



Position Title: Lead Hand	Date: (last updated) October 2023
Reports to: Manager, Municipal Operations	Direct Reports: Utility Operator, Labourer

Are you looking for a unique and exciting opportunity to assist the Village of Lytton in rebuilding the community? Lytton is looking for a Lead Hand for this once-in-a-lifetime challenge of helping to create a vibrant and resilient Village.

The location: With the acknowledgment that it is on the territory of the Nlaka’pamux peoples, the Village of Lytton is located 3 hours north of Vancouver or 2 hours west of Kamloops. Lytton has a population of approximately 275 residents with another 4,500 people living in the surrounding rural areas, including nearby Indigenous communities.

The role: Working together with the Manager Municipal Operations (MMO), you will lead the Public Works department in their daily activities. You will have direct oversight for ongoing operational efforts; and will play an important role in the development of the Village’s medium- and long-term plans. You will support open, transparent, and clear communications between the Village, provincial agencies, and Indigenous communities in the region. Duties will include but are not limited to:

- Ability to prepare budgets and work schedules relating to public works activities
- Procurement of supplies – this is up to \$500 with a purchase order IF the item/money is in the budget.
- Compile list of major repairs and improvements for MMO consideration and to find money or solutions to getting them done.
- Take charge of Water & Sewer Systems including hydrants, pumps and valves with a check off list for items Hydrants exercised spring and fall – flushing, maintenance etc.
- Pumps – complete maintenance on the pumps based on the hours in use
- Valves – are to be exercised at a minimum of twice per year and mechanical parts to be logged and maintained
- Arrange for repairs to Municipal buildings, vehicles and equipment, including emergency repairs in accordance with Employer Policy.
- Monthly walk throughs of the buildings, with a checklist for safety checks and repairs / maintenance issues needing dealt with Vehicles to be monitored for oil changes, tire and walk around checks weekly at a minimum .
- Any equipment i.e.: when the new mowing equipment is purchased and in use Schedule public works staff, provide supervision.
- Track complaints and or service requests coming in with completion date and taking action and/or bring to the attention of the MMO – this will be in the form of a service request system.
- Liaison as necessary with other local Government agencies such as – Interior Health Authority, MOE and Project Management Team for the rebuild.

This position is covered under the CUPE collective agreement.

Salary - \$34.12 / hour

Work Hours – Mon to Fri 7:00am – 3:30pm Periodically work may be scheduled on weekends and will be recorded as overtime or time off in lieu

Permanent full time

Please submit your cover letter and resume to bbaxter@lytton.ca by 4:00 p.m. November 1, 2023

