

## Labour Foreman II

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### **DEFINITION**

Work of this class includes assigning, supervising, inspecting and participation in the work of crews engaged in major public works construction and maintenance activities. Work of this class differentiates from that of the Labour Foreman I in that the work performed is more complex and the Foreman II may be responsible for more than one activity or project at a time. Labour Foremen II may supervise Labour Foremen I. Incumbents receive oral and written instructions on a daily basis and exercise some independence in determining priorities and providing technical advice to subordinates. Responsibilities include 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\***

Supervises and may participate in the work of a crew moving equipment to deep sewer locations including setting up a mole, hoists, etc., drilling the shaft, supplying materials and removing all equipment on completion.

Supervises and may participate in the work of crews engaged in public works construction of chambers, pumping stations, spillways, storm and sanitary sewer lines, catch basins and manholes, water mains and feed mains, hydrants, etc.

Supervises and may participate in the work of crews engaged in sign erection and sign fabrication.

Supervises and may participate in the work of crews engaged in street, parking lot and lane maintenance including flushing, grading, paving, blade spreading, gravelling, oiling, sweeping, snow removal and sanding operations.

Supervises and may participate in the work of crews engaged in public works maintenance including repairing broken water mains, service control valves; replacing leaking mainline and hydrant control valves; and installing water services.

Supervises and may participate in the work of crews engaged in the construction and maintenance of water supply, and sanitary and storm sewer services.

Supervises and may participate in the work of crews engaged in the manufacture of precast concrete products and the installation of street and railway crossings.

Supervises and may participate in the work of a gravel truck operation, checks the accuracy of the scalehouse, performs minor maintenance and repair of the scalehouse, and maintains a record of gravel hauled, tons/mileage of hired trucks and various costs.

Supervises and may participate in the work of a crew engaged in the operation of an asphalt plant, including production, and maintenance and repair.

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 other specialized work assigned.

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

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 physical 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; and four (4) years' progressively responsible experience in the applicable work area including demonstrated supervisory ability. Completion of Basic Supervision I of the Leading People for Results Program, or attainment thereof within 1 year of appointment. 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          | 0195             |            |            |            |
| Last Updated:     | 2000-09          |            |            |            |
| Previous Updates: | 1994-06, 1990-08 |            |            |            |
| Originated:       | 1979-01          |            |            |            |