

## Heavy Equipment Supervisor

---

### **DEFINITION**

This is advanced foreman level work in directing the operation, servicing and repair of heavy equipment.

Work of this class involves planning and supervising the activities of employees engaged in the operation and repair of heavy equipment such as tractors, backhoes, loaders and cranes. The incumbent coordinates the allocations of operators and equipment among various construction sites, ensuring the proper maintenance of all machinery. Other responsibilities include training employees, contacting rental firms to replace incapacitated items, and maintaining daily equipment logs. The position allows substantial independence in order to keep construction projects on schedule; work is intermittently reviewed by a supervisor through verbal discussions and cost reviews. The incumbent is responsible for providing cost estimates and justification for major repairs and modifications, while a supervisor decides on machinery replacement and changes in department equipment policy.

### **TYPICAL DUTIES\***

Schedules work for all operators, ensures the availability of relief operators, approves vacations and monitors subordinates' operation and maintenance of assigned equipment for adherence to departmental procedures and safety regulations.

Maintains comprehensive records for each item of equipment with respect to down time, mechanical malfunctions and repairs necessary. Assembles reports on the suitability, reliability, availability and operating costs of various models of equipment.

Contracts equipment rental firms to provide replacements for incapacitated machinery, minimizing construction delay; coordinates the delivery of air compressors, pumps, tampers and other light equipment to job sites as requested.

Liaises with Mobile Equipment Services (MES) for the repair and maintenance of all heavy machinery. Ensures that routine maintenance, such as greasing, is performed by subordinates according to schedules.

Assists Equipment Director in determining the required specifications for new equipment.

Assists with interviewing potential employees, trains and evaluates new operators, and recommends subordinates for disciplinary action.

Performs administrative duties such as keeping time sheets, maintaining daily equipment logs and submitting manufacturer warranties.

Performs related duties as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Extensive knowledge of heavy equipment operation, maintenance and repair.

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

Knowledge of technical construction terminology and principles.

Ability to express ideas effectively orally and in writing, and to work from plans and specifications.

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

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

Ability to maintain effective working relationships with MES, manufacturers, rental equipment companies, labour foremen and subordinates.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

Completion of the twelfth school grade or an equivalent combination of training and experience. Five years experience in operating and maintaining heavy equipment, including demonstrated supervisory ability. Completion of Level I and Level III Foremanship Training or an equivalent recognized by the City of Edmonton; incumbents must successfully complete Level II Foremanship Training upon appointment, and Level IV Foremanship Training will be completed at the earliest suitable date. Possession of a Class 3 Alberta motor vehicle operator’s license.

*\* 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	1917			
Last Updated:	2005/07			
Previous Updates:	1979/01			
Originated:	1978/11			