate tasks to peers
- Extensive knowledge of equipment, methods, tools, and materials used in the operation and maintenance of water distribution systems
- Ability to communicate effectively with supervisors, co-workers, contractors, other City employees, and the general public.

- Must be able to interpret work orders, specifications, standards, and instructions and interpret plan/profile drawings, sketches, and diagrams.
- Knowledge of underground utilities and construction techniques.
- Knowledge of the Owen Sound Water Distribution System is an asset.
- Basic knowledge and ability relating to computer systems and software, including GIS.
- Knowledge of OSHA, primarily related to confined space standards.
- Internal Candidates must have proven attendance records and satisfactory performance records with the City.

The wage rate for this position depends on the level of certification obtained as follows:

Water & Wastewater Division Lead hand	
Cert.Level I 90%	\$33.06
Cert.Level II 100%	\$36.35
Cert.Level III 102.5%	\$37.16
Cert.Level IV 105%	\$37.99

This job is also being posted as a development opportunity. If there are no fully qualified candidates for this position, a candidate who can meet the required qualifications within a reasonable period may be considered.

The entire job description can be found below.

To explore this opportunity further, we invite applicants to forward their resume and cover letter referencing Job #2024-26 to:

Human Resources
City of Owen Sound
E-mail: hrjobposting@owensound.ca

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the Human Rights Code and the Accessibility for Ontarians Disabilities Act in all aspects of the hiring process upon request. We thank all applicants for their interest; however, only those considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act. It will only be used for candidate selection.

Department: Operations

Division: Water and Wastewater

Job Title: Lead Hand Water Distribution

Union: CUPE 443

Direct Supervisor: Non-Union Supervisor

Revision Date: December 2013

Position Summary and Scope:

To supervise work crews and work projects normally associated with the division.

Duties and Accountabilities:

Daily

All duties and accountabilities assigned to a Water Distribution Operator.

Supervise workers and ensure designated work is completed within specified standards and timeframe

Maintain a daily log of work done and report information to direct non-union supervisor

Submit daily time cards recording type of work, time frame of work and equipment, materials used and job number for each project.

Advise supervisor if additional equipment, materials and supplies are required for a job/project

Code, verify and process invoices

Maintain accurate record of materials taken from department stock

Complete materials received for department stock

Maintain the plats and asset management database for water distribution through verifying designations, assigning valve status.

Implement of a program for regular and scheduled valve maintenance and replacement.

Responsible for fuel dispensing compliance for the Water/Wastewater division.

Respond to general inquiries from the public referring more complex inquiries to non-union

supervisor

Carry out other duties normally associated with the division as may be assigned from time to time by the supervisor

Assists in the maintenance of training records for workers within work unit.

Periodic

Report unsatisfactory performance or behaviour of assigned personnel to direct non union supervisor

Order equipment, supplies and materials that are needed

When called into work or when not assigned Lead Hand duties, shall be required to perform the work assigned by the on duty Lead Hand or supervisor

Occasional

Special projects as assigned by Supervisor or Manager

May be designated by management to be the Acting Supervisor and Overall Responsible Operator (ORO) as per Provincial Regulations section 23 of O.Reg. 128/04, when supervisor is absent.

Assists in the identification of Water Distribution system capital needs ie. Watermain deficiencies and equipment needs

Employee Health & Safety Responsibilities:

- Supervise all work to ensure Health and Safety procedures and practices are integrated into the work; instruct and enforce all safe work procedures and ensure workers utilize proper personal protective equipment as appropriate.
- Conduct regular inspections for hazards
- Lead by example performing work in a safe manner in accordance with all COS policies and the Occupational Health and Safety Act.
- Respond to all accident, hazard and inspection reports within 21 days, taking corrective action where hazards exist.
- For a detailed list of manager/supervisor responsibilities see the Occupational Health and Safety Act Part III Section 27.

Educational Requirements:

College Diploma or Equivalent

Details - Specialty, major etc.:

Possess all certificates and/or license required for regular division full time position

Skills and Competencies at the working level:

Possess all skills and competencies associated with regular department full time position

Proven ability to lead and delegate tasks to peers

Experience at the working level:

Previous Work Related Experience(# of years or months):

3 years previous departmental experience.

Positional on-the-job training required (# of weeks or months):

Experience supervising colleagues

Working Relationships:

The Lead Hand must maintain good working relationships with direct supervisor, division manager, division staff, City of Owen Sound staff and the general public.

Supervisor/Management:

Character of Supervision: (Type of supervision)

Provides on- the-spot supervision within established guidelines. Non union supervisor assistance is available via radio contact or at office.

Scope of Supervision:

Supervises 4-10 staff

Independence of Decision Making:

Has established policies & procedures Yes

Supervisor or lead hand usually available No

Problem solves within clear guidance and/or past practice Yes

Physical Demands: Length of time/repetitions/weight in average working day.

Computer Use: 1-2 hours daily

Walking: as per regular job classification

Standing: as per regular job classification

Sitting: as per regular job classification Click here to enter text.

Ladder Climbing: as per regular job classification

Exposure: as per regular job classification

Other: as per regular job classification.

Working Conditions:

Hours of work: 40 hours per week

Shift length: 8 hours per day

Shift Schedule: Monday - Friday

Additional Comments: Overtime and on call are requirements of the job.

Consequence of Errors:

Poor workmanship and attention to detail could result in significant consequences impacting the water system and the health and safety of the workers and public. In addition errors could result in financial costs as well as indirect impacts to the City and its reputation.