



## IDENTIFICATION

Department	Position Title	
Infrastructure	Highway Maintenance Supervisor	
Position Number	Community	Division/Region
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 administering various contracts.

The Highway Maintenance Supervisor provides technical expertise in the surveying, planning, design, construction, repair and maintenance of highways, winter roads and ice crossings, marine facilities and related infrastructure.

## SCOPE

The position is located in Fort McPherson and reports directly to the Regional Manager, Highway Operations, Beaufort Delta Region.

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 asset. The incumbent supervises highway maintenance operations 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 to \$2,700,000.

The incumbent provides technical review of projects such as identifying vehicles, equipment and supplies required for performance of the work, and determining and certifying quantities of material incorporated in work for purposes of verifying contract payments.

The Highway Maintenance Supervisor provides recommendations that are integral to the work of the Region, including commenting on design alternatives for projects, award of minor



construction work, payment of contract progress claims, change orders to contracts to accommodate unforeseen circumstances, and resolution of complaints from contractors, the public, and other affected parties.

The Highway Maintenance Supervisor has authority to administer small construction contracts to ensure work is completed on schedule and in accordance with approved plans and specifications and makes technical and administrative decisions within terms established by the Supervisor.

### **RESPONSIBILITIES**

#### **1. Manages the delivery of the highway maintenance system according to highway maintenance performance standards to enable safe traveling conditions by:**

- Patrolling the highway to monitor effectiveness of the program and taking any remedial action upon observing a deficiency.
- Conducting daily highway conditions road checks and patrols, preparing and submitting written reports indicating any damage, deficiencies in infrastructure, signs, or pending risk to road users, etc.
- Monitoring, supervising, and coordinating work activities for maintenance projects and ensuring proper methods are adhered to and ensuring proper signage is in place.
- Preparing project progress reports and documenting inspector's diary indicating work accomplished, quantities of material used, quality of workmanship, hours worked, etc.
- Planning and preparing weekly schedules of labour and equipment for highway maintenance work activities.
- Inspection and reporting on the physical building and external infrastructure condition, inventories of assets assigned to the James Creek Highway Maintenance camp.
- Monitoring project crews as assigned.
- Administering contracts by supervising the contractor, reporting on work performance and inspecting and approving completed work for progress claim payments.
- Inspection and reporting on the physical infrastructure of the maintenance camp to ensure the camp is conforming to departmental policy and standards.
- Attending safety meeting with stakeholders as and when required.
- Communicating with staff, and stakeholders on the proper safety procedures set out by the Department and applicable legislation.
- Contacting and dealing with public who may be affected by maintenance activities, to maintain satisfactory community goodwill with the Department.

#### **2. Administers small construction contracts to ensure all work is completed on schedule and in accordance with approved plans and specifications by:**

- Explaining contract terms and conditions and all applicable departmental regulations and procedures to successful contractor at pre-construction meetings.



- Reviewing and assessing contractor's proposed schedule and other requirements to execute work adequately and effectively.
- Conducting inspections of projects to ensure work is of acceptable quality and is progressing in accordance with, or project is completed in accordance with, plans and specifications.
- Recording daily progress of project to inspector's diary indicating work accomplished, quantities of material used, quantity of workmanship, hours worked, etc.
- Conducting progress, interim and final inspections to identify any deficiencies and to turn project over to client.
- Checking claims and invoices submitted by contractor, recording in project ledger, certifying that work being claimed has been completed and recommending payment of claims to the Project Engineer/Officer.
- Investigation and reporting on complaints received from municipal authorities, the public, the contractor or other affected parties.
- Preparing contractor and consultant performance evaluations.

**3. Performs other duties including but not limited to:**

- Reporting to Regional head office daily, or more often, on road conditions.
- Completing reports for review by supervisor.
- Maintaining a personal written diary of each day's activities and observations.
- Attending meetings and training sessions.
- Making presentations at internal or public meetings regarding technical or project related matters.
- Ensures compliance with all regulations, laws, policies, procedures and standards of GNWT.
- Perform supporting duties assigned by Regional Manager and Project Officers.

**WORKING CONDITIONS**

**Physical Demands**

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

**Environmental Conditions**

The incumbent works 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 and 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 sensory feedback to avoid accidents and accomplish the work for 1 to 5 hours per day.

### **Mental Demands**

The incumbent could be involved with serious or fatally injured people in a vehicle accident, which would cause considerable mental and emotional stress. In addition, mental stress can come from working while accommodating highway traffic and tactfully dealing with complaints for 1 to 2 hours per day.

In addition to working regular hours, this position is on standby 24 hours per day, 7 days a week.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to administer contracts, prepare reports and analyze data.
- Ability to implement Highway Maintenance Management Systems.
- Knowledge of management of budgets.
- Ability to interpret schematic designs, plans and specifications.
- Ability to determine effective and practical highway maintenance practices.
- Communication skills to effectively interact 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 economically 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.
- 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.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

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

Completion of Grade 12 with 1 year experience in gravel haul roads, highway maintenance or general construction projects.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

A valid class 5 driver's license.

**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 applicable)

- ☐ 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

**Indigenous language:** Select language

- ☐ Required
- ☐ Preferred