

Tunnel Foreman I

DEFINITION

This is basic foreman level work which includes assigning, supervising, inspecting and participating in the work of crews engaged in deep sewer tunnel construction. Incumbents receive oral and written instructions on a daily basis and exercise some independence in determining priorities and providing technical advice to subordinates. Responsibilities also include total supervision of a shift, recommendation for crew discipline, training of new employees and ensuring adherence to established safety standards. Incumbents prepare reports including time sheets, cost sheets, work schedules, etc.

TYPICAL DUTIES *

Supervise and may participate in the excavation and removal of soil, clay, and gravel from the tunnel face; directs the conveyance of these materials to the surface by mine cars and hoist cages.

Supervise and may participate in the operation and minor repair of moles ranging in size from eight feet to twenty-two feet in diameter; and other equipment, including jackhammers and mucking machines, instructs subordinates in the use of various equipment; explains and demonstrates work methods and techniques.

Supervise and may participate in the installation of steel ribs and timbers; directs the pouring of concrete to form tunnel lining; oversees the laying of large size sewer pipes.

Supervise and participate in the installation of air lines, service lines, sump pumps, track and the servicing of diesel locomotives and batteries.

Instruct the crew on safety precautions and enforces safety regulations.

Arrange for the delivery of materials, tools and equipment; prepares time sheets and other records as directed.

Perform related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the standard methods, materials, tools and equipment used in the deep sewer tunnel construction.

Considerable knowledge of the occupational hazards and safety precautions applicable to the work.

Ability to perform heavy manual labour tasks for extended periods in confined underground conditions.

Ability to plan, schedule and assign work.

Ability to understand and execute oral and written instructions and to work from plans and specifications.

Ability to maintain simple records.

Ability to supervise the work of subordinates.

Ability to communicate orally and in written format.

Sufficient strength and dexterity to perform the required work.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the twelfth school grade or an equivalent combination of training and experience; four years of progressively responsible experience in deep sewer tunnel construction including demonstrated supervisory ability. Completion of Part I Foremanship Training. Possession of a valid Class 5 Alberta motor vehicle operator's license.

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 I 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.*

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Drainage Uncertified Grade	0200 024			
Drainage Certified Grade	2187 118			
Last Updated:	2010-05			
Previous Updates:	1991-08			
Originated:	1976-11			