



IDENTIFICATION

Department	Position Title	
Infrastructure	Highway Maintenance Supervisor	
Position Number	Community	Division/Region(s)
33-0146	Fort Simpson	Highways/Deh Cho Region

PURPOSE OF THE POSITION

The Highway Maintenance Supervisor coordinates the repair and maintenance of winter roads, highways, bridges, campgrounds, and rest areas as well as Airport maintenance programs 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 Simpson and reports directly to the Regional Manager, Highway Operations. The incumbent supervises the daily highway operations for the public highway system in the Nahendeh and Sahtu areas to ensure the system is safe for the public and effectively maintained to maximize the serviceable life of the infrastructure.

The incumbent exercises a spending authority of \$10,000 on local contracts and \$5,000 on purchases of materials and supplies. In addition, the incumbent supervises highway maintenance operations for the delivery of highway maintenance programs to approximately 1,725 kilometers of the regional public highway system, which includes all weather roads, winter roads, access roads and two class "C" airports.

RESPONSIBILITIES

- 1. Manages the delivery of the highway maintenance system and Airports Maintenance guidelines, which define the highway maintenance performance standard for the highway and airport system to enable safe traveling conditions by:**
 - Planning and preparing weekly schedules for labor and equipment work activities.

- Monitoring and supervising work activities, as well as ensuring proper methods are adhered to and proper signage is in place.
- Patrolling the highway and inspecting airports 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 consulting 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.
- 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.
- 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 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 district meetings and briefings with the Regional Manager.
- Updating, controlling and reporting on all inventories of assets assigned to the camp.

3. Other duties including, but not limited to:

- Reporting to Highways head office daily or more often on road conditions.
- Preparing and administering formal contract documents.
- 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.
- Preparing land use, environment, regulatory, and other permits as required.

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.
- Ability to work effectively in a cross-cultural environment. The ability to pass a professional drivers upgrade course.
- Ability to use a computer to operate 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:

- Successful completion of Secondary School Diploma – Grade 12
- Heavy Equipment Operator Journeyman certification (motor grader, tandem truck, loader, and/or crawler tractor)
- Possess unrestricted Class 1 driver's license with Air Brake endorsement
- 5 years working experience in the highway maintenance or highway construction field at an equipment operator's level or lead hand or supervisory position.
- Minimum 3 years' experience in administering contracts and providing effective written and verbal communication.
- Minimum 2 years supervisory experience allowing incumbent to plan, organize, allocate resources, supervise the work and achieve accountability for the assigned program; at least 1 year of experience supervising staff in a cross-cultural setting.
- Training in oil spill response, oil-handling facilities, transportation of dangerous goods, WHMIS.

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