

Roadway Maintenance Leader II

DEFINITION

Work of this class involves the direct supervision of crews and equipment and participates in working activities for the maintenance and repair of City roadways, lanes, parking lots, and auxiliary structures. Positions in this class include field supervision of concrete, auxiliary structure, roadway crack sealing, and roadway grinding crews. Maintenance Leaders ensure that work performed complies with maintenance schedules, standards of quality, and health and safety regulations. The nature of work performed in this class requires shift schedules to provide 7 day, 24 hour coverage.

Employees in this class monitor the activities and progress of maintenance project jobsites and are available to deal with problems, emergent situations (such as equipment failure and breakdown) and gathering and reporting progress data as needed. This class is differentiated from the Roadway Maintenance Leader I class by virtue of the size and complexity of maintenance program supervised (concrete, auxiliary structure, crack sealing, road grinding), including numbers of crew members deployed to the worksite, and the variety and complexity of equipment and materials utilized on maintenance projects.

Roadway maintenance programs include Spring Cleanup, Roadway Oiling, Asphalt and Concrete repair, Snow and Ice Control, Auxiliary Structure Maintenance, Dust Abatement, Litter Control, and Sidewalk and Gutter Replacement. Other activities are identified and assigned in response to special needs and incoming requests. Incumbents in this class provide input into overall project planning such as materials and equipment requirements, time and schedule needs, crew size, etc.

Worksite decisions are made in relation to resource allocations, deployment of manpower, recommending overtime for approval, equipment breakdowns and related emergent situations, employee training and performance assessment, safety and environmental regulations compliance, etc. Employees in this class provide working direction and ensure that completed work meets standards of productivity, quality, etc.

Maintain appropriate manual and electronic records and reports of activities performed, materials used, staff and equipment time, etc. May complete written reports associated with staff performance, discipline, health and safety, or other administrative matters.

TYPICAL DUTIES*

Assists with the planning of various roadway maintenance activities in conjunction with the Supervisor, providing estimates of crew size, equipment requirements, productivity objectives, etc. as well as the detailed scheduling of projects of extended duration and requiring coordination of specialized equipment and work crews.

Leads crews to jobsites in relation to schedules, assesses field conditions upon arrival, directs the setup of equipment and manpower and initiates appropriate traffic control and related safety measures as required.

Oversees the replacement of concrete sidewalks, roadway curb and gutter, roadbase or asphalt sidewalk rehabilitation, crack-filling, and surface milling, etc.

Supervises major jobsite maintenance activities and responds to unforeseen changes in worksite conditions, weather changes, crew injury, equipment breakdowns or malfunctions, materials shortages, etc. Alerts supervisors, safety and environment specialists and others to attend the worksite in response to emergent situations.

Participates in equipment operations, labouring activities, etc. as required.

Makes field decisions on specific projects in response to equipment breakdowns, changes in priorities, weather conditions, etc. and revises work schedules and crew deployments as required. Advises the Supervisor of changes to schedules, availability of equipment, maintenance vehicles, etc.

Ensures that appropriate site measures are taken following the completion of maintenance, including removal of equipment and traffic control devices, construction materials, etc.

Maintains appropriate records such as worksite logs, activity times and materials of jobs completed or in progress, and completes reports of completed work, variances from work schedules, observed field roadway conditions and maintenance issues, equipment problems, staff performance and discipline issues, etc.

Deals with complaints and related issues from the public at work sites and refers unusual situations to the attention of the Senior Foreman.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the equipment, procedures, routes, and associated policies and Bylaws related to the City's roadway maintenance program.

Ability to effectively supervise the daily ongoing activities of a large roadway maintenance workforce, including performance monitoring, attendance management, and Occupational Health and Safety compliance.

Ability to organize, deploy and lead a large workforce to meet service demands and to initiate changes in response to changes, emergent situations, etc.

Ability to effectively interpret and apply the concepts, principles and behaviours consistent with leading, motivating and encouraging staff; ensuring compliance with the City's policies and procedures and representing the City of Edmonton in a professional, honest, respectful, and safe manner.

Ability to communicate effectively with the public on matters related to service delivery and problem resolution.

Skilled in the operation of roadway maintenance vehicles and associated equipment, the use and demonstration of proper lifting techniques and safety procedures.

TRAINING AND EXPERIENCE REQUIREMENTSJob Level

Grade 12 supplemented by training including Level I and Leading People for Results. A minimum of 3 years of foreman experience in all aspects of roadway maintenance services is required.

Valid Class 3 Alberta Drivers License with airbrake certification, City Driving Permit.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	1908			

Last Updated:

Previous Updates:

Originated:

2004-12