

Position Vacancy

Applications are invited for
the position of

Works Supervisor 1 - Sanitation & Roads

Full-Time Position
Schedule B

Engineering Operations
Rate of Pay: \$24.47 - \$28.80 (2010 rates)

POSTING #C10-104

Job description for this position is attached

To apply, please submit one of the following (detailing education and experience):

- a COMPLETED application for Internal Posting form;
- a resume, or
- an online application (you must complete the application form in detail or attach your resume in Word or .txt format).

**by 5:00 p.m., Tuesday, September 14, 2010
to Human Resources**



For queries regarding the status of your application,
please contact 604-864-5527 or Local 5527

CITY OF ABBOTSFORD

CLASS SPECIFICATION

CLASS TITLE: Works Supervisor – Sanitation & Roads

DATE: November 2008

1. NATURE AND SCOPE OF WORK:

The incumbent in this position supervises the work of a group of skilled and semi-skilled employees relating to the maintenance of City roads and rights-of-way, the collection and disposal of solid waste and the maintenance of sanitation sites.

The incumbent plans, assigns, supervises and may assist in the work of the group. Additional areas of responsibility include the development of work methods, procedures and standards and the implementation of safe work practices as outlined in the Workers' Compensation Act, and the City's Accident Prevention Policy and Procedures Manual.

Considerable independence of judgement and action is required in dealing with related problems of a technical or supervisory nature; however, complex matters are referred to a supervisor. Verbal and written assignments, sometimes accompanied by sketches, plans or grade sheets, are received from a supervisor who evaluates performance in terms of completion of scheduled assignments, adherence to safe work practices, technical accuracy, and effective utilization of resources.

2. ILLUSTRATIVE EXAMPLES OF WORK:

Plans, assigns, coordinates, supervises and occasionally assists in the work of employees and contractors engaged in the collection and disposal of solid waste and the maintenance of sanitation sites.

Plans, assigns, coordinates, supervises and occasionally assists in the work of employees and contractors engaged in a variety of roadwork maintenance and repair work, including resurfacing, patching, grading, street sweeping, culvert installations, ditching, roadside and right-of-way mowing, brushing and various related road shoulder and roadside maintenance duties.

Implements and maintains safe work practices; ensures the safety of work crews and the public by enforcing all appropriate City and W.C.B. safety regulations.

Prepares estimates for quotes and tenders and assists in annual department budget preparation.

Prepares and maintains a variety of reports, records and correspondence.



2. ILLUSTRATIVE EXAMPLES OF WORK (Con'd)

Reviews and evaluates the work of employees.

Establishes and maintains good relations with property owners and the public.

Performs related work as required.

3. REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

Considerable knowledge of materials, methods, techniques, tools and equipment used in the maintenance of roads and rights-of-way within the City.

Considerable working knowledge of W.C.B. safety regulations and City safety practices and procedures, particularly those relating to the work.

Demonstrated knowledge and experience with computers and software programs associated with the work to be performed.

Ability to supervise, evaluate and coordinate the work of a group of employees.

Ability to maintain records and prepare reports and correspondence.

Ability to estimate time, labour and materials needed to perform related works.

Ability to work from written orders, blueprints, or verbal instructions.

Ability to establish and maintain cooperative relations with other employees, contractors and the general public.

4. REQUIRED QUALIFICATIONS AND EXPERIENCE:

Grade 12 plus successful completion of the following post-secondary courses from a recognized educational institute: Introduction to Public Works Operations, Roadwork Maintenance I, and Project Management.

Two years experience in the collection and disposal of solid waste and recyclables and, road maintenance work, including supervisory experience.

5. REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS:

Valid Driver's License for the Province of British Columbia Class 3 with Air Ticket.