

Open Cut Supervisor

DEFINITION

This class is concerned with directing construction and maintenance programs associated with subterranean sanitary sewers, sanitary and storm mains, water service lines and associated utility duct lines. Employees in this class coordinate and supervise the activities of site supervision foremen and their respective crews and monitor the ongoing progress of projects from initiation to completion phases. Supervisors are required to oversee projects varying in scope from relatively simple to highly complex involving large crews and equipment resources, and coordination with civic and outside utility entities. Given the nature of work performed, factors such as seasons and weather conditions require scheduling, resource allocation, and field operations direction be applied on an ongoing basis. Positions in this class provide required emergency response to sewer collapse.

Employees in this class are required to perform both office work during planning, scheduling and administrative functions as well as field work to monitor construction/maintenance progress, deal with on-site technical or other problems, and make major operational decisions to achieve program objectives. Senior Foremen ensure crew compliance to safety and environmental protection regulations and ensure that completed work meets ISO specifications.

TYPICAL DUTIES *

Review plans and blueprints for open cut construction and maintenance projects, determine resources (crews, equipment, etc.) required, schedule and plan projects to meet operations requirements and coordination with other utilities.

Ensure that pre-construction activities such as utility staking, surveys, road closures and diversions, etc. are completed in advance of construction as well as post-construction clean-up and site rehabilitation procedures undertaken.

Monitor the ongoing progress of projects in process and makes adjustments in resources to ensure completion within deadlines. Provide field decisions in response to unforeseen instances as required.

Ensure that rigorous safety regulations and environmental protection procedures are followed, and respond to environmental hazards and events in a timely manner.

Recruit, train, orient and mentor both permanent and seasonal staff to achieve program objectives.

Maintain effective working relations with staff, supervisors and Leaders, contractor representatives, other City staff, and members of the general public in order to meet program objectives and resolve problems on a timely basis.

Make operational decisions to meet service objectives, respond to unusual situations related to weather conditions, equipment breakdowns, staff injuries and other unforeseen situations. Provide advice, problem solving, conflict resolution and direction to Leaders in response to emergent situations.

Open Cut Supervisor

Provide appropriate service planning in areas such as manpower, equipment deployment, materials and supplies acquisition in order to ensure the continuing efficiency of open cut construction and maintenance operations. Co-ordinate staff vacation schedules, changes to staff information (address, etc.) and implement programs such as WCB and modified work to accommodate workforce needs. Ensure adequate supplies of protective clothing, containment kits, etc. and ensure that staff adheres to safety regulations and policies.

Prepare and analyze program performance data and productivity reports for managers and provide planning forecasts, future resource requirements (budgets, etc.) and prepare administrative reports such as accident reports, environment incidents, maintenance schedules, unit costing, seasonal production, etc. Maintain SAP record base of construction, inspection, maintenance and repair activity.

Gather information for discipline and dispute resolutions, recommend disciplinary action when required and determine whether remedial training and testing is required to resolve staff issues.

Maintain an awareness of new equipment, materials and methods in support of drainage system infrastructure, and provide leadership and training to implement new methods into the working environment. Research and compile information in support of the acquisition of new and replacement equipment.

Perform related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the equipment, procedures, and associated policies and bylaws related to the City's drainage operations program.

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

Ability to co-ordinate multiple aspects of the drainage maintenance program and to respond to unforeseen situations such as weather conditions, worksite ground conditions, equipment breakdowns, environmental spills, etc.

Ability to communicate effectively with the public on matters related to service delivery and to resolve complaints in an expeditious manner.

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.

Skill in the operation of open cut construction vehicles and associated equipment, the use and demonstration of proper lifting techniques and safety procedures.

Skill in the use of office automation software including word processors, spreadsheets, electronic mail, etc.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Grade 12 supplemented by training including Level I and Leading People for Results. A minimum of 6 years of experience in all aspects of open cut construction and maintenance is required. Valid Alberta Drivers License, City Driving Permit.

Drainage Services:

The City of Edmonton is required to meet Alberta Environment Wastewater Collection Certification requirements for Drainage Services positions under this classification. All employees are required to obtain Level II Wastewater Collection Certification under the Alberta Environment Certificate program within 2 years of appointment to a permanent position within this class. Once the required level of certification is attained, the employee will transfer to the certified job code for this class, with the commensurate rate of pay.

The Drainage Branch reserves the right to waive the certification requirement for:

- an individual employee after 2 unsuccessful attempts at attaining the certification in a 2 year time frame or for
- a posted Design & Construction Section vacancy, where specific circumstances warrant,

provided that such waiver does not jeopardize the branch's ability to meet Alberta Environment certification requirements. The following classifications in the Drainage Operations Section will continue to require certification and incumbents will not be eligible for waiver of the certification requirement under any circumstances - these classifications are: Drainage Supervisor, Drainage Trainer, Training & Safety Instructor, Drainage Leader II, Maintenance Repairman II, and Pumpwell Millwright II.

* *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.*

OPEN_CUT_SUPERVISOR.DOC

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Drainage Uncertified Grade	1897 042			
Drainage Certified Grade	2196 126			
Last Updated:	2010-05			
Originated:	2005-03			