

## Lead Hand Position

**Reports To:** Manager of Public Works

**Date Issued:** May 4, 2026

**Application Deadline:** May 22, 2026, at 4:00 p.m.

### Position Summary

The Lead Hand is a senior operational role responsible for coordinating daily public works activities, supporting the Manager of Public Works, and providing leadership to the roads crew. This position combines advanced equipment operation with administrative, safety, and reporting responsibilities. This is an internal and external posting.

### Education and Qualifications

- High School Diploma or equivalent required.
- Post-secondary education in a related field is considered an asset.
- Minimum 10 years of experience in a municipal roads or public works environment.
- Successful completion of the TJ Mahony Road School Construction and Maintenance Course.
- Continuing education such as C.S Anderson courses, AORS courses, and other approved leadership or technical courses considered an asset.
- Equipment Operator Level 3 certification required. Level 2 applicants may be considered only if no qualified Level 3 applicants apply.
- Valid DZ licence, minimum, with air brake endorsement.
- Ability to understand instructions and communicate direction effectively.

### Terms of Employment

- Full-time, unionized position (40 hours per week).
- Overtime may be required, particularly during adverse weather conditions.
- Wage as per CUPE Local 2311-01 Collective Agreement is \$34.25/hour.

### Summary of Duties

The Lead Hand performs the duties of an Equipment Operator Level 3, with additional leadership, supervisory, and administrative responsibilities.

This position supports the Manager of Public Works by coordinating daily operations, overseeing staff, maintaining safety standards, and ensuring safe work is completed, efficiently and to a high standard. The Lead Hand is also responsible for providing input on maintenance needs, equipment condition, road conditions and operational priorities.

Under the direction of the Manager of Public Works, the Lead Hand is primarily responsible for maintenance and repair of the Township Road system and associated equipment, and secondarily responsible for maintenance of municipal facilities.

### **Key Responsibilities**

The Lead Hand:

- Supervises and coordinates workers engaged in road maintenance and construction.
- Provides instruction, mentorship, and support to junior operators and seasonal staff.
- Acts on behalf of the Manager of Public Works during absences, as directed.
- Supports and reinforces the established chain of command by ensuring direction from the Manager of Public Works is communicated and followed.
- Assists in preparing reports on road conditions, maintenance needs and long-term planning.
- Tracks and reports project costs and maintains accurate daily logs.
- Acts as the safety representative for the crew, including collecting, reviewing, filing and posting safety materials.
- Ensures compliance with OSHA, municipal safety policies, Book 7 traffic control standard and CVOR requirements.

### **Operational Duties**

The Lead Hand:

- Operates advanced heavy equipment including graders, tandem axle dump trucks, loaders, backhoes, excavators, trackless sidewalk machines, and related attachments.
- Performs winter maintenance including snow plowing, sanding, salting, snow removal, and ice control.
- Completes grading, ditching, culvert installation, drainage maintenance, and stormwater repairs.
- Conducts asphalt and gravel road repairs, resurfacing, and reconstruction.
- Perform layout ditch grading.

- Performs brush cutting, mowing, and roadside maintenance.
- Coordinates and executes traffic control plans.
- Performs preventive maintenance and inspections on equipment.
- Maintains accurate records of hours, materials, fuel usage, and equipment maintenance.

### **Facility and Equipment Responsibilities**

The Lead Hand:

- Performs routine maintenance of municipal buildings and facilities.
- Conducts preventative and corrective maintenance on Public Works equipment.
- Ensures equipment is operated safely and maintained in good working condition.

### **Skill Requirements**

- Advanced knowledge of road maintenance principles and practices.
- Proficiency in operating heavy equipment in varying conditions.
- Strong understanding of safe lifting, loading, and dumping practices.
- Knowledge of OSHA, municipal safety policies, and Book 7 standards.
- Knowledge of CVOR regulations, including inspections, defect reporting, load security, and hours of service requirements.
- Ability to maintain accurate records and complete computer data entry.
- Strong communication and interpersonal skills.
- Ability to mentor and support staff.
- Proven ability to resolve interpersonal conflicts within a team setting using professional, calm, and de-escalating communication techniques.
- Physical ability to perform strenuous work in varying weather conditions.

### **Environmental and Public Interaction**

The Lead Hand:

- Operates equipment in a manner that minimizes environmental impact.
- Handles fuels, lubricants, and waste materials responsibly.
- Maintains professionalism and courtesy when engaging with the public.

## **Leadership and Performance Expectations**

The Lead Hand:

- Demonstrates consistent adherence to all Township policies, safety procedures and regulatory requirements.
- Maintains a clean and compliant CVOR abstract.
- Performs all duties with a high level of accuracy and attention to detail.
- Communicates effectively with staff, supervisors, contractors, and the public.
- Contributes to a respectful, collaborative, and professional work environment.
- Demonstrates the ability to handle workplace disagreements in a constructive manner, ensuring that operational goals are met without compromising a respectful work environment.
- Demonstrates reliability, accountability, and strong work ethic.
- Represents the Township in a professional manner at all times.

## **How to Apply**

Qualified applicants are invited to submit a resume and cover letter to:

Christopher Leblanc  
Manager of Public Works  
Email: [cleblanc@twpec.ca](mailto:cleblanc@twpec.ca)

Applications must be received by May 22, 2026, at 4:00 p.m.

## **Additional Information**

The Township of Edwardsburgh/Cardinal is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request. We thank all applicants for their interest; however, only those selected for an interview will be contacted. The Township does not use artificial intelligence or automated decision-making tools to screen or shortlist applicants.