



#### **IDENTIFICATION**

Department		Position Title	
Infrastructure		Highway Maintenance Supervisor	
Position Number(s)		Community	Division/Region(s)
33-0099		Fort McPherson	Beaufort Delta Region

#### **PURPOSE OF THE POSITION**

The Highway Maintenance Supervisor coordinates the repair and maintenance of roads, highways, campgrounds and rest areas to their designed capacity to enable safe travelling by supervising and directing own force crews and administering various contracts.

#### **SCOPE**

The position is located In Fort McPherson and reports directly to the Regional Manager, Highway Operations. The incumbent supervises the daily highway operations for the public highway system in the Fort McPherson area to ensure the system is safe for the public and effectively maintained to maximize the serviceable life of the infrastructure. The incumbent supervises highway maintenance operations from an operating budget of approximately 1.2 million dollars (2001-2002) for the delivery of highway maintenance programs to approximately 142.6 kilometers of the regional public highway system. In addition, the incumbent will provide supervision for annual operations and maintenance projects, which vary annually from 100,000 dollars to 500,000 dollars.

## **RESPONSIBILITIES**

### **1. Manages the delivery of the highway maintenance system which, defines the highway maintenance performance standard for the highway system to enable safe traveling conditions by:**

- Planning and preparing weekly schedules for labor and equipment work activities.
- Monitoring and supervising work activities and ensuring proper methods are adhered to and ensuring proper signage is in place. Patrolling the highway to monitor effectiveness of the program and taking any remedial action upon observing a deficiency.
- Reviewing workload and priorities on an ongoing basis and making recommendations to the Regional Superintendent, Inuvik Region for changes as necessary.
- Directing and instructing personnel on the job requirements and assigning personnel and equipment in accordance with the weekly schedules.
- Scheduling, supervising and reporting to the Preventative Maintenance program for equipment in accordance with the equipment Maintenance Management system and consulting with the Regional Superintendent, Inuvik Region for the scheduling of major equipment repairs in the Central repair shop. Requisitioning supplies and materials as necessary.
- Controlling and reporting on all inventories assigned to the camp.
- Reporting on personnel, finances, and program performance in the manner prescribed.
- Supervising project crews as assigned.
- Administering contracts by supervising the contractor, reporting on work performance and inspecting and approving completed work for progress claim payments.
- Managing the physical and fiscal year productivity of the maintenance camp based on activity reports to ensure the camp is conforming to departmental policy and standards.
- Instructing staff on proper procedures for working in a cold environment.
- Conducting monthly safety meeting with staff.
- Instructing and supervising staff in the proper safety procedures set out by the department.
- Contacting and dealing with public and private individuals who may be affected by maintenance activities, to maintain satisfactory community goodwill with the department.

### **2. Assists the Regional Manager, Highway Operations in planning the Highway Maintenance program for the camp for inclusion in the department's overall program estimates by:**

- Supporting activities of the above responsibility.
- Determining required workloads for the coming year.
- Determining required resources necessary to accomplish workloads.
- Attending district meetings and briefings with the Regional Manager, Highway Operations Updating, controlling and reporting on all inventories of assets assigned to the camp.

### **3. Other duties including but not limited to:**

- Supporting activities of the above responsibility.
- Reporting to Regional head office daily, or more often, on road conditions.
- Supervising the installation of new facilities and services. Completing reports for review by supervisor.
- Maintaining a personal written diary of each day's activities and observations.
- Attending conferences and training sessions.
- Training staff in the operation of equipment.

## **WORKING CONDITIONS**

### **Physical Demands**

The employee is required to perform some heavy physical work for 1 to 3 hours per week and spends 1 to 5 hours per day driving.

### **Environmental Conditions**

The incumbent is expected to work outdoors and is therefore exposed to seasonal weather extremes and dusty highway conditions for 3 hours per week.

The incumbent has daily exposure to hazardous material such as gasoline, propane, diesel, fuel, lubricants, and is occasionally required to use hand and power tools for 1 to 2 hours per day.

### **Sensory Demands**

Extensive need for sensory attention to safely operate and control equipment, use various attachments and materials for 1 to 5 hours per day.

When using power tools or operating equipment the incumbent relies considerably on his/her sensory feedback to avoid accidents and accomplish the work for 1 to 5 hours per day.

### **Mental Demands**

There is limited mental stress; but occasionally the incumbent can be involved with seriously or fatally injured persons in a vehicle accident: which would cause considerable mental stress. In addition, mental stress can come from working while accommodating highway traffic and tactfully dealing with the complaints for 1 to 2 hours per day. This position is on full time, standby 24 hours per day, 7 days a week.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Academic skills to administer contracts, prepare reports, analyze data, implement Highway Maintenance Management System and understand the management of budgets.
- Ability to determine effective and practical highway maintenance practices.
- Communication skills to effectively deal with the public and with staff to maintain a satisfactory level of results and compatibility.
- Management skills to effectively supervise, plan and organize resources to achieve established standards.
- Ability to determine the most economical efficient and effective utilization of highway maintenance equipment to achieve the required road maintenance standard to ensure the traveling public's safety.
- Able to work effectively in a cross-cultural environment.
- Ability to pass a professional drivers upgrade course.
- Ability to use a computer to: operate computer software programs (Word processing, Spreadsheets, Databases, Electronic mail, etc.); monitor and control operational and financial activities and, prepare a variety of financial and administrative plans, responses, recommendations and reports.

## **Typically, the above qualifications would be attained by:**

- Successfully completing Grade 12 High School.
- Possessing an unrestricted Class 1 Drivers license with Air Brake endorsement, to operate equipment legally.
- 5 years of work experience in the highway maintenance or highway construction field at an equipment operator's level, lead hand or supervisory position.
- 3 years of work related experience in administering contracts and providing effective written and verbal communication.
- 2 years of supervisory experience as required planning, organizing, allocating resources, supervising the work and achieving accountability for the assigned program.
- Possessing an HE Journeyman Certification in the operation of three pieces of heavy equipment (motor grader, tandem truck, loader and/or crawler tractor) recommended.
- Having at least 1 year of experience supervising staff in a cross-cultural setting.

## **ADDITIONAL REQUIREMENTS**

### **Position Security** (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

### **French language** (check one if applies)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

### **Aboriginal language:** Choose a language

- ☐ Required
- ☐ Preferred