



## CITY OF COLWOOD

### JOB DESCRIPTION

**TITLE:** LEAD HAND - PARKS (Leadership Level 1)  
**DEPARTMENT:** PARKS  
**POSITION TYPE:** UNION POSITION  
**PAY GRADE:** PAY GRADE 7  
**LAST UPDATED:** MARCH 2022 (under review)

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#### **NATURE AND SCOPE OF WORK**

As a member of the Public Works leadership team, and reporting to the Manager of Parks with functional supervision from a Parks Supervisor, the Lead Hand Parks position requires specialized skills, including the supervision of a crew of workers providing municipal service delivery, and performing maintenance and construction tasks. The incumbent functionally directs, supervises, and actively contributes to the work of the team. The incumbent is expected to use independent judgment in leading and carrying out oral and written assignments including drawings, plans or grade sheets, which are provided by the Supervisor.

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

- Works as a member of the Public Works leadership team.
- Serves as the communication link between the Supervisor and the crew.
- Functionally directs, supervises, and works alongside a crew in the field in a wide variety of public works related tasks, including during emergency and storm events such as snow clearing and related activities.
- Responsible for jobsite safety, on site crew motivation and jobsite public communication.
- Responsible for purchasing materials and equipment required for the work assigned in accordance with the City's purchasing processes.
- Prepares and maintains a variety of records, reports, sketches, and spreadsheets.
- Available for scheduled weekend work, as well as stand-by and call-out work assignments as operationally required.
- Performs other related duties in the delivery of Municipal services.

#### **MINIMUM TRAINING AND EXPERIENCE REQUIRED\***

- Completion of Grade 12 or equivalent.
- Minimum of three (3) years experience directly related to the work to be performed (horticulture and park maintenance), preferably within a municipal environment.
- Minimum of one (1) or more years demonstrated experience in the operations of snow removal and de-icing is preferred.
- Proven competency in team leadership and supervision is preferred.

*\*An equivalent combination of education/training and experience may be considered.*



### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of materials, methods, tools, equipment, techniques and practices used in public works.
- Knowledge of WorkSafeBC regulations and City of Colwood Safe Work Procedures.
- Ability to direct, supervise and work with a group of employees.
- Ability to exercise judgement and apply problem-solving skills
- Ability to complete reports, maintain records and perform related clerical duties as required.
- Ability to interpret plans and grade sheets.
- Sufficient physical strength, stamina and coordination to safely perform heavy manual work in all types of weather.
- Ability to work flexible hours/shifts on a scheduled and stand-by or call out basis.

### **REQUIRED COMPETENCIES.**

Demonstrated proficiency in the core competencies of:

- Adaptability: Willingness to be flexible in a changing environment.
- Relationship Building: Establish and maintain respectful and cooperative working relationships.
- Effective Communication: Communicate effectively with others.
- Problem Solving: Recognize and act to resolve problems.
- Organization: Organize the work so that others will understand and will be able to achieve the City's goals as communicated by senior staff.
- Customer Focus: Provide excellent service to both internal and external customers.

Leadership competencies:

- Use best judgment in anticipating future needs, opportunities and risks. Use a proactive approach to act and achieve desired outcomes.
- Innovation: Strive for innovation; champion appropriate new ideas and creative solutions.
- Change Management: Actively promote appropriate change as a necessary business function  
Lead people through transition and change.
- Personal insight and rapport: Demonstrate Colwood's values, awareness of strengths and weaknesses, seek feedback, fulfill commitments, and demonstrate courage to do what is right.
- Compassion, empathy, integrity and strength of character.

### **REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS**

- BCSMA Supervisor Safety Certificate
- Ground Disturbance and Trenching and Shoring training
- Traffic Control Planning (TCP) certificate
- Class 5 BC Driver's License with an airbrake endorsement
- Class 3 BC Driver's License with an airbrake endorsement is an asset
- Occupational First Aid (OFA) level 1