



IDENTIFICATION

Department	Position Title	
Infrastructure	Highway Maintenance Supervisor	
Position Number	Community	Division/Region
33-10614	Yellowknife	North Slave Region

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

Located in Yellowknife this position reports to the North Slave Regional Manager Highway Operations. The incumbent plans, organizes and supervises the repair and maintenance of the public highway system in the Yellowknife beat to ensure the system is safe for the public and effectively maintained to maximize the serviceable life of the infrastructure.

Through a staff of permanent employees and casual appointments, the incumbent supervises highway maintenance operations for the delivery of highway maintenance programs to the regional public highway system. In addition to the maintenance of the all-weather highway system, the incumbent supervises and delivers own forces capital funded chip seal and overlay projects. During peak work periods (eg summer maintenance and chip seal overlay projects within north 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 will, in affiliation with other Highway Maintenance Supervisors, oversee the construction and general maintenance of the ice roads to Whatì, Gamètì, Wekweètì, and Dettah communities. This provides a safe movement of goods and services and provides economic stability, tourism and quality of life to residents in the area.

This is a highly accountable front line position within the organization. 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:

- Provides 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.
- Plans and prepares weekly work schedules and allocates 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.
- Acts as a role model to subordinates, researches new methodologies, reviews present practices and adopts 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 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.
- Prepares documentation associated with the financial authority of the position including people soft, 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 owing, Line Painting.
- Highway Safety Improvements.
- Drainage Improvements.
- Commercial Signage.
- Utility construction.
- Supervises the delivery of contracted services (heavy equipment rental) that support the Highway Maintenance Manual.

3. 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.

4. Delivering the departmental safety program. The incumbent is responsible to maintain 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.

- Monitors work performance of new employees to ensure they have a sufficient knowledge of work procedures and equipment operation to be safe and injury free.
- Holds regular monthly safety meetings and daily toolbox meetings with the staff to continually promote a safe work environment and correct safety deficiencies.

- Ensures 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.
- Ensure work crews have proper work zone signing in place prior to daily activities to ensure public and employee safety.
- Reports daily on highway conditions that can affect the safety and well-being of the highway system users for publication in the DOT public website.
- Instructs and supervises staff in the proper safety work procedures set out by the department and ensures 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 focussing 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.

5. 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.

- Schedules and assigns work tasks to subordinate employees to ensure the effective delivery of the highway maintenance program is achieved.
- Supervises and monitors winter maintenance to ensure effective winter maintenance service and that all UNW collective agreement conditions are met.
- Supervises construction and maintenance of winter roads.
- Orients and trains new employees to ensure all GNWT workplace policies are followed and acceptable behaviour and practices are known.
- Evaluates staff performance, prepares training/development plans, follows the terms of employment (code of conduct, UNW agreement, progressive discipline, etc.) to promote career development and acceptable workplace behaviour.
- Mediates workplace disputes to a favourable outcome for all parties.

6. Supervises the chip seal capital overlay program on local highways.

- Establishes construction methods and schedules activities to repair and construct chip seal overlays with own forces while ensuring that effective and timely completion of work is achieved.
- Supervises the construction activities and trains new staff to ensure worker safety is achieved.
- Requisitions required material and equipment to perform chip seal overlay.
- Prepares daily reports for cost estimates used to recover costs from chip sealing capital program.

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

Exposed to seasonal weather extremes and dusty highway conditions for 3 hours per week.

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.

The incumbent faces working while accommodating highway traffic and tactfully dealing with various 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

- Working knowledge of the operation and maintenance of the various pieces (up to 45 units) of heavy and light equipment used for highway maintenance.
- Knowledge of soils, granular materials, asphalt products, chemicals and drainage.
- Knowledge of Government Human Resources policy and procedures including staffing, labor relations, benefits, payroll and conflict resolution.
- Skills and ability to administer contracts, prepare reports, analyze data, implement Highway Maintenance Management System and understand the management of budgets.
- 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 determine effective and practical highway maintenance practices.
- Ability to work effectively in a cross-cultural environment.

- Ability to operate equipment legally and to pass a professional drivers upgrade course.
- Ability to use a computer to operate computer software programs (Word processing, Spreadsheets, Databases, Electronic mail, etc.) .
- Ability 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 ;
- 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