

JOB DESCRIPTION

Benchmark Job #373

Ministry: Transportation and Highways
Branch: Operation
Location:

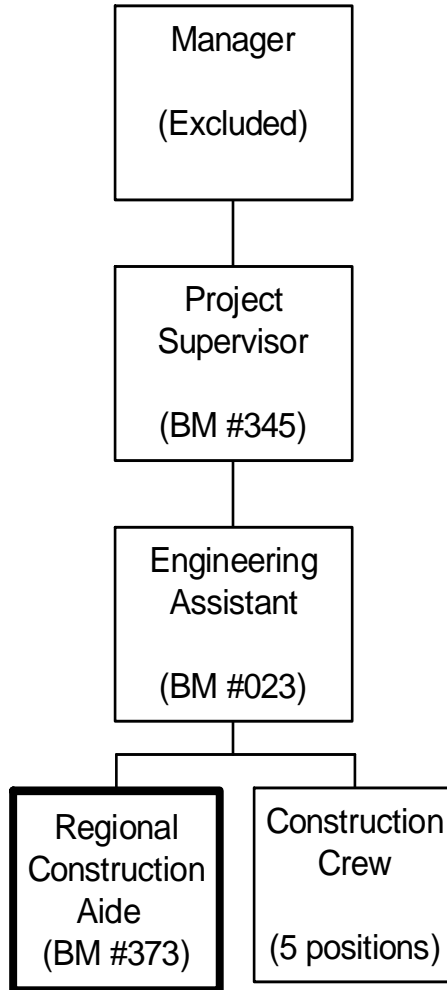
Working Title: **Regional Construction Aide**
Level: Range 14 (Paid Range 15 as per 13th Master.)
Classification: Scientific Technical Officer

PRIMARY FUNCTION

To direct a crew in collecting survey data and to monitor selected work in progress on highway engineering and construction.

JOB DUTIES AND TASKS

1. Coordinates, collects data and monitors selected work in progress at highway engineering and construction sites.
 - a. establishes project data collection requirements, parameters of job to be completed and resource requirements for assigned staff
 - b. establishes priorities with project contractors and coordinates sequential work between contractors
 - c. assesses construction work and physical placement of materials to ensure adherence to designated lines and grades
 - d. monitors construction operations for adherence to specifications and approved construction practices
 - e. records construction details and "as-built" information for project records
 - f. directs a crew and participates in surveying processes for levelling, cross-sectioning, slope staking, setting grades/batterboards, and referencing
 - g. instructs crew members in semi-skilled and manual tasks
 - h. monitors material delivery, storage, and installation and conducts tests and surveys to ensure material meets prescribed standards
 - i. operates various test and data collection instruments
 - j. operates and maintains field equipment and vehicles
 - k. ensures survey and test data meet prescribed standards to support engineering decisions
2. Performs functions in support of highway engineering
 - a. operates computers using standard software programs to produce drawings and spreadsheets
 - b. calculates horizontal and vertical curvatures, earthwork quantities, survey calculations, cross-sections and related engineering data
 - c. establishes cadastral data, topographic detail, coordinates, and related information for inclusion in the data base
 - d. transcribes field notes and produces field office drawings and plans
3. Leads the work of a field construction crew and performs other related duties
 - a. assigns, monitors and reviews the work of a field construction crew, as a leadhand
 - b. validates receipt of construction materials and aggregate
 - c. lifts and carries equipment and samples of construction materials



REASON FOR CLASSIFICATION

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Job Title: Regional Construction Aide

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Have a practical understanding of highway construction engineering and surveying to establish project data collection requirements and to assess construction practices.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of construction methods and choose an approach using a combination of accepted procedures to determine if slopes, grades, levelling and related construction meets plan specifications and to calculate engineering computations.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Discretion required to exchange information needing an explanation of construction specifications with contractors and to explain work procedures to the crew.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity to drive light on road vehicles to and from job sites.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures or instructions, selects alternative course of action to coordinate parts of work in progress on highway construction and survey projects and to establish project data collection requirements.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to validate receipt of construction materials and aggregates.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to ensure survey and test data collected by others meets prescribed standards as a basis from which engineering decisions are made.</p>	D	22.5

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review the work of construction crew in the capacity of a lead hand (1 FTE).	CC	13
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to operate motor vehicles as a designated driver to attend construction site locations.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently use survey equipment, focus on computer screens, and focus on plans and blueprints.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to regularly lift and carry moderate weight survey equipment, material samples, and tools.	D	18
12	SURROUNDINGS Exposure to outside work frequently with available shelter when at construction site locations.	C	6
13	HAZARDS Moderate exposure to hazards from frequent exposure to traffic when working on projects on active highways.	C	6

Total Points: 567.5

Level: Range 14

Paid Range 15 as per 13th Master.