

Labour Foreman III

DEFINITION

Work of this class includes planning, scheduling, coordinating, inspecting assigning and supervising the work involved in varied and complex projects throughout the City. Incumbent is responsible for exercising independence in determining priorities in keeping with established policy and work commitments and providing technical advice to subordinates. This class is differentiated from the Labour Foreman II in the size and scope of projects and incumbents may be assigned responsibilities for wide geographical areas of the City. Labour Foreman III may supervise Labour Foreman II or Labour Foreman I and are responsible for the determination of the size of crews required to complete assigned projects. Supervision is received through verbal discussion or in the form of plans, work orders, blueprints, sketches, etc. Work may be checked in progress by a superior to ensure that schedules and established standards are being met. Responsibilities also include recommendation of crew discipline, ensuring the training of employees, approval of overtime and ensuring adherence to established safety standards. Incumbents check and complete daily reports including cost sheets, time sheets and daily work progress reports, etc.

TYPICAL DUTIES*

Coordinates and supervises Labour Foremen and their respective crews and equipment engaged in street maintenance and repair within a maintenance district.

Coordinates and supervises the work of Labour Foremen and their respective crews involved in sewer maintenance and repair, including dig-ups, building manholes, flushing sewers, inspecting and cleaning manholes, catch basins, culverts, etc., and investigating complaints and providing general supervision over educators, trouble trucks, etc.

Coordinates and supervises the work of Labour Foremen and their respective crews involved in the installation of manholes, catch basins and catch basin manholes.

Coordinates and supervises the work of Labour Foremen and their crews involved in the repair and general maintenance of water mains, service valves and hydrants, including broken water mains, service valves, hydrants, replacing control valves, repairing service leaks and repairing hydrants.

Coordinates and supervises the work of Labour Foreman and their crews involved in repairing subsidence and concrete work behind maintenance crews.

Coordinates and supervises the work of crews involved in a preventative maintenance and repair program for fire hydrants and water valves, including locating, testing and recording residential water services.

Coordinates and supervises the work of Labour Foremen and crews involved in the rodding, flushing and inspection of sanitary and storm lines, including televising and/or manually inspecting sewer and storm lines.

Coordinates and supervises mainline open-cut construction of storm and sanitary sewer lines.

Coordinates and supervises water main construction, including feed mains, service mains and renewals.

Coordinates and supervises construction of pump stations, chambers, spillways, ice-breakers and buildings.

Labour Foreman III

Coordinates and supervises the work of Labour Foremen and their crews engaged in refuse collection and enforcement of the Garbage Bylaw in an assigned area of the city.

Maintains contact with the public, other areas within the Civic service and outside organizations.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the standard methods, materials, tools and equipment used in the construction, maintenance or specialized work to which assigned.

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

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

Ability to understand technical construction terminology.

Ability to prepare reports and to make cost, materials and equipment estimates.

Ability to plan, assign and direct the work of subordinates.

Ability to establish and maintain an effective working relationship.

Ability to plan, schedule and assign work.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the twelfth school grade or an equivalent combination of training and experience; six years of progressively responsible experience in applicable work including demonstrated supervisory ability. Completion of the Leading People for Results Program. Possession of a valid Class 5 Alberta Motor Vehicle Operator's license and eligibility to obtain a City driver's permit.

Drainage Services: Completion of the twelfth school grade or GED; and requires Level II Wastewater Collection of the Alberta Environment Certification Program.

** 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 | 0196 | | | |
| Last Updated: | 2000-09 | | | |
| Previous Updates: | 1994-06, 1990-08, 1979-01 | | | |
| Originated: | 1966-10 | | | |