

**Job Class Profile:            Transportation Lead Hand****Pay Level:                            CG-28                            Point Band:                            578-621**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	3	3	5	6	3	3	4	3	4	
Points	140	50	32	29	90	65	83	64	43	596

**JOB SUMMARY**

The Transportation Lead Hand operates a variety of heavy equipment used in the construction and maintenance of public roads and highways and assigns and oversees the work of other employees at the job site.

**Key and Periodic Activities**

- Operates a variety of heavy equipment to perform snow clearing operations; pothole patching; line painting; and road maintenance work, etc.
- Performs preventative maintenance on equipment which includes greasing, changing tires and cutting edges. Refuels vehicles.
- Oversees the daily work schedule of employees; addresses any safety concerns; and monitors work assignments to ensure work is completed within established time frames.
- Inspects heavy equipment on a daily basis to identify any mechanical issues.
- Ensures proper signage is erected for each job site as per departmental policy and Workplace Health and Safety Guidelines.
- Ensures that all heavy equipment is parked properly and that all signage is removed from each job site when job is completed.

**SKILL****Knowledge****General and Specific Knowledge:**

- Construction and Maintenance Procedures pertaining to highways and secondary roads (installation of signs; proper ditching techniques; proper culvert installation).
- Heavy equipment operation (grader; loader; excavator; backhoe; and dump truck).
- Policies and Procedures.
- Safe Work Practices.
- Occupational Health and Safety Act.
- Workplace Health and Safety Guidelines.
- WHMIS.

**Formal Education and/or Certification(s):**

- Minimum: High School Diploma. Completion of a 6 month Heavy Equipment Operator

Training Course. Possession of appropriate operator licenses as issued by the Province of Newfoundland Labrador.

**Years of Experience:**

- Minimum: 3 to 4 years.

**Competencies:**

- Ability to follow basic instructions and work processes
- Ability to apply established techniques to the completion of activities.
- Ability to provide advice to others on how to solve a problem or address an issue.
- Ability to co-ordinate a range of related work or project activities.
- Ability to repair or calibrate machinery.
- Ability to operate machinery.

**Interpersonal Skills**

- Interpersonal/communication skills used include listening to information from other people and asking questions to get information; providing routine information and direction to employees; meeting with work crews to assign work duties; and provide guidance and direction and to address safety issues.
- The most significant contacts are with the Engineering Project Supervisor in the completion of all work plan activities; Superintendent of Operations for direction and to deal with any health and safety issues; and with the work crew in the performance of daily work activities at the job site.

**EFFORT**

**Physical Effort**

- The demands of the job constantly results in fatigue, requiring periods of rest.
- Lifting or moving objects 10 to 25 lbs., occurs regularly and there is an occasional requirement to lift or move objects over 50 lbs., such as grader blades; cutting edges; tires; guardrail posts; signs and structures and when assisting mechanic with the lifting of springs for heavy equipment.
- Driving heavy equipment in the performance of daily activities requires sitting for extended periods. Standing and walking are performed on an occasional basis.
- Manual or physical activities include using gross motor skills; using machinery or equipment that requires controlled movement; operating equipment and maintaining physical balance.
- Occasional requirement for fine finger or precision work; using hand tools that require accurate control and steadiness; and using equipment that requires rapid physical movement and reflexes.

**Concentration**

- **Visual** concentration or alertness is required when operating heavy equipment to ensure the safety of the work crew and the general public; inspecting equipment; installing signage, etc.
- **Auditory** concentration or strain is experienced when listening to heavy equipment for unusual sounds to identify any problems with equipment and when communicating with employees in a noisy environment.

- Other sensory demands such as **touch** is important when examining areas on equipment to identify wear on fittings; cracked hoses, etc. **Smell** is important to be able to identify an oil leak or burning wires in a machine, etc.
- **Alertness and concentration** are required when performing **repetitive tasks** such as operating heavy equipment and **higher than normal levels of attentiveness or alertness for the health and safety of others** is required when operating heavy equipment in communities, school zones, adverse weather conditions or near steep embankments.
- **Time pressures and deadlines** are experienced in the performance of daily work activities to ensure work is completed on schedule. **Interruptions and lack of control over work pace** can occur with equipment breakdown; change in work priorities; staff shortages; and adverse weather conditions.
- **Exact results and precision** are required when operating heavy equipment in various types of weather conditions.

### Complexity

- Work involves acting as a lead hand and directing a group of employees in the operation of heavy equipment used in the construction and maintenance of public roads and highways.
- A typical problem or challenge is organizing a work crew to achieve established work objectives.
- Reference material to assist in addressing problems, challenges and issues include policies and procedures; equipment manuals; safety manuals; Occupational Health and Safety Act; and advice and guidance from co-workers, mechanics and supervisor.

## RESPONSIBILITY

### Accountability and Decision-Making

- Receives direction from a supervisor related to work assignments and are expected to perform lead hand duties at the job site independently and in accordance with established practices.
- Has authority to re-assign duties to employees in order to meet operational requirements.
- All other deviations from assigned work require supervisory approval.

### Impact

- Work results can have a positive impact within the immediate work area; department; organization; and on the general public.
- Resources impacted include equipment; finances; material resources, health and safety and corporate image when work tasks are assigned and monitored to meet operational requirements.
- Mistakes or errors can result in health and safety issues for employees and the general public if safe work practices are not followed; increased financial costs if supplies are wasted; and equipment breakdown if vehicles are not maintained properly, etc.
- Errors are typically identified and resolved within hours of problem identification. Preventative maintenance work and specific guidelines and procedures related to Occupational Health and Safety Regulations and safe work practices reduce the likelihood of errors.

### Development and Leadership of Others

- Not responsible for the supervision of staff.

- Acts as a lead hand and is responsible for providing advice, guidance, direction, scheduling/allocating tasks, providing feedback, etc., to employees at the job site.

## WORKING CONDITIONS

### Environmental Working Conditions

- There is a requirement to wear safety equipment such as gloves; hard hat; steel toe boots; safety glasses; and vests.
- The likelihood of minor cuts, bruises, abrasions or minor illnesses resulting from hazards in the job is moderate. Fractures, partial or total disability is limited.
- Work is performed primarily outdoors where there is exposure to undesirable working conditions such as unusual/distracting noise when operating heavy equipment; dirt, dust, filth or garbage; fumes; vibration when operating equipment; awkward and confining work spaces; sharp objects; heavy machinery; and adverse weather conditions.