



EMPLOYMENT OPPORTUNITY

Position Title:	Road Operations Lead Hand	Job Status:	Permanent
Department:	Infrastructure Services	Reports To:	Transportation Foreman

Position Summary

This unionized position works regular shop hours, however, there may be hours of work that vary throughout the year including evenings or weekends when required.

Reporting directly to the Transportation Foreman, the Road Operations Lead Hand is responsible for assisting the Transportation Foreman in the coordination, planning, organization, and day-to-day execution of municipal road maintenance activities. The position provides operational coordination and guidance to Grader Operators, Heavy Equipment Operator, and Truck Drivers while supporting the efficient delivery of road maintenance programs and services.

The Road Operations Lead Hand is a working lead hand position and is expected to spend the majority of their time engaged in field operations while providing day-to-day coordination, guidance, and leadership support to assigned operators.

The Road Operations Lead Hand serves as a resource to operators in the field, assists with work assignments and scheduling, monitors road conditions, and helps ensure work is completed safely, efficiently, and in accordance with Westlock County standards and procedures. The incumbent acts as a liaison between field staff and the Transportation Foreman and may assume delegated operational responsibilities during the Foreman's absence.

The position requires extensive practical knowledge of municipal road maintenance operations, heavy equipment operation, applicable legislation, safe work practices, and County policies and procedures.

Duties and Responsibilities

Under the general direction of the Transportation Foreman, duties and responsibilities include, but are not limited to, the following:

General Operations – 85%

- Assist the Transportation Foreman in coordinating daily road maintenance activities including grading, gravel placement, drainage maintenance, snow and ice control, dust control, and other transportation-related services.
- Provide day-to-day operational direction and support to Grader Operators, Equipment Operators, and Truck Drivers.
- Assist with assigning and coordinating work activities to ensure operational priorities and service levels are met.
- Monitor field operations and road conditions and communicate operational issues, deficiencies, and recommendations to the Transportation Foreman.
- Coordinate equipment, personnel, materials, and resources to support efficient completion of assigned work.
- Assist with planning seasonal maintenance activities and responding to changing operational requirements.
- Promote consistent work practices and quality standards across all road maintenance activities.
- Support operators in resolving field issues and operational challenges.
- Assist in orientating, mentoring, and training employees on equipment operation, County procedures, and safe work practices.
- Monitor equipment condition and coordinate maintenance concerns with the Transportation Foreman and shop personnel.
- Participate in inspections of roads, drainage systems, rights-of-way, and related infrastructure as assigned.
- Respond to public inquiries and concerns in a professional manner and communicate issues to the Transportation Foreman.
- Assist with emergency response activities, adverse weather events, and other operational situations as required.
- Be capable of performing the duties of a Grader Operator, Equipment Operator, or Truck Driver when operationally required.
- Maintain positive working relationships with the Infrastructure team, County leadership, public, and contractors.
- Demonstrate continuous efforts to improve operational efficiency, service delivery, communication, and teamwork.
- Provide back-up coverage for the Public Works Lead Hand during periods of absence.
- Undertake other duties as assigned by the Transportation Foreman or General Manager of Infrastructure Services.

Administration – 5%

- Maintain accurate records of road maintenance activities, equipment utilization, materials usage, and work completed.
- Maintain records outlining operational activities, road conditions, customer concerns, equipment issues, and unusual occurrences.

- Report completed Customer Service Requests (CSR) to Transportation Foreman
- Assist in the preparation of reports and operational documentation as required.
- Support implementation and documentation of standard operating procedures and work practices.
- Provide information and operational updates to the Transportation Foreman as required.

Health & Safety and Other Duties – 10%

- Ensure that Westlock County's Health and Safety Program as well as Occupational Health and Safety's standards are followed
- Promotes a safe work environment ensuring compliance with all government regulations, and Health & Safety policies and practices with an emphasis on the protection and safety of self, co-workers, the public, and the environment. Participation on the County's Joint Health and Safety Committee as required
- Report to the Transportation Foreman (who will communicate to the Health and Safety Manager) all Occupational Health and Safety related injuries or property damage regardless of severity
- Reports to the Transportation Foreman all work situations which are suspected of being unhealthy or unsafe and any employee whose on-the-job performance or actions contravene established safety procedures or work practices
- Assist in submitting reports on accidents and other hazardous conditions discovered in the County and promptly attends to all hazardous situations
- This position may be called to perform duties as required by the Director of Emergency Management during a State of Local Emergency
- Performs other duties as required by the CAO, General Manger, Manager or Foreman

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this position. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

Minimum Requirements

Education

- High School Diploma or equivalent

Knowledge

- Minimum five (5) years of experience in municipal road maintenance, road construction, transportation operations, or a related field.
- Extensive knowledge of municipal road maintenance practices including grading, gravel road maintenance, drainage systems, snow and ice control, and equipment operations.

- Thorough knowledge of heavy equipment operation including motor graders, loaders, excavators, gravel trucks, and related equipment.
- Thorough knowledge of Occupational Health and Safety legislation, safe work practices, and standard operating procedures.
- Understanding of applicable provincial legislation and regulations related to municipal operations.

Other

- Class 3 Driver's Licence with Air Brake (Q) Endorsement required.
- Acceptable driver's abstract required.
- Ability to operate a motor grader and other heavy equipment safely and effectively.
- Availability for emergency call-outs and seasonal operational requirements.

Skills

To be successful, the Road Operations Lead Hand will possess:

- Supervisory experience in a municipal road maintenance, construction, or transportation environment
- Strong understanding of road maintenance operations and equipment utilization.
- Ability to coordinate and prioritize multiple operational activities simultaneously.
- Strong communication and interpersonal skills.
- Ability to provide guidance, mentorship, and training to employees.
- Excellent problem-solving and decision-making abilities.
- Ability to work independently and collaboratively within a team environment.
- Strong organizational and record-keeping skills.
- Mechanical aptitude and understanding of heavy equipment operation and maintenance.
- Ability to interpret, implement, and adhere to County policies, procedures, and safety standards.
- Ability to maintain professionalism and confidentiality in the performance of duties.

Working Conditions

- Physical demands exerting varying levels of effort and mental demands to maintain concentration to meet high volume workload requiring high attention to detail
- Available to work regular shop hours, however, there may be hours of work that vary throughout the year including weekends when required
- Work is usually done in the shop, however, as maintenance projects may require the Public Works Lead Hand to be at various location sites at times, there can be exposure to various weather and road conditions which can be extreme
- Working on different types of terrain

Remuneration & Application Instructions

HOURS OF WORK:	Monday to Friday, 7:00 a.m. to 4:00 p.m. Overtime hours may be requested occasionally.
COMPENSATION:	This is a Union position therefore wages have been set in agreement with CUPE Local 3007. Probationary Rate: \$33.91 Permanent Rate Grid: \$35.99-44.99/hour
CLOSING DATE:	4:00 P.M. on July 3, 2026
APPLICATION INSTRUCTIONS:	Visit https://westlockcounty.com/careers Complete the Virtual Talent Application and attach a Cover Letter and Resume (select "undefined").

Westlock County is proud to be an equal opportunity employer that is committed to diversity and inclusion in the workplace.