

Open Cut Leader

DEFINITION

Employees in this class act as site supervisors over crews engaged in construction and maintenance of sanitary sewers, chambers, catch basins, sanitary and storm mains, water lines and associated utility duct lines. As a working supervisor, incumbents also perform working tasks in conjunction with crew labouring and equipment operations.

As site supervisor, incumbents assign working activities to crew members, monitor the ongoing progress of work, make field decisions in relation to tasks and activities, ensure that worksite safety and other environmental protection procedures remain in place, and advise the Supervisor of project progress and unusual problems.

Open Cut Leaders are responsible for ensuring the quality of work performed by the crew, bringing projects to completion within specified timeframes, dealing with contractors, surveyors, outside utility personnel, public complaints, etc. Projects supervised vary in complexity and scope, and typically involve the use of heavy equipment, construction tools and working in open cut trenches and deep excavations.

Crew training, safety awareness and performance evaluation constitute a key aspect of the site supervision work required in this class. Work is performed in compliance with applicable ISO standards.

TYPICAL DUTIES *

Assist the Open Cut Supervisor with plans and blueprints reviewed in advance of open cut construction and maintenance projects, determines resources (crews, equipment, etc.) required.

Ensure that pre-construction site activities such as utility staking, surveys, road closures and diversions, etc. are completed in advance of construction commencement as well as post-construction clean-up and site rehabilitation procedures undertaken.

Direct the day-to-day working activities of crews, assigning tasks to crew members to achieve project completion schedules, and responding to changes in field conditions (weather), materials and equipment availability, etc. Lead the working activity of crews to achieve production schedules and quality specifications.

Inspect safety work (excavation shoring, trench cuts, etc.) for compliance to standards of quality and safety and orders remedial measures to be undertaken when necessary.

Respond to unforeseen instances and makes appropriate field decisions as required. Advise the Supervisor of project changes when required.

Ensure that rigorous safety regulations and environmental protection procedures are followed, and respond to environmental hazards and events in a timely manner. Report and document safety violations and environmental infractions in a timely manner.

Train, orient and evaluate the performance of both permanent and seasonal staff, and initiates disciplinary actions when necessary.

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Make field operational decisions to meet service objectives, responds to unusual situations related to weather conditions, equipment breakdowns, staff injuries and other unforeseen situations.

Complete daily time sheets, production reports, equipment reports, and other field data on an ongoing basis. Documents changes to plans and blueprints as per as-built information.

Maintain an awareness of new equipment, materials and methods in support of drainage system infrastructure, and provide leadership and training to implement new methods into the working environment. Research and complies information in support of the acquisition of new and replacement equipment.

Perform related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the equipment, procedures, and safe working practices associated with open cut construction and maintenance.

Ability to effectively supervise the daily ongoing activities of an open cut construction crew, including performance monitoring, attendance management, and Occupational Health and Safety compliance.

Ability to supervise large-scale worksite projects and to respond to unforeseen situations such as weather conditions, equipment breakdowns, environmental spills, etc.

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 the public on matters related to service delivery and to resolve complaints in an expeditious manner.

Skill in the operation of open cut construction 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 4 years of experience in all aspects of open cut construction and maintenance is required. Valid Alberta Drivers License, City Driving Permit.

Drainage Services:

The City of Edmonton is required to meet Alberta Environment Wastewater Collection Certification requirements for Drainage Services positions under this classification. All employees are required to obtain Level II Wastewater Collection Certification under the Alberta Environment Certificate program within 2 years of appointment to a permanent position within this class. Once the required level of certification is attained, the employee will transfer to the certified job code for this class, with the commensurate rate of pay.

The Drainage Branch reserves the right to waive the certification requirement for:

- an individual employee after 2 unsuccessful attempts at attaining the certification in a 2 year time frame or for
- a posted Design & Construction Section vacancy, where specific circumstances warrant,

provided that such waiver does not jeopardize the branch's ability to meet Alberta Environment certification requirements. The following classifications in the Drainage Operations Section will continue to require certification and incumbents will not be eligible for waiver of the certification requirement under any circumstances - these classifications are: Drainage Supervisor, Drainage Trainer, Training & Safety Instructor, Drainage Leader II, Maintenance Repairman II, and Pumpwell Millwright II.

* *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	10M	10A	10B	10C
Drainage Uncertified Grade	1898 024			
Drainage Certified Grade	2197 118			
Last Updated:	2010-06			
Originated:	2004-10			