



VOLKER STEVIN POSITION PROFILE

Position:	Foreman	Status:	Full Time - Hourly
Company:	Volker Stevin Highways Ltd.	Location:	Alberta
Division:	Operations	Supervisor:	Area Superintendent
Is this Safety Sensitive position?		Yes	

Volker Stevin Canada and its subsidiaries across **Western Canada** are dedicated to providing the highest level of quality services in the areas of: construction, project management, highway maintenance, civil works and bridge construction, maintenance and rehabilitation expertise, and asphalt/aggregate plants and pits.

In anticipation of our client’s needs, we strive to build and maintain long term relationships based on safety, quality, value, trust, and timely service. In addition to upholding professionalism, integrity, honesty, and fairness in our relationships with our clients, professional associates, subcontractors, and suppliers we ensure the longevity of the Company while sustaining growth and profitability.

Holding a moral obligation to a safe, environmentally responsible work environment we model safety excellence as our way of life – where individual professional growth is the foundation for company growth. Our culture of building and maintaining successful partnerships instills confidence in achieving both employee and client goals.

Position Rationale

The **Foreman** is a knowledgeable and experienced leader coordinating Highway Maintenance Operations and managing workers for their assigned area. The Foreman is the key person in charge of ensuring the Highway Maintenance program is delivered according to contract specifications while coordinating with various functions to manage the deliverables and the day to day operations. With a keen awareness of materials expenses, permits and other regulations, as well as employee safety are all top-of-mind for the Foreman.

Position Accountabilities

Leadership:

Team Engagement:

- Actively seeks increased responsibility, takes initiative.
- Demonstrates ability to adapt and deal with issues as they arise.

Manages Work:

- Plans and schedules work and bundles groups of associated activities for optimal efficiency.
- Ensures work plans are appropriately communicated and understood.
- Understands and ensures compliance with basic labour laws, applicable specifications, and organizational policies.



Influences Quality:

- Encourages others to achieve a high quality of service and leads by example.
- Understands and applies our performance standards Quality Assurance / Quality Control (QA/QC) requirements for all highway maintenance activities.

Alignment to Volker Stevin Strategies:

- Embodies the Volker Stevin values, including contributing to the culture of Safety Excellence.

Performance Management:

- Ensures each individual on the team is aware of their duties, responsibilities, and expectations.
- Holds each team member accountable for their own results through ongoing performance management: Providing immediate verbal or written feedback, recognition of work well done, opportunities for development and cross training, and performance evaluation.
- Under the direction of the Contract Tech or Superintendent and with the support of Human Resources be thoroughly involved in the recruiting and selection process of new team members.

Highway Maintenance Activities:

Road Inspections:

- Performs road checks and actively identifies any situation requiring maintenance.
- Completes daily highway inspection reporting as required by applicable contract.

Emergency Duties:

- Ensures appropriate signage.
- Ensures staff responds as required to emergency situations: weather related, wildlife, accidents etc. as defined in Operations Excellence Training Modules (OETMs), contract provisions, and relevant Alberta Transportation Specifications.

Operating and Labour:

- Operates equipment and performs labor intensive duties for snow and ice control, roadside maintenance, asphalt maintenance, traffic control device maintenance, bridge maintenance and highway maintenance.
- Inspects, maintains, and operates equipment to Company standards and promptly reports any and all possible problems and defects.
- Ensures vehicles, equipment, facilities, yard and keys are secured as per company standards and policy on a daily basis.
- Possesses the stamina to perform and sustain physical labor including standing/walking/climbing, and strength to lift and maneuver materials and equipment weighing up to 50 kg with proper equipment.
- Reside within 30 kilometers of assigned shop.
- Work regular hours including shift work and call out duties as per Company Policy.
- Ensure maintenance facilities are well maintained and properly stocked with maintenance supplies and equipment supplies.
- Track and maintain records for supply inventory, yard inventory, including external materials.
- Receive public complaints and concerns and handle in a timely and professional manner.

Job Management & Preparation:

Hazard Assessment:

- Ensures hazard assessments are completed as required, i.e. pre-job, ongoing, when moving locations and as hazards change.
- Coaches others in the identification of hazards and their control measures.



Job Management:

- Checks weather information to monitor potential adverse weather conditions.
- Adjusts schedule to accommodate adverse conditions to avoid delays.
- Ensures the proper traffic accommodation strategy (TAS) are utilized.
- Directs the mobilization and demobilization of crews and equipment.
- Ensures “work alone” protocol is followed.
- Understands productivity rates and works with crews to achieve the required outcomes.
- Completes all of the required documentation as per Company policies, directives, regulations, and all pertinent mandates.

Preparation:

- Maintains project records including measured material quantities, personnel hours, and equipment use.
- Ensures material meets the contract requirements and Alberta Transportation Specifications or other agencies specifications as applicable.

Training & Coaching:

Competency Requirements:

- Assesses gaps in organizational and technical competency through observation.
- Identifies staff to be trained as well as the training required.

Environment:

- Has a general understanding of situations that may require permits.
- Knows who to contact to arrange for permits, certificates and licenses.
- Understands and complies with the Environmental Management Plan (EMP) Standards for their base maintenance facility and other facilities as needed.
- Ensures that all operations are conducted in an environmentally compliant manner adhering to company environmental and safety policies as well as OH&S regulations.
- Ensures safe transportation of hazardous materials applicable to their job.

Work Environment / Conditions:

Within the nature of a 24/7 operation, some of the conditions that we potentially need to account for in the work are:

Winter Conditions:

- Long hours and days of continuous service
- Significant shift work, on-call, and night shift work required
- Poor visibility when plowing
- Planning and scheduling of work shifts and call-ins
- Work will be outdoors in various weather conditions; extreme cold, ensure preparedness with proper clothing, PPE
- Dealing with traffic on poor road conditions
- Dealing with accidents/emergencies on the highways

Summer Conditions:

- Long hours working on the highways
- Significant shift work, on-call, and night shift work required



- Work will be outdoors in various weather conditions; extreme heat conditions, windy conditions, and rainy conditions; ensure preparedness with proper fluids for hydration, clothing, PPE
- Dealing with high traffic volumes in work zones.

Safety:

- Actively engage in Volker Stevin Canada’s culture of Safety Excellence.
- Engage senior management on an ongoing basis regarding safety activities and successes.
- Remain visibly committed to the safety excellence way of life by:
 - Participating in all relevant safety training.
 - Displaying behaviours that support a culture of Safety Excellence
 - Support for a Respectful Workplace environment
 - Ensuring Safety Meetings are held, reviewing Safety minutes and concerns, and ensuring concerns are actioned and corrected in a timely manner.



Safety Processes:

- Ensures all related operations are conducted in a safe and responsible manner and that duties are carried out as per Alberta Occupational Health & Safety (OH&S) Regulations and the Safety Management Guide (SMG).
- Initiates corrective action when safe work procedures are not followed.
- Ensures all staff have taken, understand and are applying required safety training.

Legislation, Policies & Procedures:

- Ensures safety compliance for self and staff and stay current on safety regulations.
- Demonstrates understanding of how to access legislation.

Incident Reporting:

- Completes incident reports on an accurate and timely basis.

Personal Protective Equipment Standards:

- Observes all safety policies and ensures all staff to do the same.
- Executes corrective action where required.

Position Requirements

Qualifications & Experience:

- Minimum of 3 years’ experience in the Highway Maintenance or similar field.
- High School Diploma or extensive field experience.
- Valid Class 1 (preferred) or Class 3 driver’s license with air endorsement.
- Valid clean driver’s abstract.
- Experience in the operation of a Snowplow; minimum 50 hours behind the wheel.
- Experience and aptitude for operation and minor maintenance of light, medium, and heavy equipment.
- In-depth experience with relevant health and safety policies and procedures.
- Perform physically demanding tasks.
- Valid Standard First Aid Certificate (preferred).
- Basic Computer use with Microsoft Office knowledge (Excel, Word, Outlook).
- Basic Cellphone use and technical capabilities.