



Town of Claresholm
Job Posting
Posted June 24, 2026

POSITION TITLE: **Public Works Lead Hand**

The Town of Claresholm is looking for an enthusiastic, self motivated team player with the ability to fulfill all the requirements necessary within the demands of this position.

Summary

Reporting to the Director of Infrastructure (Director), the Public Works Lead Hand directly oversees the monthly work schedule and prioritizes and participates in the day-to-day tasks of public works personnel.

The Lead Hand will field questions and calls from the public and prioritize incoming, unplanned work with established schedules accordingly.

The Public Works Lead Hand is responsible for ensuring public works staff have the training and certifications required to perform their jobs in a professional and safe manner.

The Lead Hand will also ensure that public works staff are compliant with the Town's safety program, all legislation and regulations, and industry standards.

The Public Works Lead Hand reports to the Director of Infrastructure. Reporting includes providing job and project status updates, personnel and human resource related concerns or issues, departmental needs, and the general coordinating of the public works department with the Director of Infrastructure.

As a leader, the Public Works Lead Hand will be an example of professionalism to public works staff. This includes professional interactions with, and conduct toward, the Director, members of the public, staff members, Town Council and all other stakeholders.

The Public Works Lead Hand must also fill all duties and responsibilities expected of the Equipment Operator 3.

See job description for full description of duties required.



Job Requirements

- Valid Class 3 driver's license with air endorsement
- Five years of related experience
- Level 2 Water Distribution and Level 2 Wastewater Collection Certifications. These certificates must be acquired within 3 (Three) years of date of hire, if not already attained. These certifications require a grade 12 education or equivalent. Individuals with these certifications will have an advantage for this position.
- High flexibility with strong interpersonal, communication and customer service skills that allow one to work effectively in a diverse environment
- Familiarity with techniques for interacting with individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone
- Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion
- Must have experience demonstrating skills in positive team building.
- Ability to effectively communicate both verbally and in writing
- Ability to work individually as well as part of a team
- Demonstrated time management skills
- Ability to prioritize and manage conflicting demands
- Ability to maintain a high level of integrity and work ethic
- Ability to maintain a high level of cultural sensitivity
- Maintain a professional appearance, demeanor, and attitude at all times
- Demonstrated ability to be fiscally responsible and suggest cost-saving measures
- Capable of interpreting utility plans, profiles and grade sheets to ensure ability to accurately locate and identify town infrastructure for Alberta One Calls
- Full mobility, good physical fitness, and good vision

Work Conditions

- Lifting, moving, or manipulating objects up to 50 lbs
- Occasional overtime and on call shifts when designated for the on-call list
- Occasional travel
- High noise levels
- Interaction with other employees and the public at large
- Hazards associated with conducting work outdoors
- Extended periods of standing, and other physically demanding conditions
- Exposure to hazards associated with the industry



Compensation:

January 1, 2026

0-6 Months (Start Rate)	7-18 Months	18+ Months
\$39.90/hr	\$41.09/hr	\$42.61/hr

APPLICATION:

Please submit application to:

Town of Claresholm
Subject: Public Works Lead Hand

Email: jace@claresholm.ca
Attention: Jace McLean, Director of Infrastructure
Fax: 403.625.3869
Box 1000
111 – 55 Ave West
Claresholm, AB T0L 0T0

DEADLINE: July 10th, 2026 at 4:00 p.m or until a suitable candidate is found