



NOTICE OF VACANCY

The Corporation of the Town of Bracebridge
Public Works Department
PARKS AND TRAILS URBAN LEAD HAND

Come join us! Be part of an enterprising team that's proud to support a vibrant, healthy, safe and caring community. We are seeking a well qualified, dedicated, enthusiastic and customer service focused applicant for the position of:

PARKS AND TRAILS URBAN LEAD HAND

Reporting to the Parks and Trails Foreperson or designate, the successful applicant will perform the duties of an Operator, organize and oversee various work projects with the Parks and Trails Foreperson, and be responsible for maintaining accurate labour, equipment, material and contracted costs for financial costing, and daily records of activities, weather conditions, unusual occurrences, etc. Supervisory duties include ensuring compliance with the Occupational Health & Safety Act, reporting disciplinary and grievance problems if they arise, and assisting with the overseeing of various maintenance contractors.

Other duties include inspection of playground and waterfront infrastructure, liaising with parks and trails concerns, assisting with scheduling the maintenance and repair of the fleet, and ensuring employee timesheets are accurate prior to submission to administration. Providing backup assistance to other staff and completing additional tasks as assigned may be required from time to time.

The successful applicant must have a Class "DZ" or "AZ" driver's license with a current acceptable driver's abstract; be available to work on a 24-hour call-out basis, work shifts and overtime; have the ability to perform manual labour duties; meet the physical and health and safety aspects of the job; have the ability to deal with the public in a friendly, courteous and effective manner; have a minimum of an Ontario Secondary School Diploma or equivalent; and have WHMIS training and a good knowledge of the Occupational Health and Safety Act. The successful candidate must provide an acceptable current criminal reference check.

Completion of Ontario Parks Association, Ontario Good Roads Association courses, experience in working with horticulture or landscape maintenance, and skilled experience in ORCA Propane and MTO Traffic Control (Book 7) are required.

This is a Bargaining Unit position: Hourly Wage: \$27.07 - \$28.41 - \$29.83

Please submit your application, including covering letter and resume, quoting File 2021-O-002, by April 19, 2021 to:

The Town of Bracebridge
Attention: Human Resources
1000 Taylor Court, Bracebridge, Ontario P1L 1R6
File Reference: 2021-O-002
E-Mail: humanresources@bracebridge.ca

We thank all who apply, however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to determine employment eligibility. The Town of Bracebridge is an Equal Opportunity Employer and is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Questions regarding collection of information or accommodation should be directed to the Corporate Services Department at (705) 645-5264.

PARKS AND TRAILS URBAN LEAD HAND

DEPARTMENT: Public Works

REPORTS TO: Parks And Trails Foreperson

POSITION SUMMARY:

Reporting to the Parks and Trails Foreperson or designate, the Parks and Trails Urban Lead Hand will perform the duties of an Operator in the development and maintenance of the Town's parks and trails. The Urban Lead Hand will organize and oversee various projects in conjunction with the Parks and Trails Foreperson and will also be responsible for maintaining accurate labour, equipment, material and contracted costs for financial costing, daily records of activities, weather conditions and unusual occurrences, etc.

CORE DUTIES AND RESPONSIBILITIES:

1. Assists the Parks and Trails Foreperson in overseeing daily operations.
2. Maintains accurate records and logs pertaining to labour, equipment, material, contracted services, weather conditions, unusual occurrences, and other items as required.
3. Ensures all work is conducted in accordance with the Occupational Health and Safety Act and Corporate / Departmental policies and procedures.
4. Inspects Playground and Waterfront infrastructure in accordance with operational guidelines.
5. Liaises with the public on Parks and Trails concerns.
6. Assists with scheduling the maintenance and repair of the fleet.
7. Assists with overseeing maintenance contractors, as required.
8. Ensures employee timesheets are accurate prior to submission to administration.
9. Provides backup assistance to other staff, as required in any operations capacity.
10. Works in a friendly and courteous manner and communicates effectively with co-workers, supervisors, elected officials, and the general public.
11. Undertakes special projects and performs other duties as assigned in accordance with Departmental or corporate objectives.

QUALIFICATIONS:

1. Must have an Ontario Secondary School Diploma or equivalent.
2. Minimum of 3-5 years' experience as an Operator 1 or similar capacity. Previous Lead Hand experience considered an asset.
3. Excellent interpersonal skills including the ability to work effectively in a team environment and to exhibit courtesy, tact and diplomacy in dealing with the public, department officials and other members of staff. Ability to adhere to confidentiality requirements at all times.



PARKS AND TRAILS LEAD HAND

4. Good written and verbal communication, time management, organizational and problem-solving skills.
5. Strong working knowledge of the Occupational Health and Safety Act.
6. Class "DZ" or "AZ" driver's license with a current acceptable driver's abstract.
7. Completion of Ontario Parks Association, Ontario Landscape association or Ontario Good Roads Association courses.
8. Demonstrated work experience in horticulture or landscape maintenance.
9. Skilled experience in ORCA Propane and MTO Traffic Control (Book 7).
10. Availability to work on a 24-hour call-out basis, shifts including evening and weekends, stand-by and overtime.
11. Ability to provide a current and acceptable current criminal reference check.
12. Must possess the physical ability to perform the essential duties of the job.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

1. Physical demands require extended periods of driving, walking and climbing, including rough terrain, raking, shovelling, lifting (up to 50 lbs), and handling equipment such as; hand tools, power tools to small and large machinery.
2. Working conditions vary from indoor environment to exposure to inclement weather conditions both hot and cold; rain, wind and dust; around open bodies of water; and exposure to public criticism.
3. Ability to work schedule and shifts as stated.

SUPERVISION REQUIREMENTS:

Positions Supervised Directly: Nil.

Positions Supervised Indirectly: Operators, summer students

REVIEW AND APPROVAL:

Position

Signature

Date

Department Head:

2021-03-15

Chief Administrative Officer:

2021-04-07