



The **DISTRICT OF CENTRAL SAANICH**  
is seeking an experienced **ROADS AND DRAINS LEAD HAND**

### **Competition Number 2023-05**

The District of Central Saanich, located on the Saanich Peninsula of Southern Vancouver Island enjoys the reputation of being among the best locations in Canada to work, live and play. Central Saanich is bounded on both the east and west by ocean and is known for its scenic rolling countryside and bounty of farms. This community of 18,000 residents has a vibrant, small village character and includes the Tsawout and Tsartlip First Nations; and it is central to all amenities of the Greater Victoria area.

Reporting to the Roads and Drains Foreman, this position is responsible for directing and overseeing the roads and drainage maintenance staff to maintain the District's drainage distribution and roads systems. The Lead Hand assists the Foreman in the planning, budgeting, controlling expenditures and evaluating performance of equipment and staff.

The ideal candidate will possess the completion of grade 12 or equivalent, three (3) years' experience directly related to maintenance and construction specific to the Roads/Drains operations with some experience in a supervisory capacity, and/or experience in a related field acceptable to the Employer or and equivalent combination of education, training, and experience. Additionally, the ideal candidate will have a current valid class 5 BC Driver's License with air endorsement and a current Traffic Control Certification.

**Please see the attached job description for further information on the duties and requirements of the role.**

The District of Central Saanich's COVID-19 Vaccination Policy is currently suspended and as a result, vaccination against COVID-19 is not required at this time. However, should circumstances change and the District deem it necessary to re-introduce such policy; you may be required to provide proof of vaccination against COVID-19 to be eligible to continue performing your duties.

The pay rate for this full-time 8 hour per day, Monday to Friday position is \$36.80-\$39.80 (2022 rates). Interested employees are invited to submit their resume and covering letter, quoting the competition number to [resume@csaanich.ca](mailto:resume@csaanich.ca) or by dropping it off at the Municipal Hall, attention: Human Resources by 4:00 pm on March 31, 2023.

The District of Central Saanich thanks applicants for their interest, and advises that only those candidates under active consideration will be contacted.

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1903 Mt. Newton Cross Road, Saanichton, BC Canada V8M 2A9

**P:** +1 (250) 652-4444

**E:** [resume@csaanich.ca](mailto:resume@csaanich.ca)

**W:** [CentralSaanich.ca](http://CentralSaanich.ca)



## Job Description

### Roads & Drains Lead Hand

### Engineering and Public Works

#### General Accountability

Reporting to the Roads and Drains Foreman, this position is responsible for directing and overseeing the roads and drainage maintenance staff to maintain the District's drainage distribution and roads systems. The Lead Hand assists the Foreman in the planning, budgeting, controlling expenditures and evaluating performance of equipment and staff.

#### Illustrative Duties

- Assigns, oversees and performs routine and non-routine road and drains maintenance and construction tasks in a competent and efficient manner
- Plans, assigns, supervises, and assists in the more complex work of the group and is required to exercise independent judgement
- Performs a variety of semi-skilled tasks in the maintenance, repair, and construction of the municipal roads/drainage infrastructure systems
- Helps coordinate and supervise the road maintenance operations and repairs of the District's road system (repairs, snow removal, culverts, drainage, sidewalks and signage)
- Schedules and performs roads and drainage inspection system maintenance such as locating manholes, catch basins and cleanouts
- Supervises the storm drain video inspection system maintenance in the field and contributes to the overall program as required
- Maintains documentation for preventative maintenance files
- Schedules and oversees paving, shouldering, and transportation corridor maintenance
- Coordinates and performs vegetation management and sightline pruning
- Maintains records associated with the completion of the assigned tasks
- Operates a variety of municipal vehicles and tools, and provides oversight on the operation of a heavy equipment in the field
- Responds and deals with enquiries from the public
- Ensures a safe work place by ensuring the corporate OHS program and its safe work practices are in place and are followed
- Participates in emergency duties in the event of an emergency/disaster
- Attends courses and seminars to keep current with emerging technology and procedures

- Follows all corporate policies and practices
- Performs other related duties as required

**Knowledge, Skills and Abilities on the Job**



- Knowledge and ability to comply with and follow all pertinent WorkSafeBC and Occupational Health and Safety regulations
- Knowledge in the care and use of machinery, equipment and tools relevant to the Roads/Drains Department
- Ability to supervise and coordinate the activities of crews of employees and contractors engaged in construction and maintenance work application to the Roads/Drains department
- Ability to estimate time and materials needed to perform assigned projects and to set up and maintain effective work schedules
- Ability to use personal computer and the related software used in the Department and a willingness to attend courses and seminars to keep current with emerging technology and procedures
- Ability to work independently with limited supervision
- Ability to establish and maintain good working relationships with the supervisor, other employees and the general public

**Requirements**

- Completion of Grade 12 or equivalent qualification
- Three (3) years experience directly related to maintenance and construction specific to the Roads/Drains operations with some experience in a supervisory capacity, and/or experience in a related field acceptable to the Employer or an equivalent combination of education, training, and experience
- A current valid class 5 BC Driver's License with air endorsement
- Current Traffic Control Certification

**Other**

- The incumbent must be physically fit and be able to work outside in all weather conditions
- The incumbent must maintain professional and technical qualifications for this position
- The incumbent must be willing to participate in the on call duty rotation and be able to work overtime as needed

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| Approved by CAO:     |  | Date: | <u>Feb 17/22</u> |
| Manager's Signature: |  | Date: | <u>Feb 11/22</u> |

Classification: Pay Grade 55

Revised: February 8, 2022