



IDENTIFICATION

Department	Position Title	
Infrastructure	Highway Maintenance Supervisor	
Position Number(s)	Community	Division/Region(s)
33-133	Enterprise	Highways/South Slave

PURPOSE OF THE POSITION

The Highway Maintenance Supervisor plans, organizes and initiates the repair and maintenance of airports, roads, highways, bridges, campgrounds and rest areas to their designed capacity. The goal is to ensure the system is safe for public use and effectively maintained to maximize the serviceable life of the infrastructure to meet or exceed the design life cycles.

SCOPE

The Highway Maintenance Supervisor positions are located in Buffalo River, Enterprise and Fort Smith and report directly to the Regional Manager Highway Operations. The incumbent plans, organizes and supervises the repair and maintenance of the public highway system in the Buffalo River, Enterprise and Fort Smith maintenance beats to ensure the system is safe for the public and effectively maintained to maximize the serviceable life of the infrastructure.

Through a staff of 6 permanent employees and 8 casual appointments, the incumbent supervises highway maintenance operations from an operating budget of approximately 1 million dollars for the delivery of highway maintenance programs to approximately 300 kilometers of the regional public highway system. In addition to the maintenance of the all-weather highway system, the incumbent supervises and supports own forces capital funded chip seal and overlay projects. During peak work periods (e.g. summer maintenance and chip seal overlay projects within South Slave region) additional operators and private contractors (staff and equipment) are hired on (as and when contracts) to meet resource requirements and complete projects in a timely manner.

In addition to the maintenance of the all-weather highway system and winter road system, the incumbent will provide supervision for annual operations and maintenance projects, which vary annually from 200,000 dollars to 1 million dollars.

The incumbent supervises the day to day maintenance of public roads in Wood Buffalo National Park, the Province of Alberta and the Town of Hay River as per established Memorandums of Understanding (MOU) for contracted services, total budget 2,000,000.

This is a highly accountable front line position within the organization. The approximate value of the infrastructure being maintained through the actions of this position is 150 million dollars. Decisions made and actions taken, directly impact the public's ability to safely use the airport and highway system and directly impacts the life cycle costs of replacing the infrastructure. Failure to meet the maintenance objectives can result in a reduced infrastructure life cycle, which will result in significant capital cost for replacement of the assets.

RESPONSIBILITIES

1. Plans, organizes and supervises the delivery of the highway maintenance program, which defines the highway maintenance performance standard for the highway system to enable safe traveling conditions by:

- Providing a level of service based on the guidelines established by the current edition of the Departments Highway Maintenance Manual for the various classes of highway and roads to achieve infrastructure design life cycles and safe public use of the highway system.
- Planning and preparing weekly work schedules and allocating resources to achieve effective results with efficient use of resources.
- Monitoring and supervising work activities and ensuring proper methods are adhered to and ensuring proper signage is in place.
- Supervising the installation of new facilities and services when assigned tasks to ensure contracted conditions are met and value for public spending is achieved.
- Acting as a role model to subordinates, researching new methodologies, reviewing present practices and adopting new practices to improve productivity and improved level of service.
- 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 Manager 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 consults with the Regional Manager 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.
- Preparing documentation associated with the financial authority of the position including PeopleSoft, expenses, and purchasing of materials and services.

- Supervising project crews as assigned.
- Administering contracts by supervising the contractor, reporting on work performance and inspection, 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. Supervising, scheduling, inspecting and approving completed contracted services to ensure contractual obligations are met in the areas of:

- Granular crushing
- Surface and pavement improvements
- Capital infrastructure improvements
- Right-of-way mowing
- Line painting
- Highway safety improvements
- Drainage improvements
- Commercial signage
- Utility construction
- Supervising the delivery of contracted services (heavy equipment rental) that support the Highway Maintenance Manual.

3. Under the direction of the Regional Manager and in consultation with Federal and Provincial stakeholders, supervises the day to day maintenance of public roads in Wood Buffalo National Park, the Province of Alberta and the Town of Hay River as per established Memorandums of Understanding (MOU) for contracted services.

Target Accomplishments:

- Planning, organizing and supervising the maintenance of roadways, drainage systems, roadside signage, chip seal repairs, brush and weed control, animal control, dust control, and snow removal and ice control. Supervising a staff of equipment operators, providing advice to management and outside stakeholders and performing other duties, as required.
- Planning and supervising the maintenance of the winter road between Ft. Chipewyan and Ft. Smith through Wood Buffalo National Park.
- Providing daily reporting of work activities which are used to provide separate work information for each MOU as required to invoice the work performed. Third party road maintenance budgets total 2 million dollars in revenue. Assisting management with the

development of the yearly work plan and budgets. Inspecting work for adherence to the operational requirements and standards.

- Investigating accidents involving personnel and equipment, inspecting work areas for safety and reporting findings, and adjusting work schedules to meet changing priorities and emergencies as required by NWT, Parks Canada and the Municipality of Wood Buffalo.

4. Assists the Regional Manager in planning the Highway Maintenance program for the camp for inclusion in the department's overall program estimates by:

- Determining required workloads for the coming year.
- Determining required resources necessary to accomplish workloads.
- Attending regional meetings and briefings with the Regional Manager.
- Updating, controlling and reporting on all inventories of assets assigned to the camp.

5. Delivers the departmental safety program. The incumbent is responsible for maintaining a 'culture' of worker safety by following all safety procedures, promoting and motivating a 'safety first' attitude in the working group. The accountability in this area is very high for due diligence and actions taken. The goal is an accident free workplace and highway system.

- Monitoring work performance of new employees to ensure they have a sufficient knowledge of work procedures and equipment operation to be safe and injury free.
- Holding regular monthly safety meetings and daily toolbox meetings with the staff to continually promote a safe work environment and correct safety deficiencies.
- Ensuring the highway system has proper signs installed that meet standards established by the Department and the current edition of the Transportation Association of Canada's Manual of Uniform Traffic Control Devices to ensure user safety and national signage continuity.
- Ensuring work crews have proper work zone signing in place prior to daily activities to ensure public and employee safety.
- Reporting daily on highway conditions that can affect the safety and well-being of the highway system users for publication in the DOT public website.
- Instructing and supervising staff in the proper safety work procedures set out by the department and ensuring that staff are trained on the safe operation/use of new equipment and materials to achieve the ultimate goal of no lost time accidents and no property damage loss.
- Responsible for all documentation required by administration of the Safety Program. This is a large component of the program focusing on safety loss and control.
- Managing and reporting on stressful unplanned emergency events such as vehicle accidents and natural disasters that create unexpected change to scheduled activities. Must be available to respond to emergency situations in a timely manner.

- 6. Supervises staff. The incumbent delivers the highway maintenance program through subordinate staff. Winter highway maintenance is scheduled every day depending on road and weather conditions. The goal is to have a highly motivated, high achieving team that can work in harmony and within the terms of employment.**
- Scheduling and assigning work tasks to subordinate employees to ensure the effective delivery of the highway maintenance program is achieved.
 - Supervising and monitoring winter maintenance to ensure effective winter maintenance service and that all conditions of the UNW collective agreement are met.
 - Supervising construction and maintenance of winter roads.
 - Orienting and training new employees to ensure all GNWT workplace policies are followed and acceptable behaviour and practices are known.
 - Evaluating staff performance, preparing training/development plans, following the terms of employment (code of conduct, UNW agreement, progressive discipline, etc.) to promote career development and acceptable workplace behaviour.
 - Mediating workplace disputes to a favourable outcome for all parties.
- 7. Supervises own forces assisting the chip seal capital overlay program on Highways 1,2, 5 & 6 in Fort Smith, Fort Resolution & Hay River.**
- Establishing construction methods and scheduling activities to repair and construct chip seal overlays with own forces while ensuring that effective and timely completion of work is achieved.
 - Supervising the construction activities and training new staff to ensure worker safety is achieved.
 - Requisitioning required material and equipment to perform chip seal overlay.
 - Preparing daily reports for cost estimates used to recover costs from chip sealing capital program.
- 8. Under the direction of the Airport Manager, supervises the day to day operations of Fort Resolution Airport, implements safety, operations, maintenance and related airport programs. Target Accomplishments:**
- Planning, organizing and supervising the operational and structural repair of runways, taxiways, aprons, storm drainage systems, parking areas and ramps including snow removal and ice control, lighting, maintenance of airfield and landscaped grounds, signs and fencing, wildlife control, weed and brush control, maintenance and repair of all associated mobile and vehicular equipment, supervising a staff of equipment operators, providing advice to management and performing other duties.
 - Providing regular runway condition reports to ensure aviation information system has consistent and accurate information on current runway conditions.
 - Inspecting work for adherence to the operational requirement and standards.
 - Investigating accidents involving personnel and equipment, inspecting work areas for safety and reporting findings, adjusting work schedules to meet changing priorities and emergencies.

WORKING CONDITIONS

Physical Demands

No unusual demands.

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, and to obtain First Aid and CPR Certificates, WHMIS Certificate, and Supervisory Skills training.
- Working knowledge of Government Human Resources policy and procedures including staffing, labor relations, benefits, payroll and conflict resolution.

- Working knowledge of the operation and maintenance of the various pieces (up to 45 units) of heavy and light equipment used for highway maintenance.
- Working knowledge of soils, granular materials, asphalt products, chemicals and drainage.
- Ability to use a computer to operate computer software programs (word processing, spreadsheets, databases, electronic mail, etc.) to 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:

- Secondary School Diploma / completion of Grade 12.
- Possess Heavy Equipment Journeyman certification in the operation of three pieces of heavy equipment (motor grader, tandem truck, and loader and/or crawler tractor).
- Possess unrestricted Class 1 Drivers license with Air Brake endorsement, to operate equipment legally.
- 5 years working experience in the highway maintenance or highway construction field at a heavy equipment operator, lead hand or supervisory position.
- 3 years work related experience in administering contracts, utilizing a computer and providing effective written and verbal communication.
- Minimum 1 year of experience supervising staff in a cross-cultural setting, and 2 years supervisory experience in planning, organizing, allocating resources, supervising the work and achieving accountability for the assigned program.

ADDITIONAL REQUIREMENTS

Position Security

- 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