

Appendix F – Position Description

Project Supervisor

Community Council of _____

Date: _____

Term of Position: _____

Salary: _____

Benefits: _____

Duties:

- Review plans, specifications and recommend if acceptable.
- Provide assistance to bidders who may have questions regarding tenders.
- Recommend deletions from or additions to the scope of the project if tender costs are above or substantially below the estimated costs.
- Arrange meetings between community, department, engineers and successful bidders as required.
- Advise the council and/or contractor on technical questions that may develop during construction.
- Review and recommend for approval to the project engineer, shop drawings and manufacturer's drawings and specifications to ensure conformity with all the engineer's plans and specifications.
- Review proposed alternative methods and/or materials and advise the community as to suitability.
- In consultation with the engineer, advise the council and the contractor as to the interpretations of the contract documents, plans and specifications.
- Provide on-site inspections to ensure that construction conforms to the contract drawings and specifications; inspections shall be full-time during pipe laying and concrete placing operations.
- Provide survey requirements to establish lines and grades.
- Obtain and test materials (and samples thereof), used in the construction to ensure they conform to the contract drawings and specifications.
- Report to the council any unusual circumstances that may arise during construction.
- Prepare and submit monthly progress estimates to the council within ten (10) days after the end of the month for which payment is being made.

- Prepare and submit bi-weekly project status reports to council.
- Co-ordinate construction activities when other contractors or utilities are involved.
- Call bi-weekly job meetings with the council, engineer (if required), department and contractor to expedite the project.
- Record all details of construction necessary to modify the drawings and plans for later use when "as-builts" will be prepared. This shall include depths of line and horizontal measurements to permanent reference points.
- Advise the council as to the operation and maintenance of the completed project.

Supervision Received

- 1) Employee's immediate supervisor: _____.
- 2) Employee receives limited supervision. Instructions are provided through construction contract plans and specifications. Direction regarding changes in the project may be in writing or verbal instructions from Manitoba Aboriginal and Northern Affairs, through the departmental project contact.

Supervision Exercised

The employee is required to plan and/or supervise the work of other project casual staff.

Planning

The employee is required to formulate daily work procedures for project casual staff, as required.

Other Pertinent Information Regarding the Position

The project supervisor shall not incur any expense that may become a charge against the council and shall not enter into any contracts that shall purport to bind the council, without express written authorization first obtained.

Date

Signature of Employee

Date

Signature of Community Council

Date

Signature of Departmental Project Contact

Revised December 2005