

Yard Leader

DEFINITION

This work involves supervising the activities of a large-scale materials and equipment storage yard. Incumbents in this class assign and monitor work of crews involved in the receipt, handling and organization, storage and deployment of construction materials, equipment and supplies as required by construction and maintenance programs throughout the year. Work is performed under the general direction of a Supervisor. Working activities of crews within the yard can vary according to season and construction activity in progress.

Equipment returned to the yard is inspected to determine whether preventive maintenance or repair measures are required to be taken. Yard Leaders ensure that equipment inventories are current, that yard space is used efficiently and that stored items remain in good repair. Materials are assembled and dispatched to construction sites in relation to scheduled and emergent needs and the Foreman determines the working priorities of yard crews to meet these requirements.

Employees in this class are responsible for the selection, training and performance evaluation of site equipment operators and labourers. Leaders 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. Leaders ensure that appropriate licensing, safety training and certification and Occupational Health and Safety procedures are followed.

TYPICAL DUTIES*

Supervises the storage and handling of a wide variety of construction equipment and materials in the yard, ensures that all items are properly inventoried, and directs the activities of crews involved in the receipt, handling, and dispatching of materials.

Organizes 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 Supervisor 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.

Supervises and directs the pipe delivery operations and dispatch out of the yard facility.

May assist the Supervisor with the site setup of equipment for major tunnel construction, vertical shaft drilling, grouting operations, 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.

Evaluates staff performance on an ongoing basis and determines the need for equipment and handling training, re-assignment, safety training, discipline, attendance management and related procedures.

Monitors the operational condition and efficiency of the yard facilities, schedules and arranges for maintenance and repair activity, and responds to unusual equipment malfunction and service problems.

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.

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 communicate effectively with others on matters related to service delivery and problem resolution.

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 3 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, 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	1899			

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