IDENTIFICATION

Department	Position Title	
Infrastructure	Highway Maintenance Supervisor	
Position Number	**Community**	**Division/Region**
33-3648	Fort Smith	South Slave

PURPOSE OF THE POSITION

The Highway Maintenance Supervisor plans, organizes and initiates the repair and maintenance of airports, roads, highways, bridges, campgrounds and rest areas to their designed capacity. The goal is to ensure the system is safe for public use and effectively maintained to maximize the serviceable life of the infrastructure to meet or exceed the design life cycles.

SCOPE

Based in Fort Smith, the Highway Maintenance Supervisor reports to the Regional Manager Highway Operations. The incumbent oversees a team of Highway Maintenance Operators located in Buffalo River, Enterprise, Fort Providence and Fort Smith.

The incumbent plans, organizes, and supervises the repair and maintenance of the public highway system within the Buffalo River, Enterprise, Fort Providence, and Fort Smith maintenance areas. The position is responsible for ensuring the highway network remains safe for public use and is maintained in a manner that maximizes the service life of the infrastructure.

Through a team of permanent employees, casual staff, and contracted resources, the incumbent oversees the delivery of highway maintenance programs to approximately 300 kilometres of the regional public highway system and administers an annual operating budget of approximately $1 million. Responsibilities include the day-to-day maintenance of the highway network as well as the planning and supervision of annual operations, maintenance, and own-forces capital projects, including chip seal and asphalt overlay programs. These projects vary in value from approximately $200,000 to $1 million annually. During peak construction and maintenance periods, additional operators, equipment, and contractors are engaged to meet operational demands and ensure projects are completed safely and on schedule.

The incumbent also oversees the day-to-day maintenance of public roads within Wood Buffalo National Park, the Province of Alberta, and the Town of Hay River under established Memorandums of Understanding (MOUs) for contracted maintenance services, representing an additional annual budget of approximately $2 million.

Under the direction of the Airport Manager, the incumbent also oversees the day-to-day operation, maintenance, and safety of the Fort Resolution Airport. This includes supervising airside and grounds maintenance activities, coordinating runway condition reporting, ensuring compliance with operational and safety standards, managing staff and equipment, and responding to operational issues, emergencies, and accident investigations.

This is a highly accountable front-line management position with responsibility for maintaining infrastructure valued at approximately $150 million. Decisions made and actions taken by the incumbent directly affect public safety, highway reliability, and the long-term condition of the transportation network. Failure to achieve maintenance objectives can accelerate infrastructure deterioration, reduce asset life expectancy, and result in significant future capital replacement costs.

RESPONSIBILITIES

1. **Plan, organize and supervise the delivery of the highway maintenance program, which defines the highway maintenance performance standard for the highway system to enable safe travel conditions by:**
    - Delivering highway maintenance services in accordance with departmental standards to support infrastructure longevity and public safety.
    - Planning and coordinating work schedules, resources, personnel, and equipment to ensure efficient operations.
    - Supervising maintenance, installation, project, and contract work, ensuring quality standards, safety requirements, and contract obligations are met.
    - Leading, directing, and developing Highway Maintenance Operators, including training, performance oversight, and workplace safety.
    - Monitoring highway conditions, assessing program effectiveness, and addressing deficiencies or operational issues.
    - Managing equipment preventative maintenance, inventories, materials, supplies, and camp resources.
    - Overseeing camp operations, budgets, financial administration, purchasing, and reporting requirements.
    - Continuously reviewing programs and practices, recommending improvements to service delivery and productivity.
    - Administering contracts, inspecting completed work, and approving payments.
    - Promoting and enforcing workplace health and safety, including cold-weather procedures and monthly safety meetings.

- Liaising with the public, stakeholders, and affected parties to maintain positive community relations and address concerns related to maintenance activities.

2. **Supervise, schedule, inspect, and approve completed contracted services to ensure contractual obligations are met in the areas of:**
   - Granular crushing;
   - Surface and pavement improvements;
   - Capital infrastructure improvements;
   - Right-of-way mowing;
   - Line painting;
   - Highway safety improvements;
   - Drainage improvements;
   - Commercial signage;
   - Utility construction; and,
   - Supervising the delivery of contracted services (heavy equipment rental) that support the Highway Maintenance Manual.

3. **Under the direction of the Regional Manager and in consultation with Federal and Provincial stakeholders, supervise the day-to-day maintenance of public roads in Wood Buffalo National Park, the Province of Alberta and the Town of Hay River as per established Memorandums of Understanding (MOU) for contracted services, with the following targeted accomplishments:**
   - Planning, organizing and supervising the maintenance of roadways, drainage systems, roadside signage, chip seal repairs, brush and weed control, animal control, dust control, and snow removal and ice control. Supervising a staff of equipment operators, providing advice to management and outside stakeholders and performing other duties, as required;
   - Planning and supervising the maintenance of the seasonal road between Moose Island, Alberta and Fort Smith, Northwest Territories through Wood Buffalo National Park.
   - Providing daily reporting of work activities which are used to provide separate work information for each MOU as required to invoice the work performed.
   - Assisting management with the development of the yearly work plan and budgets.
   - Inspecting work for adherence to the operational requirements and standards.
   - Investigating accidents involving personnel and equipment, inspecting work areas for safety and reporting findings, and adjusting work schedules to meet changing priorities and emergencies as required by NWT, Parks Canada and the Municipality of Wood Buffalo.

4. **Assist the Regional Manager in planning the Highway Maintenance program for the camp for inclusion in the Department's overall program estimates by:**
   - Determining required workloads for the coming year.
   - Determining required resources necessary to accomplish workloads.

- Attending regional meetings and briefings with the Regional Manager.
- Updating, controlling and reporting on all inventories of assets assigned to the camp.

5. **Oversees delivery of the Department's OHS Program at Buffalo River, Enterprise, Fort Providence and Fort Smith highway maintenance areas.**
   - Conducting and documenting regular inspections at maintenance camps, shops, and remote worksites to support requirements of the Joint Occupational Health and Safety Committees (JOHSC).
   - Promoting, supporting, monitoring, and documenting workplace safety and on-the-job training for highway maintenance staff. Conducting risk analysis to identify hazards, determining root causes, and assisting in recommending corrective or preventive actions.
   - Holding regular monthly safety meetings and daily toolbox meetings with the staff to continually promote a safe work environment and correct safety deficiencies.
   - Ensuring highway and work zone signage is properly installed and maintained in accordance with Department standards and the current edition of the Transportation Association of Canada's *Manual of Uniform Traffic Control Devices*, to support public and employee safety and ensure national signage consistency.
   - Reporting daily on highway conditions for publication on DriveNWT.ca
   - Provides advice and technical support to employees on health and safety matters including policies and procedures, Safe Work Practices, and Codes of Practice.
   - Maintains mandatory OHS records in DIIMS, including incident and injury reports, training records, risk assessments, workplace inspections, related documentation.

6. **Supervise staff and deliver the highway maintenance program through subordinate crews, ensuring daily operations are carried out safely, effectively, and in accordance with employment terms, road conditions, and weather requirements.**
   - Ensures staff receives regular feedback, clear expectations, and opportunities for growth, while fostering a respectful, inclusive, and safe workplace.
   - Scheduling and assigning work to employees to ensure the effective delivery of the highway maintenance program is achieved.
   - Supervising and monitoring winter maintenance to ensure effective winter maintenance service.
   - Supervising maintenance of seasonal roads.
   - Orienting and training new employees.
   - Supervising and evaluating staff performance, administering discipline in accordance with GNWT policies, and identifying and coordinating training and development initiatives to support succession planning and overall organizational effectiveness.
   - Mediating workplace disputes to an acceptable outcome for all parties.

7. **Supervise own forces assisting the chip seal capital overlay program on Highways 1, 2, 5 and 6 in Fort Smith, Fort Resolution and Hay River.**
   - Establishing construction methods and scheduling activities to repair and construct chip seal overlays with own forces while ensuring that effective and timely completion of work is achieved.
   - Supervising the construction activities and training new staff to ensure worker safety is achieved.
   - Requisitioning required material and equipment to perform chip seal overlay.
   - Preparing daily reports for cost estimates used to recover costs from chip sealing capital program.

8. **Under the direction of the Airport Manager, supervises the day-to-day surface operations of Fort Resolution Airport, implements safety, operations, maintenance and related airport programs.**
   - Planning, organizing and supervising the operational and structural repair of runways, taxiways, aprons, storm drainage systems, parking areas and ramps including snow removal and ice control, lighting, maintenance of airfield and landscaped grounds, signs and fencing, wildlife control, weed and brush control, maintenance and repair of all associated mobile and vehicular equipment, supervising a staff of equipment operators, providing advice to management and performing other duties.
   - Providing regular runway condition reports to ensure aviation information system has consistent and accurate information on current runway conditions.
   - Inspecting work for adherence to the operational requirement and standards.
   - Investigating accidents involving personnel and equipment, inspecting work areas for safety and reporting findings, adjusting work schedules to meet changing priorities and emergencies.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

The incumbent is expected to work outdoors and is therefore exposed to seasonal weather extremes and dusty highway conditions for 3 hours per week.

The incumbent has daily exposure to hazardous material such as gasoline, propane, diesel, fuel, and lubricants, and is occasionally required to use hand and power tools for 1to 2 hours per day.

Sensory Demands

Extensive need for sensory attention to safely operate and control equipment, use various attachments and materials for 1 to 5 hours per day.

When using power tools or operating equipment, the incumbent relies considerably on their sensory feedback to avoid accidents and accomplish the work for 1 to 5 hours per day.

Mental Demands

The position is occasionally exposed to traumatic highway accident scenes, including incidents involving serious injuries or fatalities. Responding to and assisting law enforcement in these situations can create considerable mental and emotional stress. In addition, mental stress can come from working while accommodating highway traffic and tactfully dealing with the complaints for 1 to 2 hours per day.

This position is on full-time standby, 24 hours per day, 7 days a week.

KNOWLEDGE, SKILLS AND ABILITIES

- Skills in contract administration, project management, estimating, financial management, budget oversight, data analysis, report preparation, and implementation of the Highway Maintenance Management System.
- Knowledge of highway maintenance tools, techniques and operations.
- Ability to determine effective and practical highway maintenance practices.
- Ability to interpret applicable legislation, regulation, policies and directives.
- Ability to conduct formal and informal risk analysis to determine the risk inherent in a particular situation.
- Ability to recognize potential hazards and risks associated with differing worksites and recommend appropriate risk mitigation approaches.
- Ability to conduct incident and injury investigations and worksite inspections.
- Knowledge of the *Safety Act* and regulations, industry standards, and other related Acts, codes, regulations and standards applicable to OHS.
- Ability to understand and recognize acceptable service performance and to ensure compliance with federal and territorial legislation, regulations, policies and generally accepted practices of operation and maintenance.
- Communication skills to effectively deal with the public and with staff to maintain a satisfactory level of results and compatibility.
- Ability to coach, train and develop staff.
- Management skills to effectively supervise, plan, and organize resources to achieve established standards.
- Knowledge of civil engineering practices related to highway maintenance and construction.
- Ability to determine the most economical, efficient and effective use of highway maintenance equipment to achieve the required road maintenance standard.

- Knowledge of the operation and maintenance of the various pieces of heavy and light equipment used for highway maintenance.
- Knowledge of soils, granular materials, asphalt products, chemicals and drainage.
- Ability to use a computer to operate software programs (word processing, spreadsheets, databases and electronic mail, internet, etc.).
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Completion of a recognized Heavy Equipment Operator training program with two (2) years of experience in the operation of three pieces of heavy equipment (motor grader, tandem truck, and loader and/or crawler tractor); three (3) years of experience supervising highway maintenance and construction projects and administering contracts including one (1) year supervisory experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

A Class 1 Drivers license with Air Brake endorsement.

Ability to obtain First Aid and CPR Certificates, WHMIS Certificate, and Supervisor Safety Trainings training within 3 months of hire.

Position Security (check one)

☒ No criminal records check required
☐ Position of Trust – criminal records check required
☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
☐ French preferred

Indigenous language: Select language

☐ Required
☐ Preferred