

## Roadway Maintenance Leader I

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### **DEFINITION**

This work involves the direct supervision of crews and equipment assigned for the maintenance and repair of City roadways. Roadway maintenance programs are operated from district yards that segment the City. Daily working duties of this class vary according to season, weather conditions and construction/maintenance activities in progress or at completion phase. Crew sizes supervised and directed vary according to maintenance programs in operation and other conditions. As a working leader, employees in this class participate in manual labour, equipment operation, and related aspects of jobsite working activities. The nature of work performed in this class requires shift schedules to provide 7 day, 24 hour coverage.

Roadways maintenance programs include Spring Cleanup, Street Sweeping, Roadway Oiling, Asphalt and Concrete repair, Snow and Ice Control, Auxiliary Structure Maintenance, Dust Abatement, Litter Control, and Sidewalk and Gutter Replacement, etc.

Leaders are responsible for worksite supervision and training activities required to achieve program, productivity and completed work quality objectives. Field level operations decisions are made in relation to site conditions, traffic loads, activity assignments, priorities, equipment breakdowns, material availability, employee training and performance, safety and environmental regulations compliance, etc. Major operational and field decisions are referred to a Supervisor when required.

Employees in this class maintain manual and electronic records and reports of activities performed, materials used, staff and equipment time, etc. May complete written reports associated with staff performance, discipline, health and safety, or other administrative matters.

### **TYPICAL DUTIES\***

Assists with the planning of various roadways maintenance activities in conjunction with supervising Foremen, providing estimates of crew size, equipment requirements, productivity objectives, etc. and maintains an ongoing awareness of district roadways maintenance schedules.

Leads crews to various jobsites in relation to schedules, assesses field conditions upon arrival, directs the setup of equipment and manpower and initiates appropriate traffic control and related safety measures as required.

Oversees pothole repairs and utility cut repairs.

Evaluates the current capabilities and productivity of individual crew members, assigns work tasks to labourers and others, demonstrates the use of equipment and tools to train individual crew members as required, and ensures that appropriate safety and related occupational health regulations are observed by the crew.

Participates in equipment operations, labouring activities, etc. as required.

Responds to unforeseen changes in worksite conditions, weather changes, crew injury, equipment breakdowns or malfunctions and related unforeseen circumstances and makes appropriate field decisions in response to requirements. May alert supervising foremen, safety specialists, and others to attend the worksite in a timely fashion in response to emergent situations.

Maintains appropriate records such as worksite logs, activity times and materials of jobs completed or in progress, and completes reports of completed work, variances from work schedules, observed field roadways conditions and maintenance issues, equipment problems, staff performance and discipline issues, etc.

Performs related duties as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge of the equipment, procedures, routes, and associated policies and Bylaws related to the City's roadways maintenance and related programs.

Ability to effectively supervise the daily ongoing activities of a roadways and streets maintenance workforce, including performance monitoring, attendance management, and Occupational Health and Safety compliance.

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.

Ability to organize, deploy and lead a crew to meet planned activity and productivity demands and to initiate changes in response to changes, emergent situations, etc.

Ability to communicate effectively with the public on matters related to maintenance activity.

Skilled in the operation of maintenance vehicles, tools and associated equipment, and the use and demonstration of proper toll and equipment use and safety procedures.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

Grade 12 supplemented by supervisory training including Level I.

A minimum of 3 years of experience in roadways maintenance including operation of all vehicles and associated equipment is required.

Valid Class 3 Alberta Drivers License with airbrake certification, City Driving Permit.

*\* 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.*

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	1910			

Last Updated:  
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