

Position Number: **Benchmark Job #345**

Ministry: Transportation and Highways

Branch: Engineering Services

Location: Vancouver

Working Title: **Project Supervisor, Construction**

Level: Range 24

NOC Code: 2231

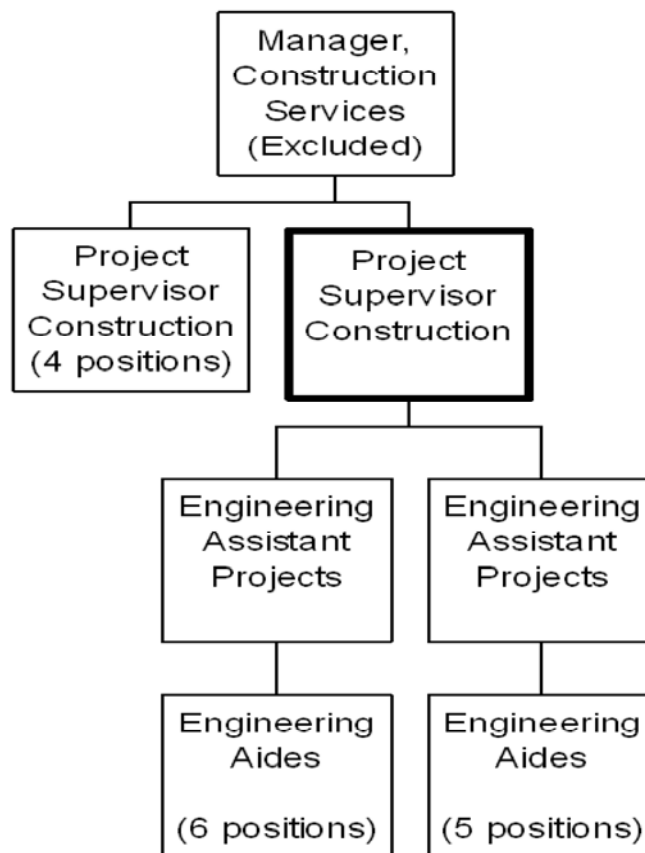
## PRIMARY FUNCTION

To ensure that financial, information, technical and human resources are organized and coordinated in order to deliver a highway construction project through to completion.

## JOB DUTIES AND TASKS

1. Liaises with regional and district staff, other government agencies, local governments, companies, and the general public to ensure the provision of quality engineering information and services
  - a. ensures that projects are complimentary to other facilities or interests in such disciplines and fields as geo-technical, traffic, property, environmental, fish and wildlife
  - b. provides technical rationales to stakeholders advising them of ministry intentions
  - c. prepares reports and information for consultants, industry or the general public
2. Assists in the establishment of terms of reference, selection, guidance, monitoring and review of private consulting and construction firms contracted to provide services
  - a. assesses requirements and stipulations for contracts and prepares tendering documents that include material lists, quantity schedules and special provisions
  - b. examines project proposals and specifications and identifies opportunities to mitigate costs
  - c. assembles data from previous and ongoing investigations to proposed projects
  - d. reviews consultant's reports and liaises with clients to determine the feasibility and cost effectiveness of implementing the consultant's recommendations
3. Provides technical assistance to project managers, ministry officials and consultants
  - a. inspects contracted works to ensure completion to ministry engineering and safety standards
  - b. prepares detailed schedules indicating the allocation of material, utilization of equipment, deployment of personnel, and the analysis and estimate of project costs
  - c. monitors work in progress for compliance to engineering and technical standards, orders unsatisfactory work stopped, and resolves construction problems encountered by contractors
4. Works within assigned budgets and administers a local budget
  - a. determines cost and budget information for project estimate commitments
  - b. enters into contracts in co-operation with the project manager and enters into supplementary agreements to amend contracts
  - c. requests adjustments to the unit's budget to ensure project completion
  - d. makes recommendations in regards to priority changes or monetary adjustments
  - e. assesses and determines project plans in liaison with project managers, area managers and district

- highways managers taking into consideration local factors
- f. administers trust accounts in order to pay for field crew, office and travel expenses
  - g. examines and certifies all financial and material documents pertaining to contract expenditures and field crew expenses
5. Supervises staff and performs other related duties
- a. allocates work, monitors performance conducts appraisals and takes disciplinary action
  - b. participates in the recruitment and selection of employees.
  - c. determines acceptable construction procedures and enforces safety standards
  - d. implements revisions to designs based on field conditions and discussions with design and geo-technical staff (slope design, vertical/horizontal alignment and aggregate depths)
  - e. leads and/or supports other project crews involved in activities such as bridge construction, paving, and design engineering



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p><b>JOB KNOWLEDGE</b></p> <p>Understand the theory of construction engineering with specialized knowledge in road construction in order to coordinate highway construction projects.</p>	H	280
2	<p><b>MENTAL DEMANDS</b></p> <p>Judgement to modify methods and approaches in applying construction standards to the completion of roads and related infrastructure and to adapt to new construction techniques and construction problems in the field.</p>	G	200
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b></p> <p>Persuasion required to use basic counselling skills to discuss and explain employee performance problems and provide advice for improvement.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b></p> <p>Moderate coordination and dexterity required to drive vehicles to construction sites to review work in progress.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b></p> <p>Guided by general guidelines and engineering standards relating to road construction, coordinates the completion of highway construction projects.</p>	F	160
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b></p> <p>Significant financial responsibility to perform financial estimates for projects and administer a local budget.</p>	E	33

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7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Considerable responsibility to inspect roads to ensure they are properly constructed to standards.	E	33
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise workers, appraise employee performance and take disciplinary action (10-15 FTEs).	DG	23
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Significant care and attention to ensure that the safety of a highway construction crew where danger exists from heavy equipment and associated construction activities.	D	25
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently visually focus on detailed tendering specifications.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention to printed material or computer screens.	C	12
12	<b>SURROUNDINGS</b> Exposure to outdoor weather conditions on a frequent basis with shelter available when on-site at construction sites.	C	6
13	<b>HAZARDS</b> Moderate exposure to hazards from frequently working around moving traffic and road construction equipment.	C	6

Total Points: 850

Level: Range 24