

Title:	Field Operations Lead Hand
Report to:	Lands Manager
Date Revised:	March 2021
Incumbent:	
Start Date:	
Summary Profile:	<p>Field Operations Lead Hand reports directly to the Lands Manager. The position is responsible for the minor maintenance of the Neebing-McIntyre Floodway, Conservation Areas and Administrative Office; servicing of field operations equipment and LRCA owned vehicles; and assisting the Lands Manager in managing all assets owned by the LRCA. In the absence of the Lands Manger the position acts as the Lands Manager including the supervision of seasonal staff. This position works with a partner for 25 weeks of the contract. The incumbent will be capable of operating a power saw and equipment (i.e. lawn mower, brusher, trimmer, etc.), including towing a trailer and snowplowing. Additionally, the incumbent may assist in flood forecasting, snow surveys, surface and groundwater monitoring, or any other duties as needed.</p> <p>The position will be designated as a Provincial Offences Officer to enforce R.R.O. 1990, Regulation 113 (Conservation Areas – Lakehead Region) under the <i>Conservation Authorities Act</i>. The position must provide a clean Criminal Records Check.</p> <p>This position works a 35-hour week Monday to Friday, 8:00 am – 3:30 pm, with a 30-minute lunch and two 15-minute breaks. Overtime may be required outside of regular working hours, including weekends for staff training and times when unforeseen factors occur. Overtime will be compensated as time off in lieu. A valid driver’s licence is required and access to a working vehicle.</p>

Key Accountability #1	Administrative Duties
Weight (% of Time):	5%
Duties/Tasks	
	<ul style="list-style-type: none"> Act as the Section 29 Provincial Offences Officer under the <i>Conservation Authorities Act</i>, per LRCA current and future policies.
	<ul style="list-style-type: none"> Enforce RRO 1990, Regulation 113 (Conservation Areas – Lakehead Region).
	<ul style="list-style-type: none"> Act as a by-law enforcement officer under the City of Thunder Bay parking by-law.
	<ul style="list-style-type: none"> Educate visitors to the areas of the regulations in Conservation Areas.
	<ul style="list-style-type: none"> Responsible for preparing an annual workplan.
	<ul style="list-style-type: none"> Responsible for adhering to (once approved) annual budget.
	<ul style="list-style-type: none"> Assist Land Manager in preparing annual budget.
	<ul style="list-style-type: none"> Assist Land Manager in maintaining all assets following the Asset Management Plan.
	<ul style="list-style-type: none"> Adherence to the Purchasing Policy and coding all expenses to appropriate fund code.
	<ul style="list-style-type: none"> Responsible for completing any other duties and tasks as assigned.
	<ul style="list-style-type: none"> Assist Land Manager to recruit, hire, train, maintain work time sheets, create workplans and supervise all field staff (i.e. Neebing-McIntyre Floodway Assistant, Conservation Areas Maintenance Crew (2), and River Clean Up Crew (2)).
	<ul style="list-style-type: none"> Responsible to adhere to Health and Safety Policies and ensure the Health and Safety of all field staff, including: ensuring adequate training is provided to all field staff; required Personal Protective Equipment is provided and PPE Policy is provided and signed.

	Periodically conduct heal and safety meetings (tailgate meetings) with field staff.
	<ul style="list-style-type: none"> Keep a daily log on all work that was conducted. Assist Education Coordinator and Communications Manager with any events that take place when needed (i.e. Dinner Auction).
Expected Results	
	<ul style="list-style-type: none"> Field staff are adequately trained and work safely at all times. LRCA maintains a safe working environment. Adherence to Purchasing Policy. Accurate time sheets are kept. Issued parking tickets/Section 29 fines are accurately executed. Visitors to areas are treated with respect. Interactions with visitors result in minimal conflict.
Decisions made by incumbent	
	<ul style="list-style-type: none"> When to issue parking tickets to visitors to Conservation Areas. When to enforce Section 29 of the <i>Conservation Authorities Act</i>.
Measurements	
	<ul style="list-style-type: none"> Field staff are adequately supervised and perform to a satisfactory level. Accurate tracking of time. Accurate tracking of and adherence to position budget. Infrastructure is maintained and/or replaced per the Asset Management Plan. Minimal Health and Safety issues. Adequate percentage of visitors to Conservation Areas paying the Parking Fee. Minimal conflict with the public. Public are treated with respect at all times.

Key Accountability #2	Neebing-McIntyre Floodway minor maintenance
Weight (% of Time):	40%
Duties/Tasks	
	<ul style="list-style-type: none"> Cut grass along the Neebing-McIntyre Floodway. Brush and fell manageable sized trees along the Neebing-McIntyre Floodway. Clean and remove debris and garbage along the banks of the Neebing-McIntyre Floodway. Remove >2 inch diameter vegetation along the bottom diversion channel of the Neebing-McIntyre Floodway when needed. Maintain daily logs of all activities and complete checklists. Report to management any identified hazards or potential risks. Adhere to all Health and Safety Policies of the Lakehead Region Conservation Authority.
Expected Results	
	<ul style="list-style-type: none"> Vegetation is cut in a safe and timely manner adhering to City of Thunder Bay/LRCA Neebing-McIntyre Floodway Agreement. Brush and trees are cut in a safe and timely manner when needed. Debris and garbage is removed in a safe and timely manner. >2-inch diameter Diversion Channel vegetation is removed in a safe and timely manner when needed. Records and checklists are completed daily and are accurate. Public is treated in a courteous, safe and respectful manner. Any hazards or risks are reported immediately when discovered.

Decisions made by the incumbent	
	<ul style="list-style-type: none"> Where and when maintenance is performed along the Neebing-McIntyre Floodway within designated timeframe.
Measurements	
	<ul style="list-style-type: none"> Neebing-McIntyre Floodway is maintained resulting in the Floodway operating as designed.
	<ul style="list-style-type: none"> Record keeping of maintenance and checklists are complete and correct.
	<ul style="list-style-type: none"> Minimal Health and Safety Issues.
	<ul style="list-style-type: none"> Minimal complaints from the public.
	<ul style="list-style-type: none"> Appropriate PPE is always worn.

Key Accountability #3	Conservation Area and Forest Management Property minor maintenance
Weight (% of Time):	45%
Duties/Tasks	
	<ul style="list-style-type: none"> Cleaning Conservation Areas (washroom stocking and cleaning, pavilion, parking lot and grounds cleaning) and Forest Management Properties of debris during the spring, fall and winter months and periodically throughout the summer.
	<ul style="list-style-type: none"> Conducting the Hazard Tree Removal Program with accurate tracking and documentation of number of trees felled.
	<ul style="list-style-type: none"> Minor maintenance of Conservation Area structures such as docks, boardwalks and any additional features when needed.
	<ul style="list-style-type: none"> Trail brushing of all active LRCA operated trails.
	<ul style="list-style-type: none"> Trail building and clearing when needed.
	<ul style="list-style-type: none"> Construction of minor infrastructure such as boardwalks and sign framing when needed.
	<ul style="list-style-type: none"> Small scale sign installation when needed.
	<ul style="list-style-type: none"> Record keeping of daily activities and checklists of Conservation Areas and Managed Forest Properties.
	<ul style="list-style-type: none"> Responsible to ensure the safety of all users of Conservation Areas and Managed Forest Properties, including bringing forward to management any identified hazards or potential risks.
	<ul style="list-style-type: none"> Snowplowing and sanding of Conservation Areas and Managed Forest Properties during winter months (once equipment is purchased).
	<ul style="list-style-type: none"> Section 29 Enforcement/City of Thunder Bay Parking by-law enforcement at Conservation Areas.
Expected Results	
	<ul style="list-style-type: none"> Conservation Areas and Managed Forest Properties are maintained to ensure users are safe while at LRCA properties.
	<ul style="list-style-type: none"> All work is done in a safe and timely manner.
	<ul style="list-style-type: none"> All LRCA operated trails are brushed on a yearly basis.
	<ul style="list-style-type: none"> Hazard Trees program is completed on a yearly basis.
	<ul style="list-style-type: none"> Completion of construction of minor infrastructure when planned in a safe and timely manner.
	<ul style="list-style-type: none"> Any hazards or risks are reported immediately when discovered.
Decisions made by the incumbent	
	<ul style="list-style-type: none"> Where and when trails are brushed, within designated timeframe.
	<ul style="list-style-type: none"> Assist in design of small construction projects.
	<ul style="list-style-type: none"> Identify trees that will be cut as part of the Hazard Tree Removal Program.
	<ul style="list-style-type: none"> Identify what is considered to be a hazard and when to report to management.
	<ul style="list-style-type: none"> When section 29 Enforcement actions are to be taken.

Measurements	
	<ul style="list-style-type: none"> • Accurate tracking and documentation of number of trees felled and where as part of Hazard Tree Removal Program.
	<ul style="list-style-type: none"> • Accurate documentation of work completed.
	<ul style="list-style-type: none"> • Minimal complaints from the public.
	<ul style="list-style-type: none"> • Minimal health and safety issues.
	<ul style="list-style-type: none"> • Conservation Areas and Forest Management Properties are safe and available for the enjoyment of the public.

Key Accountability #4	Equipment and Vehicle Servicing
Weight (% of Time):	5%
Duties/Tasks	
	<ul style="list-style-type: none"> • Servicing field operations equipment such as trimmers, riding lawn mowers and chainsaws (changing blades, belts, oil changes, etc.).
	<ul style="list-style-type: none"> • Monitoring vehicles, and bringing vehicles in for oil changes and servicing as required.
	<ul style="list-style-type: none"> • Preparing equipment for seasonal use.
	<ul style="list-style-type: none"> • Preparing equipment for winter storage.
	<ul style="list-style-type: none"> • Ensuring all safety guards are installed and working properly.
	<ul style="list-style-type: none"> • Installing and removing snow tires on LRCA vehicles when needed.
	<ul style="list-style-type: none"> • Develop and maintain a tool inventory management system.
	<ul style="list-style-type: none"> • Installing and removing snowplow seasonally. (When purchased)
Expected Results	
	<ul style="list-style-type: none"> • Servicing is completed when needed in a safe, and timely manner, adhering to all warranty requirements.
	<ul style="list-style-type: none"> • Ensure all equipment is serviced and prepared for safe use during the summer and fall months.
	<ul style="list-style-type: none"> • Ensure all equipment is serviced for adequate storage for the winter months.
	<ul style="list-style-type: none"> • Adhere to purchasing policy.
	<ul style="list-style-type: none"> • Ensure tools are organized and located in proper areas.
Decisions made by the incumbent	
	<ul style="list-style-type: none"> • Deciding what parts and fluids that are needed to service equipment.
	<ul style="list-style-type: none"> • Purchasing parts and fluids needed to service equipment and vehicles.
Measurements	
	<ul style="list-style-type: none"> • Limited breakdown of equipment.
	<ul style="list-style-type: none"> • Equipment working in a safe manner.
	<ul style="list-style-type: none"> • Tools are used and stored properly.
	<ul style="list-style-type: none"> • Warranty on all equipment and vehicles completed.

Key Accountability #5	Minor Maintenance of LRCA Office building and grounds
Weight (% of Time):	2.5%
Duties/Tasks	
	<ul style="list-style-type: none"> • Perform Minor Maintenance on and within the LRCA Administrative Building such as changing light bulbs, inspecting air-condition/heating units and cleaning HRV system filters twice a year during the months of May and October.
	<ul style="list-style-type: none"> • Snowplowing and sanding of grounds during winter months (once equipment is purchased).
	<ul style="list-style-type: none"> • Building upkeep such as painting and cleaning.
Expected Results	
	<ul style="list-style-type: none"> • Minor Maintenance is completed in a safe and timely manner.

Decisions made by the incumbent	
	<ul style="list-style-type: none"> When work is to be conducted.
Measurements	
	<ul style="list-style-type: none"> That maintenance is completed accurately when needed.

Key Accountability #6	Supervision and Training
Weight (% of Time):	2.5%
Duties/Tasks	
	<ul style="list-style-type: none"> Supervise seasonal summer staff when Lands Manager is absent.
	<ul style="list-style-type: none"> Supervise seasonal summer staff when working directly on site with them.
	<ul style="list-style-type: none"> Assist in instructing summer staff on how to properly maintain Conservation Areas and clean water ways.
	<ul style="list-style-type: none"> Assist in instructing summer staff on how to properly and safely use equipment.
Expected Results	
	<ul style="list-style-type: none"> Ensure all summer staff are prepared for daily tasks and wear all proper Personal Protective Equipment.
	<ul style="list-style-type: none"> Ensure summer staff are working in a safe manner.
	<ul style="list-style-type: none"> Ensure that scheduled work is completed.
Decisions made by the incumbent	
	<ul style="list-style-type: none"> Identify and address any health and safety infractions made by field staff.
Measurements	
	<ul style="list-style-type: none"> Summer Staff are properly trained and understand health and safety concerns associated with equipment.
	<ul style="list-style-type: none"> Minimal health and safety issues with summer staff.