



## *TK'emlúps te Secwépemc*

(Kamloops Indian Band)

### **JOB POSTING**

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

**POSITION TITLE:** Public Works Lead Hand  
**DEPARTMENT:** Planning and Engineering  
**SUPERVISOR:** Public Works Foreman  
**TERMS:** Full Time  
**REFERENCE #:** 2020 - 074

#### **PURPOSE OF POSITION:**

The purpose of the Public Works Lead Hand position is to support the Public Works Foreman in the overall management, administration, leadership, supervision and operation of the TteS Public Works Department to ensure a high level of service for the community.

#### **DUTIES AND RESPONSIBILITIES:**

- 1. Supports the day to day operations of the Public Works Department including but not limited to the following areas: (90%)**

Public Works Yard and Shop	Wastewater Distribution
Heavy Equipment Operators	Water Distribution/ Seasonal Irrigation
Labourers/ Light Equipment Operators	Solid Waste Management
Fleet Maintenance	TteS Asset Management Programs
Landscaping (Community/CLC)	Construction Crews
TteS Facilities	Community Events/Funerals
Dam Operations	Emergency Response and Recovery

Under the administrative direction of the Public Works Foreman, the Public Works Lead Hand will be responsible for assisting the Public Works Foreman as directed in the supervision, planning, coordinating, and organizing of any TteS maintenance projects as assigned. They shall act as interim Public Works Foreman in the absence of the Public Works Foreman and also be available for weekend or evening call outs as scheduled with the Public Works Foreman.

Under the general direction of the Public Works Foreman, the responsibilities of the Public Works Lead Hand will include the following:

#### A. General Duties

- Review assigned maintenance projects on a regular basis with the Public Works Foreman.
- Assist in prioritizing and coordinating work activities, determining work procedures, preparing work schedules and determining methods for expediting workflow.
- Assist Public Works seasonal planning and resourcing activities (i.e.: snow removal, irrigation, landscaping).

#### Equipment

- Ensures that all Public Works tools and equipment are in good repair and are regularly maintained.
- Assist in mechanical servicing and light repair of equipment.
- Ensures the required lubrication on equipment is performed on a daily basis including regularly scheduled preventative maintenance.
- Ensures that needed maintenance and repairs of TteS fleet vehicles are performed.
- Oversees parts and supplies acquisition and disbursement.
- Assist in training staff in day to day monitoring, maintaining and servicing of equipment to ensure that operation standards are met.

#### Infrastructure

- Ensures that all TteS community infrastructure is maintained and functioning in good order. Including the operation, maintenance, and repair of elements of roads, sewers, watermains, dams, aggregate pit, landfill, surface water management infrastructure, facilities and related structures and/or grounds.
- Visually inspect problem areas in the field and determine materials, staff, and time needed to bring up to standard.
- Observe work in progress and after completion; ensure compliance with maintenance and quality standards, code and environmental requirements.
- Coordinate with Planning & Engineering staff on engineering design work for maintenance-related projects.

#### B. SAFETY:

- Assist in ensuring safe working practices are observed at all times.
- Ensure that all Public Works staff are equipped with and use required safety gear.

#### C. FINANCIAL:

- Assist in the development, implementation, and monitoring of department functions in order to ensure efficiency, proper tracking, quality and quantity of work standards.
- Assist in the implementation of TteS asset management systems.

- Record quantities, costs and other particulars related to the maintenance programs assigned, as well as compilation and verification of all payments.
- Assist in ensuring all invoices on purchases are authorized and coded to the proper account code.
- Assist with gathering monthly mileage data and fuel consumption.
- Assist in approving daily time sheets of Public Works crews, equipment operators, and seasonal staff.

**D. OTHERS:**

- To be capable of and assume the duties of Public Works Staff worker whenever required.
- Maintain courteous business-like relations with the public, contractors, Band Members and co-workers.
- Receives and responds to emergency situations and acts accordingly.
- Participate in TteS Emergency Management Systems related to Public Works functions.
- Ensure that outside of operating hours TteS Facilities are locked and secure at all times.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Maintains confidentiality on all matters relating to the affairs of the TteS.

**2. Expected to continuously upgrade skills and knowledge, and to further their formal training in areas that support the management of TteS Public Works divisions and functions (5%)**

This includes;

- Class 1 Driver's License with Air Brakes.
- Environmental Operators Water Treatment Technology Certificate (EOCP) – Water Distribution Level 1 & 2
- Occupational Health and Safety Regulation training, as it pertains to this position, and
- Budgeting, computer and office skills where appropriate.

**3. Other related duties as necessary (5%)**

**QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:**

**Professional Certification, Education and Experience**

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- Must have grade 12 education or equivalent
- Must possess valid current Class 1 Driver's License with Air Brakes
- Specialized vocational training or education in municipal related field would be an asset, i.e.: EOCP Certificate

- WCB Work Safe Training is preferred
- A Valid Standard First Aid ticket, Level 1 is preferred
- WHIMIS Training / Certificate is preferred

### **Preferred Experience**

- Progressively more responsible experience in municipal operations, construction and maintenance work setting (minimum of 10 years of experience is preferred); or an equivalent combination of education/training or experience.
- Has considerable mechanical aptitude and experience operating heavy equipment, such as grader, loader, backhoe, bobcat, plow trucks, gravel truck and miscellaneous tools and equipment.
- A knowledge base in roads, water and wastewater utilities is an asset.
- The ability to read and understand construction plans, specifications, and drawings.
- 1 – 3 years experience in supervising assigned staff in a respectful, professional manner with a demonstrated ability to lead.
- Completion of formal leadership training.
- Knowledge of principles and practices of Asset Management
- Experience operating and driving straight trucks fitted with snow plough blades and road sanders
- Experience driving a tandem axle tractor pulling multi axle trailers

### **Skills and Abilities**

- Ability to coordinate and manage concurrent activities and allocate resources appropriately
- Ability to establish and maintain effective working relationships with others
- Good written and oral communication
- Good computer skills, including word processing, spread sheet and data base management
- Extremely strong client communication and conflict resolution skills
- Ability to work alone independently / unsupervised
- Knowledge of related codes regulating TteS infrastructure assets
- Ability to take direction
- Ability to work in a cross-cultural setting
- Strong ethics and knowledge of confidentiality
- Physically able to perform duties

It is expected that all TteS employees be willing to continuously upgrade their skills and knowledge, and to further their formal training

**HOURS OF WORK:** Normal Day shifts – 7 hours. Non-normal shifts maybe required.

**PAY GRADE:** As per current TteS wage grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

## **Deadline for the Job posting is November 20, 2020 by 2:00pm**

**Submit Job Application Form, cover letter, resume, and references  
online: <https://tkemlups.ca/job-application-form/>, by fax: 250.828.9847,  
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.  
Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &  
closed for lunch from 12:00pm to 1:00pm**

**We require each applicant to fill out  
an online application form which can be found at: <https://tkemlups.ca/job-application-form/>**

**Any late submissions or submissions without the job application form will not be considered.**