

## Roadway Maintenance Supervisor

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### **DEFINITION**

This class is concerned with directing the delivery of a district-wide roadway maintenance program. Employees in this class provide the required detailed planning and coordination of manpower, equipment and facility resources to achieve roadways maintenance program service delivery standards. In addition to district operations, incumbents will provide resources into City wide maintenance or other special programs as required. Roadway Maintenance Supervisors monitor the progress of programs and provide operations decisions in response to weather conditions, equipment availability, crew deployment, and other factors. In addition to planned activity, Supervisors provide direction in response to incoming emergent situations.

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. Given the seasonal aspect of the maintenance program, employees in this class provide required planning and direction concerning equipment (vehicle fleet asset acquisition, preventive maintenance and breakdown repair), district yard operations, and other factors. The nature of work performed in Roadway Maintenance requires shift coverage and staff/equipment planning and scheduling.

Ongoing work 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 meet standards of productivity, quality, etc.

Incumbents in this class are responsible for crew training and orientation, safety training and enforcement, recommending discipline, and requesting overtime authorization from the District Operations Supervisor.

### **TYPICAL DUTIES\***

Performs co-ordination, direction and leadership over district-wide roadways rehabilitation and maintenance programs.

Builds and maintains productive maintenance teams by coaching, training and development, health and safety programs, attendance management and performance evaluation.

Makes operational decisions to meet service objectives, responds to unusual situations related to weather conditions, equipment breakdowns, staff injuries and other unforeseen situations. Provides advice, problem solving, conflict resolution and direction to Foremen in response to emergent situations.

Provides appropriate service planning in areas such as manpower, equipment deployment, materials and supplies acquisition in order to ensure continuing efficiency of district roadway maintenance operations.

Determines when contractor-supplied manpower and equipment should be deployed to deal with snow clearing requirements.

Gathers information for discipline and dispute resolutions and recommends disciplinary action when required.

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 roadways 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 communicate effectively with the public on matters related to service delivery.

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.

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 REQUIREMENTS**

#### Job Level

Grade 12 supplemented by training including Level I and Leading People for Results.

Completion of CPWS (Certified Public Works Supervisor).

A minimum of 4 years of roadways leader 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.*

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	1907			

Last Updated:  
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2004-12