



VOLKER STEVIN POSITION PROFILE

Position:	Grading Foreman	Status:	Seasonal - Hourly
Company:	Mainline Construction (2014) Ltd.	Location:	Grande Prairie
Division:	Operations	Supervisor:	Grading Superintendent

Is this Safety Sensitive position?	Yes
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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

Supporting Mainline Construction Operations, a Grading Foreman is responsible for supervision of the assigned crew and equipment, and is to perform duties assigned according to contract specifications. The Foreman is also responsible to present a professional image and attitude in all dealings with the client, the public and fellow workers and to ensure all tasks are carried out in a safe and responsible manner.

Position Accountabilities

General Responsibilities:

- Supervise work at the assigned jobsite, including conducting daily field safety & environmental inspections as required, and maintain records and reporting.
- Check delivery of materials to verify accuracy of bills of lading and notify supervisor of material delivery discrepancies.
- Ensure materials required are available to maintain a steady work flow 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 and safety training for the tasks they are required to perform and/or equipment they are expected to operate.



- Be responsible for uniformity and compliance with contract specifications; as well as 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 the Safety/Project Supervisor. Duties are to be carried out as per AB OH&S regulations.
- Provide response to emergency situations and ensure proper actions taken.
- Be aware of one's own condition and relative fitness for duty and ensure total readiness for work.
- Inspect and maintain the vehicle assigned to him/her according to the company standards and promptly report all possible problems or defects.
- Other duties as required.

Leadership:

Team Engagement:

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

Manages Work:

- Plan and schedule work and bundles groups of associated activities for optimal efficiency.
- Ensure work plans are appropriately communicated and understood.
- Understand and ensure compliance with basic labor laws, applicable specifications, and organizational policies.

Influences Quality:

- Encourage others to achieve a high quality of service and leads by example.
- Understand and apply company performance standards (QA/QC) requirements for all maintenance activities.

Alignment to Mainline Construction LTD. Strategies:

- Embodies the Mainline Construction values, including contributing to the culture of safety excellence.

Performance Management:

- Ensure everyone on the team 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.
- Under the direction of the Operations Manager, and with the support of HR be thoroughly involved in the recruiting and selection process of new team members.

Job Management & Preparedness

Hazard Assessment:

- Ensure hazard assessments are completed as required e.g. pre-job, ongoing, when moving location and as hazards change.
- Coach others in the identification of hazards and their control measures.

Job Management:

- Check weather information to monitor potential adverse weather conditions.
- Adjust schedule to accommodate adverse conditions to avoid delays.
- Direct the mobilization and demobilization of crews and equipment.
- Ensures "work alone" protocol is followed.
- Understand productivity rates and works with crews to achieve the required outcomes.



<ul style="list-style-type: none"> • Complete all the required documentation as per company polices, directives, regulations, and all pertinent mandates. 	
Preparation:	
<ul style="list-style-type: none"> • Maintain project records including measured material quantities, personnel hours, and equipment use. • Ensure material meets the contract requirements. 	
Training & Coaching:	
<ul style="list-style-type: none"> • Assess gaps in organizational and technical competency through observation. • Identify staff to be trained as well as the training required. 	
Customer Service:	
<ul style="list-style-type: none"> • 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. 	
Working Environment / Conditions:	
<ul style="list-style-type: none"> • Long hours and days of continuous service. • Work will be performed outdoors in various weather conditions; ensure preparedness with proper clothing, PPE. 	
Safety:	
<ul style="list-style-type: none"> • Actively engage in Mainline Construction Ltd.’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: <ul style="list-style-type: none"> ○ Participating in all relevant safety training. ○ Displaying behaviors that support a culture of Safety Excellence. ○ Supporting 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. 	
Position Requirements	
Qualifications & Experience:	
<ul style="list-style-type: none"> • Minimum five years of experience in construction industry. • High school education or extensive experience. • Valid Class 5 AB driver’s license with a clean abstract. • Thorough knowledge of the Workers’ Compensation Board Health and Safety Regulations. 	