

## Tunnel Supervisor

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### **DEFINITION**

This is advanced foreman level work which includes planning, scheduling, coordinating, inspecting, assigning and supervising the work of crews engaged in deep sewer tunnel construction projects. Incumbents are responsible for exercising independence in determining priorities in keeping with established policy and work commitment and providing technical advice to subordinates. Work of this class differentiates from that of a Tunnel Foreman I in the scope of project. Tunnel Foremen II supervise Tunnel Foremen I and are responsible for determining the size of crews required to complete projects. Supervision is received through verbal discussion or in the form of plans, work orders, blueprints, sketches, etc. Work may be checked in progress by a superior to ensure schedules and established standards are being met. Responsibilities also include recommendation of crew discipline, ensuring the training of employees, approval of overtime and ensuring adherence to established safety standards. Incumbents check and complete daily reports, including cost sheets, time sheets, daily work progress reports, etc.

### **TYPICAL DUTIES** \*

Coordinate, assign and supervise the work of shift foremen and their respective crews engaged in underground and surface activities at an assigned sewer tunnel construction project.

Coordinate and supervise the work of subordinate foremen by assisting them in solving problems encountered in work projects; refers to plans and sketches for guidance in directing construction.

Ensure the proper operating condition of equipment and the availability of adequate construction materials, equipment and tools at job sites.

Compile daily time sheets and unit cost reports.

Perform related duties as required.

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

Extensive knowledge of the standard methods, materials, tools and equipment used in deep sewer tunnel construction.

Extensive knowledge of the occupational hazards and safety precautions applicable to the work.

Ability to plan, schedule and assign work.

Ability to understand and execute oral and written instructions and to work from plans and specifications.

Ability to understand technical construction terminology.

Ability to prepare reports and make cost, materials and equipment estimates.

Ability to plan, assign and direct the work of subordinates.

Ability to establish and maintain an effective working relationship.

Ability to plan, schedule and assign work.

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.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

Completion of the twelfth school grade or an equivalent combination of training and experience; six (6) years of progressively responsible experience in deep sewer tunnel construction, including demonstrated supervisory ability.

Completion of Leading People for Results.

Possession of a valid Class 5 Alberta Motor Vehicle Operator's license.

**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	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Drainage Uncertified Grade	1916	042		
Drainage Certified Grade	2198	126		
Last Updated:	2010-05			
Originated:	2005-05			