

## ROADS LEAD HAND (CENTRAL)

### MUNICIPAL DISTRICT OF GREENVIEW, ALBERTA

**DEPARTMENT:** Infrastructure and Engineering - Operations

**LOCATION:** DeBolt, AB

**STATUS:** Accepting applications until a suitable candidate is found.

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*Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, mixed wood forests, and tourist destinations.. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.*

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to the Roads Supervisor (Central), the Roads Lead Hand (Central) is responsible to oversee the coordination of special projects during construction season and operate snow removal equipment as required during winter months.

#### SUPERVISORY

- The Roads Lead Hand (Central) will supervise contractors for drainage, road repair, and general road maintenance projects during construction season as well as special projects as designated by the Manager, Operations from time to time. This includes work on the Forestry Trunk Road.
- The Roads Lead Hand (Central) will serve as back up for the Roads Supervisor (Central), when delegated, to supervise Labourer/Gravel Checkers, Mower Operators, Brushing Crews and Equipment Operators along with contractors for road grading, gravelling, ditching and culvert projects.

#### MAJOR

- Operate plow truck, grader, and other heavy equipment as required during winter months and as required during construction projects.
- Coordinate daily activities of contractors on projects.
- Carry out pre-job safety meetings, tailgate meetings, hazard assessments, etc...
- Assist with evaluation of miscellaneous work requests and carry out resolutions as directed.
- Provide recommendations and assistance with the preparation of budget, expenditure tracking and expenditure controls.
- Responsible for monitoring relevant inventories such as culverts, aggregate products, wear parts etc.
- Participate in asset management, fleet maintenance, and work order tracking programs.
- Provide daily updates to Roads Supervisor (Central) or Manager, Operations upon request.

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### MINOR

- Assist with special projects such as contract mowing, miscellaneous requests, culvert & approach installations, ditching / drainage projects, dust control program, gravelling program, crushing projects, pit reclamation & gravel prospecting, contractor activities.
- Other duties as assigned.
- Check road conditions as per road maintenance policies.
- Respond to public road concerns and complaints, etc...
- Submit 1-call requests for underground utility locates, interpret drawings, and on-site locate indicators.
- Other duties as assigned.

### QUALIFICATIONS / EDUCATION / EXPERIENCE:

- Must be legally entitled to work in Canada.
- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness, and precision.
- A minimum of 5 years' experience in road maintenance.
- Experience in equipment operation.
- Knowledge of gravelling and crushing projects and reclamation work
- Basic knowledge in survey and design.
- Extensive knowledge in drainage / ditch cleaning projects.
- Class 3 driver's license is required. Class 1 driver's license is preferred.

### SKILLS REQUIRED:

- Proficiency with Microsoft Word and Excel
- Excellent verbal and written communication skills
- Ability to interact well with, and respond to inquiries from employees, Management, and Ratepayers.
- Basic accounting skills and familiarity with finances and budgets.
- Must be self-motivated and able to work with minimal supervision.
- Ability and willingness to interpret, implement, and adhere to organizational policies and procedures.

### WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Subject to working in outdoor environment – heat, cold, dry, dusty and / or wet conditions as well as insects, bees, and wildlife.
- Occasional lifting, site visits, inspections of projects.
- Long periods of sitting and driving.
- Use and operation of vehicles and equipment in all types of driving conditions.
- Normal working day consists of 7.5 hours. However, occasional overtime or weekend work will be required.

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### HEALTH & SAFETY:

All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.

- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Procedures as well as Occupational Health & Safety Regulations
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.
- Required to wear correct Personal Protective Equipment as per safe job procedures.

**Note:** The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

### HOW TO APPLY:

Interested candidates may submit cover letter *(stating the position you are applying for)* and resume in one of the following ways:

By E-mail: [careers@mdgreenview.ab.ca](mailto:careers@mdgreenview.ab.ca) *(please quote the position in the subject line)*

Mail or Drop Off: Municipal District of Greenview No. 16  
4806 – 36 Ave., Box 1079  
Valleyview, Alberta T0H 3N0

While we truly appreciate all applications, only those selected for an interview will be contacted.

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