



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Specification

Position Title: SPECIAL PROJECTS FOREMAN/ FOREWOMAN
Job Code: OPSEU - Technician 1 Construction, 12930
Job ID: 18265

Purpose of Position:

To support the Technical Services and Maintenance Section within the Area Office by providing field investigations, inspection and contract administration for maintenance and construction projects, such as emergency road repairs, field designed hired equipment projects (day labour), along with routine tendered projects. To provide technical advise/expertise and guidance to contractors, Technical Service/Consultant staff involved in maintenance and construction projects administered by the Area Office.

Duties/Responsibilities:

1. Provides pre-engineering support by:

- Carrying out field survey work in order to gather data for design and estimate of day labour and / or contract operations utilizing a variety of survey equipment and proper procedures.
- Accurately recording field survey data in the form of field notes or survey field books.
- Recording field observations of specific roadway deficiencies such as drainage concerns, frost heaves, distortions, surface deteriorations, etc.
- Reviewing existing plans and / or drawings to gather data on physical features, property limits, etc. for planning purposes.

2. Assists with program planning and preparation by:

- Evaluating field survey data and engineering information, incorporating geotechnical and planning recommendations in order to determine the most cost effective repair method.
- Assisting in the planning, design, estimating and forecasting of multi-year Minor Capital and Preservation Capital programs in order to deliver annual key priorities within forecast budgets.
- Providing input for the preparation of contracts as required and reviewing contracts and plans for errors or omissions.

3. Assists in delivering the Minor Capital and Facilities Capital programs by:

- Providing contract inspection or supervision of day labour activities and performing quality assurance. Directing hired equipment and providing technical leadership to assigned / hired day labour staff for activities such as project layout for roadway repairs / reconstruction, drainage improvements, shouldering operations, and traffic control and signing. Inspecting contractor operations such as roadway repairs / reconstruction, paving, surface treatment, rout and seal, fencing, guide rail repair / replacement, and repairs / installation of sewers, and curb and gutter.
- Ensuring that all operations comply with ministry standards, specifications, policies, directives, and Occupational Health and Safety requirements, and are completed within specified budgets.
- Advising contractors of deficiencies related to quality assurance, construction methods, traffic control and signing, etc., and following up on corrections to identified deficiencies. Ensuring that all material incorporated in the work is in accordance with ministry specifications and / or designated source requirements.
- Liaising with contractors representatives, hired equipment operators, ministry personnel, external agencies, property owners and the general public as required to coordinate activities and / or resolve issues or concerns.
- Completing all required documentation related to contract inspection and / or day labour activities. Tracking expenditures and ensuring accuracy of all records for assigned projects. (ie. Diaries, instruction notices, material records, hiring forms, hired equipment time sheets, quality assurance records, etc.)

Knowledge:

Job requires knowledge of mathematics, geometry, and survey procedures and practices to establish and check alignments, cross sections, layout detail, and grades to control highway construction and

calculate measurements for payment; to perform quality assurance, calculate quantities and estimates, and to track expenditures to complete the work within specified budgets.

- Job requires the ability to read and interpret various types of engineering plans, contract drawings, standards and specifications and in depth knowledge of highway engineering principles in order to control the planning and delivery of the work and ensure consistency with ministry standards.
- Job requires knowledge of methods and principles for highway reconstruction work (such as paving, surface treatment, granular base application, drainage improvements), sampling and testing procedures for the inspection of aggregates, concrete, and asphalt in order to provide competent inspection of contractors operations or to direct hired equipment for day labour activities and ensure that the work is completed to ministry standards and specifications.
- Job requires thorough knowledge of ministry procedures related to the field administration of construction contracts and delivery of day labour operations, and procedures related to safety (ie. traffic control, construction safety practices, etc.) and environmental requirements in order to provide competent inspection / supervision, and documentation for assigned projects.
- Job requires knowledge of ministry purchasing policy and procedures, so that day labour equipment is hired and materials (culverts, gravel, etc) are purchased according to approved ministry procedures.
- Job requires good knowledge of the following policies, acts and regulations; Aggregate Resources Act, Public Transportation and Highway Improvement Act, Public Services Works on Highway Act, Construction Lien Act, Drainage Act, Forest Fire Prevention Act, Environmental Assessment Act, Dangerous Goods Act, Waste Management Act, and the Occupational Health & Safety Act in order to ensure compliance with legislation.
- Job requires knowledge of commonly used software applications: Microsoft Word, Excel, Outlook, Internet Explorer, and good knowledge of computers in order to prepare the required documents, correspondence, forms, and to access information.

Staffing and Licensing Requirements:

Valid Ontario Class "G" Drivers Licence.

Skills:

Skills (Analytical / Coordinating)

- Job requires analytical and evaluative skills to monitor and inspect the contractors work such as paving operations, finishing of concrete, construction of cuts/fills, and placement of granular base; to assess these for compliance with contract requirements; and to make minor changes to the work (i.e. lower ditch lines to accommodate drainage, deepen excavations to remove substandard material); making on site decisions for required changes or adjustments in procedures, operations or design changes based on unforeseen conditions (ie. substandard road base material, project revisions to meet budget targets); analysing engineering data to make recommendations for the most cost effective repair method.
- Job requires planning and organizational skills for scheduling daily construction activities such as co-ordinating efforts of several different contractors equipment on approved day labour projects and organizing own work activities to meet contract inspection requirements.

Skills (Communications)

- Job requires good interpersonal and communication skills in establishing effective relationships with contractors staff to ensure work is completed to contract requirements; with ministry personnel and external agencies for efficient coordination of activities or information sharing; and the general public to resolve issues or concerns.
- Job requires clear concise use of technical language to communicate with contractors staff orally and / or in writing (e.g. to advise contractor of non-compliance with contract specifications and to provide rationale concerning acceptance/rejection of contractors work performance or materials used). Written communication skills to prepare memos, letters, diary records etc. to provide an accurate and complete record of activities and substantiate appropriate and timely payment to contractors.

Freedom of Action:

- Job requires working in accordance with construction manuals, specifications, standards, ministry policies, established practices and procedures and contract documents to ensure quality work.
- Job requires making field decisions related to the acceptance/rejection of work performed or materials used by the contractor that do not comply with contract requirements and advising of test results (e.g. a load of concrete is rejected because of slump, air, or time problems; compaction of earth or granular inadequacy is identified as unacceptable to contract specifications).
- Job requires referring matters not covered by established procedures, practices and instructions to

supervisor (eg. where more work and / or funding is required than originally estimated; major design changes, such as earth excavation turned out to be rock). Recommendations and decisions are generally accepted subject to review for conformance to ministry policies, procedures and appropriate legislation.