

## Metro Vancouver

**Position Description: CONSTRUCTION FOREMAN (G455)**

**November 2007**

---

**Purpose:** To plan, allocate, coordinate, participate in and supervise the work of a crew(s) engaged in the construction, upgrade, repair and tie-ins to GVRD utilities.

**Duties:** *(The duties described hereunder are intended to be representative of the position and are not to be considered as all inclusive.)*

Work with and provide daily onsite supervision to a construction crew including the coordination of any contract services as they relate to the assigned projects.

Assigns, and directs workforce in construction practices. Prepares work schedules and assists with estimates.

Works within pre-determined project budget, estimates project costs as required and ensures effective project cost control.

Liaises with a broad range of internal and external contacts including GVRD departments, municipalities, contractors, consultants, suppliers, regulatory agencies, utility companies and the public as necessary.

Assures that all as-constructed drawings and records are updated when required. Submit reports such as progress and safety when required.

Works with supervisor to ensure all work carried out by subordinates adheres to, and is in compliance with all Corporate Departmental and Divisional safety policies/procedures including compliance with WorkSafe BC regulations. Advises supervisor of situations requiring review. Assists in the development of all safety documents and reports for each assigned project.

Assures best construction practices are used to minimize impact to the environment

Uses computer applications related to the position and duties.

Trains subordinates in current construction practices and procedures and monitors to ensure training objectives are being met.

Trains and develops employees by:

- Providing orientation and on the job training of staff. Recommends areas of developmental training
- Assuring all required safety training is up to date, identifies and coordinates any additional training that may be required. Encouraging and supporting staff to pursue additional related training courses/seminars (both internal and external)
- Providing opportunity for staff to gain experience in all areas of the systems and related processes.

May act in the capacity of immediate supervisor as required

**Requirements:**

Grade 12 education or equivalent training and experience. Supplemented by courses in supervision, computer software, welding, industrial coating, and construction technology.

Progressive experience and responsibility with 6 or more years experience in regional water/wastewater construction.

Demonstrated initiative and proven ability to work with minimum supervision.

Demonstrated ability to plan, organize, direct and supervise a small group of diversified skilled/semi-skilled labour force.

Ability to interpret and work from engineering drawings and sketches.

Ability to communicate effectively both verbally and in writing.

Proficient in the use of computer software such as MS Word, Excel, Project.

Proven commitment to working within a team.

Ability to deal courteously and effectively with the public.

Willingness and ability to undertake training related to the duties of the position.

Working knowledge of the Corporate, Departmental and Divisional safety programs, procedures and practices in construction work sites along with WorkSafe BC regulations.

Physically capable of performing duties as related to position.

Able to work in an outdoor environment for extended periods.

Valid BC Class 5 Driver's License