

Position: **Benchmark Job #398**

Ministry: Transportation and Highways

Working Title: **Sealcoating Supervisor**

Branch: Sealcoating

Level: Range 18

Location: Vernon

NOC Code: 7217

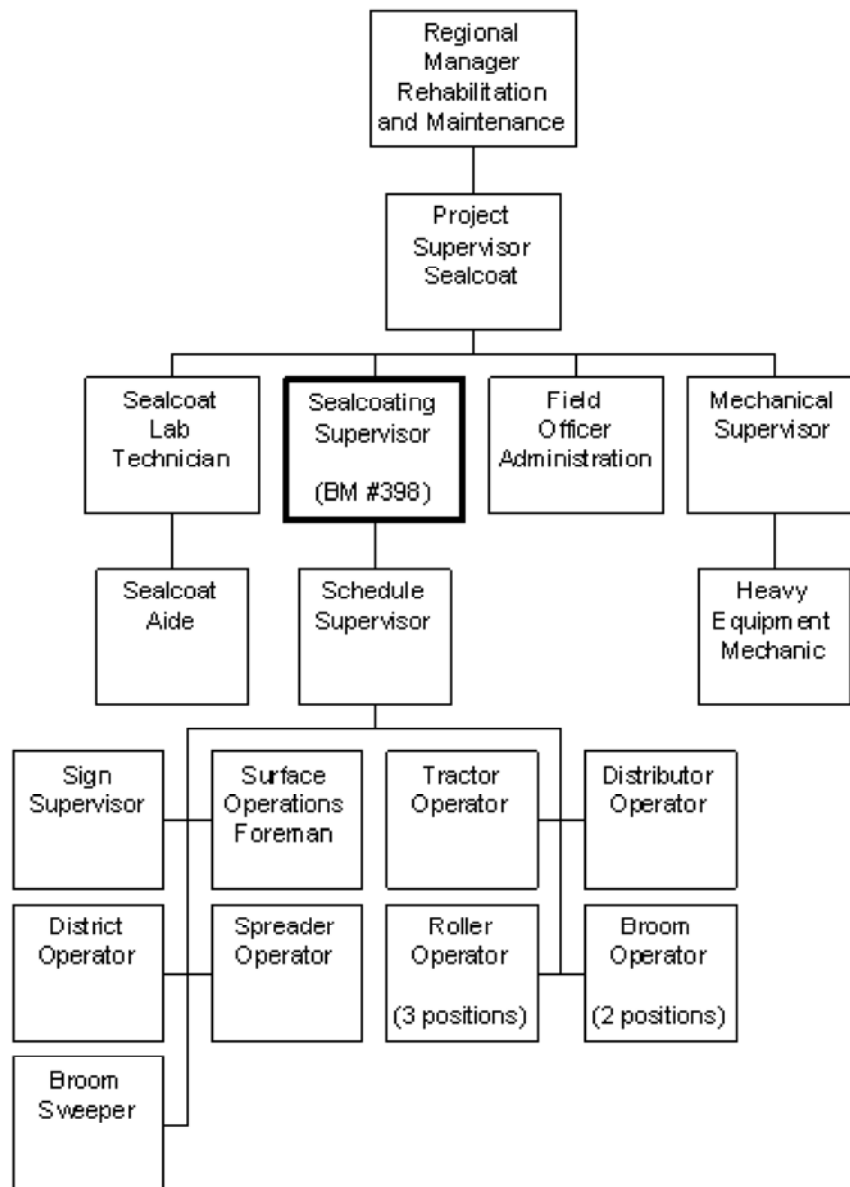
## PRIMARY FUNCTION

To schedule and coordinate the seasonal projects of the provincial sealcoating operation and supervise on-site operations.

## JOB DUTIES AND TASKS

1. Schedules and coordinates the seasonal projects for sealcoat operation
  - a. prepares a seasonal sealcoating project schedule and conducts on-site assessments
  - b. defines operating procedures for sealcoating crews and contracted/locally hired services
  - c. reviews, drafts and amends operational services contracts
  - d. plans and requisitions (in consultation with the responsible foreman and field administrator) materials and supplies required
  - e. identifies equipment replacement and maintenance needs
  - f. identifies training needs, amends job descriptions, and participates in staffing interviews
2. Supervises on-site sealcoating project operations (25 FTEs of staff plus contractors)
  - a. develops work plans in conjunction with the Project Supervisor, and foremen to ensure objectives are met such as efficient use of available resources, and safety of operation.
  - b. develops and revises work procedures
  - c. identifies priorities with respect to equipment repair
  - d. communicates with area managers, maintenance contractors, district officials, and other interested parties with respect to job parameters and progress, in order to avoid potential conflict with other rehabilitation and maintenance activities.
  - e. coordinates and controls the moving of men and equipment from one geographical location to another anywhere in the Province of BC
  - f. assembles production and cost data weekly and submits to the field administrator
  - g. prepares performance plans and goals, appraises performance, initiates disciplinary action
  - h. administers a field crew trust account
3. Directs and monitors the activities of contractors and locally hired equipment operators
  - a. determines project equipment requirements and arranges for these via contract or special requisition, inspects contracted equipment, and monitors efficiency of contractor and local hires
  - b. advises contractors of the correct interpretation of specifications and terms of reference
  - c. ensures contractors' estimates, invoices and time cards are verified and submitted promptly

4. Orders and/or accounts for all materials and supplies
  - a. informs asphalt suppliers of daily quantity requirements, changes in program schedules and delivery sites
  - b. ensures that the receipt of all products and supplies is documented
  - c. monitors aggregate and asphalt quantities used
5. Maintains quality standards
  - a. monitors, with the laboratory technician, daily test results, consults with the Project Supervisor, Sealcoating to interpret laboratory test results
6. Performs other related duties
  - a. responds to requests for information and data on sealcoat projects, and reports
  - b. supervises projects in which the sealcoat crew becomes involved during the off-season (e.g. equipment/materials hauling)
  - c. oversees shop operations and equipment overhaul



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p><b>JOB KNOWLEDGE</b></p> <p>Understand the principles of asphalt emulsion technology to coordinate and supervise the provincial sealcoat projects.</p>	G	250
2	<p><b>MENTAL DEMANDS</b></p> <p>Judgement to apply analysis and interpretation of sealcoating technical standards, and contracts, and choose an approach using a combination of accepted safety procedures and equipment to coordinate and supervise sealcoating projects.</p>	E	150
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b></p> <p>Persuasion is 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 required to drive vehicle to operational sites.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b></p> <p>Guided by general program policies and sealcoating standards, applies accepted work methods in different ways to plan and supervise provincial sealcoating projects.</p>	E	120
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b></p> <p>Moderate financial responsibility to administer field crew trust accounts.</p>	D	22.5

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b></p> <p>Significant responsibility to ensure that equipment is replaced, or maintained either by in house staff or outside sources.</p>	D	22.5
8	<p><b>RESPONSIBILITY FOR HUMAN RESOURCES</b></p> <p>Responsibility to supervise staff, appraise employee performance and initiate disciplinary action (25 FTEs).</p>	DI	27
9	<p><b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b></p> <p>Significant care and attention required to develop operating procedures for the sealcoating crews to ensure compliance with all WCB and related safety regulations.</p>	D	25
10	<p><b>SENSORY EFFORT/MULTIPLE DEMANDS</b></p> <p>Focused sensory concentration to frequently balance operational schedules and priorities, deal with members of the public, maintenance contractors, other interested parties and other ministry staff involving interruptions and deadlines.</p>	C	12
11	<p><b>PHYSICAL EFFORT</b></p> <p>Moderate physical effort to frequently focus visual attention to various technical reports, schedules, materials lists and other documentation.</p>	C	12
12	<p><b>SURROUNDINGS</b></p> <p>Exposure to regular overnight travel to sealcoating operation sites.</p>	B	4
13	<p><b>HAZARDS</b></p> <p>Limited exposure to hazards from regularly driving to sealcoating operation sites.</p>	B	4

Total Points: 709

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