

**DO NOT REMOVE FROM BULLETIN BOARD**

**FULL TIME BARGAINING UNIT POSITION AVAILABLE**

<b><u>VACANT POSITION:</u></b>	<b>Lead Hand, Environmental Services</b>
<b><u>DEPARTMENT:</u></b>	<b>Parks, Planning &amp; Properties</b>
<b><u>LOCATION:</u></b>	<b>Maintenance Centre</b>
<b><u>CLASSIFICATION:</u></b>	<b>Pay Band 11 (\$27.61 to \$31.05 per hour)</b>

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Any Employee who is eligible to work in Canada and can meet the qualifications may apply for this position by creating a profile and submitting a resume through our Career Portal by following the link below:

<http://corporate.niagaraparks.com/employment/>.

Applications for this position will be accepted until **July 27, 2017**.

**QUALIFICATIONS:**

- Successfully completed a post-secondary Environmental Management and Assessment Diploma or Equivalent Knowledge and Experience.
- Valid Class 'DZ' Driver's License.
- Completion of a Horticulture Diploma considered to be an asset.
- Possession of a Mobile Crane Operator 0-8 Ton certificate considered to be an asset.
- Minimum of three years of experience, plus one on the job is required.
- Working knowledge of waste management procedures, programs, and equipment, preferably in a municipal setting.
- Proven ability to provide group leadership.
- Ability to operate tools and mechanical equipment for Waste and Recycling and Horticulture Duties.
- Interpersonal and communication skills.
- Basic knowledge and familiarity with computers considered an asset.
- Mechanical aptitude and ability to troubleshoot equipment problems.
- Working knowledge of the Occupational Health and Safety Act and regulations.
- Willing and able to work overtime on short notice and to perform shift work necessary to fulfil the requirement of a seven-day operation.
- A successful Police Information Check is required for the selected candidate.

**DUTIES INCLUDE:**

**Group Leadership.**

- Assists with the long term and short term planning, assigns and monitors work for regular, seasonal and student employees.
- Organizes work schedules with supervisor and monitors weekly hours worked for payroll purposes.
- Recommends overtime for approval to Supervisor.
- Provides first aid and prepare accident reports for Supervisor approval.
- Provides input to the Supervisor on employee year end appraisals.
- Provides daily work records and monthly lead hand reports.
- Provides and maintains regular work inspection and records on waste diversion, event labor, fuel and other records as required.

- Trains employees as required.
- Provides excellent customer service to internal and external customers and staff. Co-ordinators work with other departments and external customers.
- Informs Supervisor of equipment, tools and vehicles that are needed or require repair or replacement or has maintenance staff investigate; researches and writes specifications for equipment purchases.
- Provides group leadership and assistance to carry out the tasks for the daily operation of Waste and Recycling.
- Assists supervisors with records, paperwork, scheduling and equipment evaluation.
- Fills in for supervisors in their absence or alternative shifts.
- Operates trucks and equipment to facilitate the collection of waste and recycle materials and the overall maintenance needs of the Parks Department.
- At times may assist in the planning and execution of gardening tasks required for the planting and maintenance of the flowerbeds, trees shrubs, turf and formal gardens.
- Assigns work to seasonal laborers, students and full-time staff under the direction of the supervisors.
- Complies with Health, Safety and all applicable legislation as well as any related policies and procedures.

**Oversees and assists in the planting and maintenance of flower beds, lawns hedges and grounds.**

- Transports employees and materials to site locations, pick up stock from suppliers and delivers to job sites. Lays out waste container placements from maps and route information.
- Assists with the co-ordination of waste haulers for pickups, bin cleaning and route changes.
- Excavates manually and with front end loader/backhoe.
- Perform tasks for maintenance of Queen Victoria Park area including shoveling, ploughing, sanding, and salting of paths, sidewalks and parking lots.
- Clean-up and disposal of garbage using the garbage packer, sweepers and litter pickers for the grounds, concessions and building areas.
- Operates lifting device to move aggregate planters and garbage cans.
- Sands, salts paths, sidewalks, parking lots, removes snow and ice, loads trucks and front-end loaders.
- Provides general labour duties when required (operating equipment, drive trucks and tractors to remove snow).

**Performs other related duties.**

- Assists with events as requested.
- Complies and enforces all applicable legislation as well as any related policies and procedures.
- Fill in for Supervisor absences when requested.
- As assigned.

**We are an equal opportunity employer. In accordance with AODA (Accessibility for Ontarians with Disabilities Act, 2005), the Niagara Parks Commission (NPC) will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability – related accommodations, please inform the Human Resources (HR) staff. All personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however only those selected for an interview will be contacted. To request an alternate format, please contact the HR Department at (905) 295-4377, or by email to [accessibility@niagaraparks.com](mailto:accessibility@niagaraparks.com), or by Toll-free 1-855-356-5672.**

**June 30, 2017**