

VOLKER STEVIN POSITION PROFILE

Position:	URD Foreman	Status:	Seasonal - Hourly
Company:	Volker Stevin Contracting Ltd.	Location:	Calgary, AB
Division:	Underground – Shallow Utilities	Supervisor:	Superintendent, Underground
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

Under the direction of a Superintendent, the URD Foreman is responsible for supervision of their assigned crew and equipment, and performance of assigned duties according to contract specifications. The URD Foreman is also accountable for ensuring all tasks onsite are carried out in a safe and responsible manner.

Position Accountabilities

General Responsibilities:

- Supervise work at their assigned jobsite, including conducting daily field safety and environmental inspections as required, and maintain records and reporting daily.
- Check materials delivery to verify accuracy of bills of lading and notify supervisor of delivery discrepancies.
- Ensure materials required are available before they are needed to maintain a steady workflow on the jobsite.
- Ensure good employee relations are maintained and all training requirements are achieved. Ensure optimization of all resources through proper planning and co-ordination of work.

- Ensure all employees, with special emphasis on new hires, have had orientation training for their duties and equipment they are expected to operate.
- Organize and coordinate daily activities of all crew members, sub-contractors, equipment on your site
- Responsible to ensure uniformity and compliance with contract specifications. Responsible for review, completion and corrections on all required documentation which includes daily timesheets, tailgate meetings, and incident reporting.
- Ensure all operations are conducted in a safe and responsible manner in conjunction with supervisory and support staff. Duties are to be carried out as per Alberta OH&S regulations and the HSE Manual. Provide response to emergency situations and ensure proper actions taken.
- Inspect, maintain and operate an assigned vehicle to Company standards and promptly report any possible problems or defects.
- Ensure that employees are wearing the assigned Personal Protective Equipment 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 Supervision.

Leadership:

Team Engagement:

- Actively seek increased responsibility, take initiative.
- Demonstrate ability to adapt and deal with issues as they arise in a respectful manner.
- Direct, guide and support your team to create a positive atmosphere in the workplace.
- Provide positive recognition to employees/crew members.

Manages Work:

- Plan and schedule work and bundle groups of associated activities for optimal efficiency.
- Ensure work plans are appropriately communicated and understood.
- Understand and ensure compliance with labor laws, applicable specifications, and organizational policies.
- Understand that crew size and experience may vary depending on location and job demand

Influences Quality:

- Encourage others to achieve a high quality of service and lead by example.
- Understand and apply company performance standards (QA/QC) requirements for all activities.
- Be aware and inform employees of any changes in company policies, municipal requirements and government legislation.

Performance Management:

- Ensure each team member is aware of their duties and responsibilities.
- Hold each team member accountable for their own results through ongoing performance management: provide immediate verbal or written feedback, recognition of work well done, opportunities for development and cross training.

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 to the appropriate party (Management, Safety, Human Resources)
- Ensure all projects are completed to client’s and company high-quality standards.

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 performed 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 assigning the completion of and witnessing the Field Level Hazard Assessment (FLHA) daily.
 - Completing or assigning the completion of a Worksite Inspection once per month (minimum).
 - Completing safety meetings weekly at a minimum, reviewing safety minutes and concerns, and ensuring concerns are actioned and corrected in a timely manner.

Position Requirements

Qualifications & Experience:

- Minimum five years’ experience in shallow utility construction industry.
- URD (Underground Residential Development) experience, required.
- High School Diploma or G.E.D. is preferred.
- 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.
- Strong ability to read construction prints.