

Labour Foreperson I

DEFINITION

Work of this class includes assigning, supervising and participating in the work of crews engaged in minor public works construction and maintenance activities. Incumbents receive oral and written instructions on a daily basis and exercise limited independent judgement in modifying work procedures. Supervision is received during, or upon, completion of the job for adherence to instructions and conformance with established standards. Incumbents are normally responsible for the direct supervision of a number of small crews engaged in minor activities or supervision of a small project of moderate complexity. Responsibilities also include training, safety, and recommendation for disciplinary action, simple maintenance of equipment and ensuring their proper usage. Incumbents prepare reports including cost sheets, time sheets, minor work schedules, etc.

TYPICAL DUTIES*

Supervises and participates in the work of a crew erecting, repairing and dismantling a various types of fencing and guard rails; building and maintaining wooden stairways; and cutting grass.

Supervises and participates in the work of a crew erecting and maintaining traffic information signs and parking meter bases.

Supervises and participates in the work of a crew engaged in roadway maintenance and construction including roadway paving, road base rehabilitation, sidewalk, curb and gutter replacement.

Supervises and participates in the work of a crew involved in raising and lowering of manholes and catch basins, pumping of mud and water from manholes and adjusting pipes connected to manholes and catch basins.

Supervises and participates in the work of equipment scraping dirt off future roads, levelling to grade, compacting the surface and gravelling.

Supervises and participates in the work of crews engaged in street marking.

Supervises and participates in the work of crew involved in minor snow removal. Usually associated with hand cleaning operations such as steps, wooden walkways, and minor structures.

Supervises and participates in the work of a rib bending operation for use in tunnel construction, involving pattern making, heating and bending ribs, punching holes, etc.

Assigns, supervises and inspects the work of refuse collection crews in a designated area.

Supervises and participates in the work of a crew engaged in loading and unloading materials and equipment for sewer operations, bolting ribs, sandblasting equipment and building platforms.

Supervises and participates in the work of a crew engaged in drainage maintenance work including the repair of broken sewer lines, and flushing, inspection and diagnosis of sewer lines.

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

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

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

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.

Ability to maintain simple records.

Ability to supervise the work of subordinates.

Ability to communicate orally and in a 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 three years of progressively responsible experience in applicable work including supervisory potential. 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 I 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.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0194			
Last Updated:	2025-05			
Previous Updates:	2000-09, 1994-06, 1990-08, 1979-01			
Originated:	1966-10			