

## VOLKER STEVIN POSITION PROFILE

<b>Position:</b>	Lead Hand	<b>Status:</b>	Seasonal - Hourly
<b>Company:</b>	Volker Stevin Contracting Ltd.	<b>Location:</b>	Calgary, AB
<b>Division:</b>	Shallow Utilities	<b>Supervisor:</b>	Foreman, Shallow Utilities
<b>Is this Safety Sensitive position?</b>		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 Lead Hand is responsible for assisting and supporting the Foreman with assigned project duties and requirements. This position will be a contact point for the assigned crew to ensure all work is done safely and effectively.

### Position Accountabilities

#### General Responsibilities:

- Assisting a Foreman with or completing daily tasks including safety meetings, field-level hazard assessments, and worksite planning.
- Monitor the quality of work performed at the assigned job site.
- Maintain all records and reporting systems for the job site.
- Ensure that all employees, with special emphasis on new hires, have had orientation training for the tasks that are required to perform and/or the equipment they are expected to operate.
- Assist in the review, completion, and corrections on all required documentation which includes daily timesheets, tailgate meetings, and incident reporting.

- Ensure that employees are wearing the assigned PPE (Personal Protective Equipment) when required.
- Respond to emergencies and ensure proper actions are taken.
- Inspect, maintain and operate an assigned vehicle to Company standards and promptly report any possible problems or defects, as required.
- Be aware of one's own condition and relative fitness for duty and ensure total readiness for work.
- Other duties as assigned by the Foreman and or management.

**Customer Service:**

- Project a professional image in dealing with the public, internal and external clients, suppliers, and subcontractors.
- Demonstrate a “can do,” problem solving approach to all inquiries and concerns.
- Know when to escalate an issue for immediate response or assistance.

**Leadership:**

**Team Engagement:**

- Actively seek increased responsibility, take initiative.
- Direct, guide and support your team to create a positive atmosphere in the workplace.

**Manages Work:**

- Plan work for optimal efficiency.
- Ensure work plans are appropriately communicated and understood.

**Influences Quality:**

- Encourage others to achieve a high quality of service and lead by example.

**Working Environment / Conditions:**

- Long hours and days of continuous service may be required.
- Shift work, on-call, and night shift work may be required.
- Travel may be required to remote areas.
- Work will be outdoors in various weather conditions; extreme cold, ensure preparedness with proper clothing and Personal Protective Equipment.

**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 behaviors that support a culture of Safety Excellence.
  - Supporting a Respectful Workplace environment.
  - Completing or assisting with the Field Level Hazard Assessment (FLHA) daily.
  - Completing or assisting with the completion of a Worksite Inspection once per month (minimum).
  - Completing or assisting with the Safety Meetings weekly at a minimum.

**Position Requirements**

**Qualifications & Experience:**

- High School diploma or extensive industry experience.

- Minimum of five years of experience in the shallow utility construction industry.
- URD (Underground Residential Development) and/or streetlight experience required.
- Valid Class 5 Alberta Driver's License with clean Driver's Abstract (as defined by Company Policy).
- Valid Standard First Aid Certificate.
- Valid Ground Disturbance Certificate.
- Ability to navigate/complete app-based programs for safety and production paperwork to be completed daily.