

Construction Supervisor (Draft)

DEFINITION

This class is concerned with the coordination and supervision of set-up, operation, and removal of equipment and support services for major construction project work. This class provides on-site supervision over Yard Leaders, Equipment Operators, Labourers, and Trades personnel. Incumbents in this class make decisions to ensure the day to day operation of projects. Major issues are referred to the supervisor when required.

Employees in this class are involved in the planning and scheduling of project support, determination of the equipment, materials and supplies required, the dispatch of equipment from storage yards, the set-up and removal of equipment, the coordination of support work during construction, and restoration of construction sites.

Construction Supervisors supervise the installation of vertical shafts, access manholes, and provision of power and utilities during construction projects. Construction of jobsite edifices conform to specifications and applicable safety regulations. Other jobsite equipment such as tunnel access hoists, scaffolding, field offices, tool sheds, access control fencing, etc. is deployed and removed as necessary.

Employees in this class are responsible for the selection, training and performance evaluation of site foremen, equipment operators and labourers. Supervisors deal with staff performance management, attendance management, disciplinary and safety issues, injury accidents, overtime authorization, vacation and leave approvals, timesheet approvals and related administrative matters. Supervisors ensure that appropriate licensing, safety training and certification and Occupational Health and Safety procedures are followed.

TYPICAL DUTIES*

Plans and schedules construction projects requiring a wide variety of support material, supplies and services and directs the delivery, assembly and deployment, and removal of facilities and equipment through field operations crews.

Directs the set up and removal of tunnel equipment including gantry and derrick hoists, stationary compressors, etc. and supervises the drilling of vertical shafts, access manholes and similar utility access provisions.

Oversees the location and backfilling of underground cavities to prevent subsidence, including the application of pressure grouting.

Determines the equipment requirements of individual construction sites – generators, compressors, pumps, batteries, chargers, concrete pumps, hand tools, pipe (concrete, p.v.c.), pipe fittings, mine rail and ties, lumber, etc.

Directs the fabrication and jobsite delivery of tunnel ribs to meet the needs of tunnel construction and general carpentry required by construction sites.

Supervises Leaders in charge of the yard storage facility to provide for the efficient, safe and effective handling by staff and ensures that returned equipment is inspected, serviced, and repaired prior to storage.

Works with other Supervisors to assemble material/equipment packages prior to the commencement of major projects and ensures that ongoing materials and supplies are dispatched in accordance with construction schedules.

Directs the removal of equipment following project completion and ensures proper clean-up and rehabilitation of landscaping, etc.

Assists with interviewing applicants for truck driving, equipment operations and labouring work, selects new employees, arranges for training and orientation of successful applicants and evaluates the suitability of individuals during probationary service.

Conducts staff safety discussions, tailgate talks, occupational health training, etc. and maintains an awareness of ongoing issues related to health and safety.

Initiates staff disciplinary procedures (counseling, oral and written warnings, etc.) in areas of performance, attendance, safety and equipment handling violations, etc. prepares required documentation as required and refers chronic or severe disciplinary matters to the supervisor.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the equipment, materials, supplies associated with civic infrastructure construction and maintenance.

Knowledge of the applicable methods and procedures involved in the safe handling and storage of construction equipment and supplies.

Ability to effectively supervise the daily ongoing activities of a workforce, including performance monitoring, attendance management, and Occupational Health and Safety compliance and ability to communicate effectively with others on matters related to construction support delivery and problem resolution.

Ability to effectively interpret and apply the concepts, principles and behaviours consistent with leading, motivating and encouraging staff; ensuring compliance with the City's policies and procedures and representing the City of Edmonton in a professional, honest, respectful, and safe manner.

Skilled in the operation of inventory management software and office automation software support systems.

Skilled in the operation of materials handling vehicles and associated equipment, the use and demonstration of proper lifting techniques and safety procedures.

TRAINING AND EXPERIENCE REQUIREMENTS**Job Level**

Grade 12 supplemented by foremanship training including Level I and Leading People for Results. A minimum of 5 years of experience in the handling of construction equipment and materials, operations and maintenance of materials handling vehicles and associated equipment is required.

Valid Alberta Drivers License, City Driving Permit, Hoisting and Rigging Course Certificate, First Aid Certificate.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	1919			

Last Updated:

Previous Updates:

Originated:

2005/02 (Draft)