

	Municipality of the County of Annapolis <b>JOB DESCRIPTION</b>	Position Title: <b>LEAD HAND, PUBLIC WORKS</b>
	Union / Non-Union: <b>UNION</b>	Classification Type: <b>FULL-TIME</b>
	Salary Classification: <b>AS PER COLLECTIVE AGREEMENT</b>	Approval Date: <b>FEBRUARY 2026</b>

### **General Job Responsibility**

The Lead Hand, Public Works will be responsible for overseeing the day-to-day operations of the Public Works Department by providing clear and concise direction to staff daily, implementing a safe workplace environment and culture, maintaining and operating various municipal assets or equipment, maintaining strong record keeping documentation, making recommendations to the Manager of Municipal Operations whenever an opportunity arrives to improve the effectiveness or efficiency of public works operations, coaching staff for further opportunities/training, and other responsibilities as may be assigned from time to time.

### **Accountability**

This position reports directly to the Manager of Municipal Operations.

### **Specific Job Responsibilities**

1. Provides the day-to-day leadership, support, and encouragement to all staff members under their direct and indirect supervision, ensuring that each staff member receives timely and appropriate training, is given clear work direction each day or part thereof, while ensuring each employee has the required tools and equipment to safety and effectively complete their work assignments.
2. Oversees the daily operation and maintenance of all sewer lift stations in their area of jurisdiction, monitoring each SCADA system for proper operation including power, planning and organizing their bi-annual cleaning, and engaging with traffic control services, while trying to share the work with all capable local companies, and responds to malfunctioning alarms when on-call to do so.
3. Ensures that all materials and equipment purchased under their direction are supported by invoices, packing slips, warranties, or other required paperwork, with bills being signed off on as goods or services are received, assigning budget account numbers to each invoice, then forwards to Operations Coordinator for reconciliation with Public Works designated credit card.
4. Administers the process and work assignments for the reading of water meters quarterly, including assisting with the reading of water meters in their area of jurisdiction when required, monitoring water meter reading equipment for accuracy and reliability, and directs staff to forward all data to Accounts Receivable Clerk in a timely manner noting any issues or anomalies with the water meter reading activities.

5. Establishes and implements an ongoing preventative maintenance program for all public works facilities, equipment, and materials under their scope, keeping up-to-date inventory control, machinery and equipment maintenance schedules, building servicing requirements, regular vehicle maintenance and warranty repairs, removing unsafe or broken equipment or materials from use, and recommending the replacement or disposal of various assets when deemed necessary.
6. Works in conjunction with other Lead Hands and Water and Wastewater Treatment Plant Operators to maintain up-to-date occupational health and safety rules and practices, reviewing processes and policies on a regular basis, and consulting with relevant staff for input into changes to make the workplace more effective and efficient.
7. Reviews specifications and product use information for equipment, machinery, chemicals, and supplies that need to be researched, planned, tendered or ordered on a regular basis, overseeing their purchase either directly or through Policy and Development Coordinator, and submitting bills or receipts to Operations Coordinator no less than weekly.
8. Assists various Public Works staff with work assignments that require additional staffing support or oversight, including monitoring excavation work for water or sewer line breaks, as well as oversight of required facilities or buildings that need a daily check when other staff are not available.
9. Where possible and capable, prints off and assigns work tasks each morning to the relevant staff person, providing guidance and direction on staffing and equipment use, following up on work completed or remaining at the end of each workday.
10. Carries out daily computer checks each morning on each sewer system pump and water supply sources such as towers where applicable for issues, problems, or other recognizable anomalies.
11. Oversees the maintenance and repairs to municipally-owned streets, sidewalks, parking lots, parks and greenspaces, hydrants, valves, watermains, water meters, sewers, sewer treatment plants, water treatment additives, water storage tanks, and asphalt spreading and patching, snow plowing, sanding and salting, as well as designated vehicles, machinery and equipment.
12. Mentors all Public Works staff under their direct or indirect supervision including operators-in-training, labourers, parks and trails workers, maintenance technicians, heavy equipment operators, etc. to ensure the timely and relevant sharing of information to allow for the future growth and development of more staff in the safe and effective operation of all Public Works equipment, machinery, and facilities,

regardless of facility locations.

13. Collaborates with GIS and Civic Addressing Manager to review and map all municipal infrastructure within their scope of knowledge, including water and sewer lines, road networks, streetlighting, pump stations, water towers, municipal properties and buildings, sidewalks, and other municipal assets that are easily identifiable and where GIS of their location and details would be beneficial for future operations and staff training.
14. Participates in training and personal development opportunities throughout the year to keep abreast of new legislation or regulations affecting public works operations, new technologies that are coming onto the market, new facility and equipment design standards, required training to keep current certifications, supplier changes or issues, and mandatory occupational health and training requirements.
15. Ensures they are fully aware and knowledgeable in all municipal policies, especially public works operational policies and collective agreement, facilitating their fair and consistent implementation.
16. Responsible for ensuring that all federal, provincial, and municipal statutes, regulations, bylaws, and policies are adhered to consistently, including environmental, health and safety, and water and sewer treatment, including the requirement for ensuring that only qualified and trained staff are permitted to operate municipal infrastructure and equipment.
17. Other duties and responsibilities as may be assigned from time to time by the Manager of Municipal Operations

### **Qualifications and Expectations**

Candidates for this position must possess as a minimum, a high school diploma from an accredited school in Nova Scotia or equivalent. Applicants must also hold Level 1 Wastewater Collection and Treatment Operator certification and a Level 1 Water Distribution and Treatment certification or be able to obtain these certifications within six (6) months of hire.

Additionally, the candidate must have a minimum of five (5) years experience working in a municipal water collection and treatment field with preference given to those whose experience is directly or indirectly working with both municipal water treatment and sewer treatment systems.

Due to the nature of this position, the employee must have:

- Exceptional reading, math, and analytical skills
- Positive past working relationship with contractors and unions
- Be fluent with SCADA systems or similar water treatment monitoring systems

- Be comfortable working in a complex and technical work environment, often with short timelines for testing, and high political and public attention
- Ability to work on-call, outside of normal working hours including evening, weekends and holidays though an established roster system.
- A valid Nova Scotia Class 5 driver's license (Class 3 license is an asset)

*Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.*