

## Gravel Recycle Foreman

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### **DEFINITION**

This position acts as a site supervisor in at large-scale aggregate reclamation production operation. Incumbents are responsible for the safe and efficient operation of complex and specialized processing equipment and the direction and supervision of daily activities of a crew engaged in the operation of gravel recycling equipment and associated work sites. Given the specialized nature of recycled aggregate production, a thorough knowledge and experience in all aspects of production, equipment, and specification of finished materials is required. Employees of this class are subject to limited supervision and function independently when making day to day decisions on production, maintenance, acceptance of raw materials, deployment of equipment, etc.

Incumbents make on-site decisions and direct activities to optimize the production of aggregate and ensure that produced material conforms to specifications. The nature of the work performed requires that employees maintain an ongoing awareness of raw material supplies, the current state of processing equipment and machinery, and longer-term production requirements. The foreman is responsible for ensuring that sufficient quantities of aggregate are produced to meet needs and revises production and maintenance schedules accordingly. The foreman responds to and initiates appropriate actions necessitated by equipment malfunctions, changes to conditions, and other related factors and makes appropriate on-site decisions as necessary.

Employees within this class inspect incoming materials for acceptability and may make site visits to construction sites to determine the content of materials and associated delivery and storage of same within the recycling processing sites. Long-term planning and scheduling functions are performed in conjunction with the supervisor, as well as the disassembly, transportation, and deployment of equipment to various sites.

### **TYPICAL DUTIES\***

Plans and supervises the daily activities of the Gravel Recycle site operation and makes ongoing technical decisions respecting production and maintenance, raw materials, storage and transportation of aggregate, etc.

Supervises the activities of site staff, including the training and performance evaluation of staff and initiates appropriate disciplinary procedures as required.

Directs and supervises the activities of the production site, including the placement of incoming materials, handling of loaders to deliver raw materials to the crusher, storage of finished aggregate and the transportation of aggregate from the site.

Monitors the current status of crushers, separators, conveyors, and other production machinery to ensure that production remains on schedule and identifies and initiates remedial measures when required.

Consults with equipment operators and makes appropriate adjustments to production equipment and processes as necessitated by environmental and weather conditions.

Responds to incoming concerns and complaints with respect to gravel recycling operations and initiates appropriate measures when possible. Organizes process equipment and materials storage to reduce the possibility of negative impacts to the surrounding areas.

Ensures that health and safety initiatives and procedures are adhered to in the production process, and initiates appropriate follow-up with staff and other as required. Reports significant health and safety violations when necessary.

Inspects incoming materials for suitability in the recycling process, attends demolition sites to determine the quantity and quality of raw materials and directs the dumping of materials at storage sites.

Supervises and directs the dismantling, transportation, assembly and production deployment of the gravel recycling equipment in accordance with appropriate methods and ensures that feeder ramps are constructed in an acceptable manner.

Supervises and inspects the equipment maintenance and overhaul process to ensure reliability and minimize downtime. Maintains stocks of replacement parts and supplies as required.

Maintains records of production, materials in storage, etc. as required and assists with production planning, site planning, and other aspects of the aggregate recycling process.

Performs related duties as required.

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

Thorough knowledge of the entire aggregate reclamation process, including the composition and suitability of demolition materials, the equipment and methods used in the production process, and related aspects of materials storage, handling and distribution.

Knowledge of adjustments required to production processes and equipment to optimize production volumes and quality of finished materials.

Ability to effectively monitor the production process and to quickly effect adjustments and changes in order to enhance and optimize production volumes and product quality.

Ability to formulate both short and longer term plans concerning production and materials handling, including the re-location of facilities to processing sites as required.

Skilled in the operation of all equipment used in aggregate reclamation and ability to diagnose equipment as required for maintenance, repair, or adjustment.

Skilled in the training, direction, and supervision of subordinates and dealing with suppliers, end users, or others with concerns respecting the aggregate recycling process.

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**TRAINING AND EXPERIENCE REQUIREMENTS****Job Level**

Grade 12

Completion of Foremanship training Level 1 and II (or equivalent)

Class 5 Alberta Operator's License

Demonstrated supervisory ability

Five years direct experience in the Gravel Crushing area (2 of which are at the Equipment Operator level)

Experience with the operation, maintenance, and repair of roller cone, jaw crushers and related aggregate processing and stockpiling equipment.

Experience in the inspection and stockpiling of recyclable rubble materials

Experience in the operation of truck scales

*\* 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	1386			

Last Updated:

Previous Updates:

Originated:

2000/05