

**SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows**

JOB DESCRIPTION

JOB TITLE: Lead Hand

DATE: May 1998

REVISED: November 2009

PAY GRADE:

LOCATION: Various

SUMMARY: Responsible for the assignment and coordination of work on a day-to-day basis and/or for assigned projects fulfilling the role of working leader for a group of workers.

DUTIES:

In addition to performing the same or similar duties as the workers supervised, the Lead Hand assumes the following supervisory responsibilities:

1. Takes charge of the workers assigned.
2. Works towards and promotes an efficient and harmonious working atmosphere on the job.
3. Determines proper equipment/vehicles, tools and supply requirements within the scope of responsibility and prepares purchase requisitions as required.
4. Prepares estimates for work regarding labour and materials.
5. Delegates and ensures proper maintenance and care of tools.
6. Ensures the timely and punctual execution of assignments and work order documentation.
7. Sets task priorities and delegates details of the work.
8. Coordinates the work functions and ensures cooperation and correlation among the workers and other Lead Hands as necessary.
9. Liaises with contractors, district staff, and outside agencies as required.
10. Provides guidance and advice when and where required and/or requested.
11. Ensures a fair distribution of the work load.
12. Reports to the appropriate Supervisor problems encountered on the job.
13. Assists the Supervisor in the training of new staff.
14. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Successful completion of Grade 12 plus one (1) year experience in an institutional environment or an equivalent combination of training and experience.
2. Must hold qualifications in the area to be supervised.
3. Demonstrated ability to effectively apply supervisory principles and practices and to maintain safe working practices, harmony and productivity among workers.
4. Ability to use computers and any relevant software.
5. Excellent written and oral communication skills, including the ability to compose correspondence and reports. Ability to communicate and function effectively and harmoniously with staff and outside agencies.
6. Sufficient physical strength, health and coordination to perform the duties and responsibilities of the job.
7. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
8. A valid B.C. driver's license.

JOINT COMMITTEE MEMBER'S SIGNATURES:
