

JOB DESCRIPTION

Benchmark Job #139

Ministry: Transportation and Highways
Branch: Regional Operations
Location: Vernon

Working Title:
Level:
NOC Code:

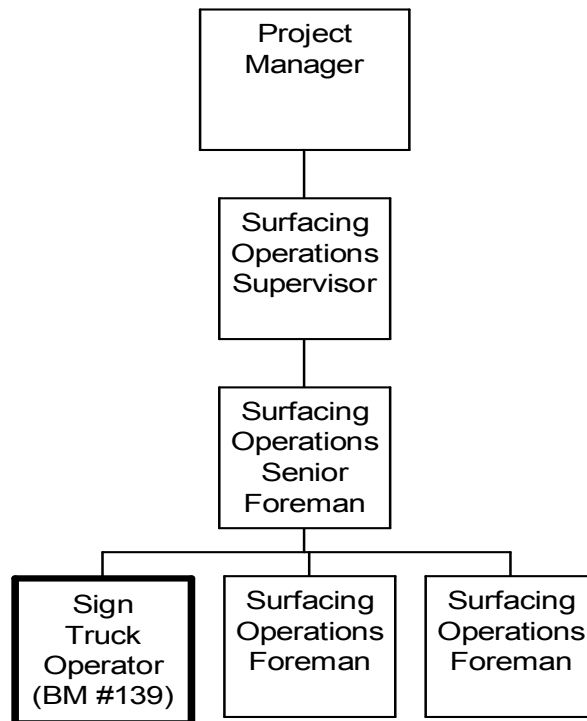
Sign Truck Operator
Range 11
7411

PRIMARY FUNCTION

To place, move, and maintain road signs and coordinate the positioning and activities of contracted traffic control vehicles and personnel.

JOB DUTIES AND TASKS

1. Places, moves and maintains road signs, sign stands, cones and barricades
 - a. ensures that signs are kept in a clean and serviceable condition
 - b. repairs and replaces signs using various tools and drills
 - c. takes an inventory of signs at the end of each season to determine how many signs to order
 - d. ensures that all signs required on sealcoat projects are placed in the correct order and position as designated and outlined in the Ministry's Traffic Control Manual for Work on Roadways
 - e. places hazard and speed limit signs in project areas
 - f. operates and performs minor maintenance on sign truck and sign rack
2. Arranges the positioning and activities of contracted control vehicles and personnel
 - a. provides input into traffic control including number of flagpersons, pilot cars and signs required at each stage on the project
 - b. arranges traffic control flagpersons to facilitate traffic flow
 - c. advises pilot car driver as to what speed to travel at over different portions of the project
 - d. arranges for emergency vehicles to bypass traffic
3. Performs other related duties
 - a. responds to enquiries and complaints from the public, Ministry personnel and contractors and refers enquiries to the Supervisor as necessary
 - b. informs businesses located on or near project sites that road works are taking place
 - c. signs timesheets of flag persons and pilot car operators to verify services received
 - d. drives a flat-deck truck with air brakes



REASON FOR CLASSIFICATION

Benchmark Job #139

Job Title: Sign Truck Operator

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know how to do a variety of assigned job functions or operations and how these functions or operations relate to other units in the ministry, municipality or the police, to operate sign truck, organize placement and movement of road signs and contracted traffic control personnel.</p>	D	100
2	<p>MENTAL DEMANDS Judgement to recognize differences in a variety of situations and determine the priority of tasks to respond to traffic volumes as surfacing work progresses and to ensure proper placement of signs and flag persons.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Discretion required to provide direction for completion of work tasks to traffic control flag persons and pilot car driver.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive a flat-deck truck with air brakes.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures that have written or oral instructions to select a course of action to complete assignments using specific past practices or previous instructions to place, move and maintain road signs and direct traffic control flag person and pilot care driver.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to sign timesheets of flag people and pilot car operators to indicate services were received.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to repair road signs, sign standards, cones and barricades.</p>	C	15

REASON FOR CLASSIFICATION

Benchmark Job #139

Job Title: Sign Truck Operator

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to instruct contracted flagpersons and pilot car drivers on traffic control procedures.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure the proper placement of signs, positioning of flag persons and movement of pilot cars to contribute to public safety.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to frequently observe the flow of traffic to determine placement and number of flag persons and ensure traffic signs remain standing.	C	12
11	PHYSICAL EFFORT Heavy physical effort to regularly lift and carry signs and sign standards.	E	24
12	SURROUNDINGS Exposure to all weather conditions almost always while positioning traffic control signs (shelter available).	D	9
13	HAZARDS Significant exposure to hazards from working around moving equipment and traffic almost always.	D	9

Total Points: 373

Level: Range 11

JOB DESCRIPTION

Benchmark Job #126

Ministry: Attorney General
Branch: Motor Vehicle Branch
Location: Victoria

Working Title:
Level:
NOC Code:

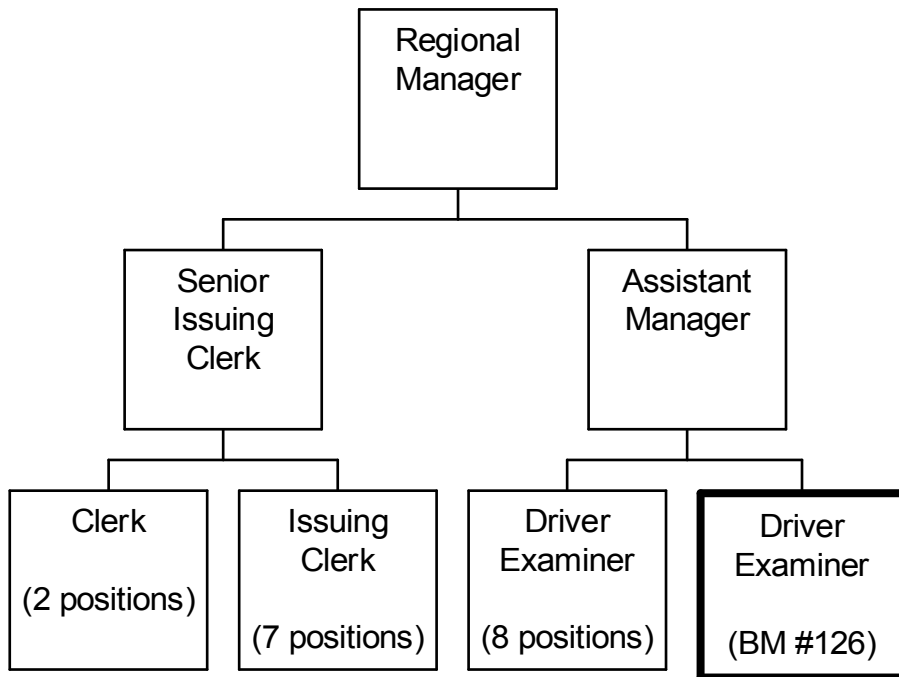
Driver Examiner
Range 13
4216

PRIMARY FUNCTION

To conduct driver's examinations, issue permits, driver and vehicle licences; provide information service to the general public, government and private agencies in matters pertaining to the licensing and control of drivers and vehicles.

JOB DUTIES AND TASKS

1. Conducts driver examinations for all classes (1-6) of driver's licences in accordance with Motor Vehicle Branch procedures
 - a. conducts road sign and knowledge tests to determine if basic knowledge standards are met
 - b. conducts full vision screening tests, determines whether applicant's vision meets the fixed class standard and, if not, restricts the driver's licence and/or refers applicant to a vision professional
 - c. conducts road tests to determine if applicant possesses the necessary driving and observation skills to handle a vehicle in traffic, the knowledge to interpret the directions found on traffic signs, interpret rules and regulations and has the physical ability to drive safely
 - d. assesses physical disabilities while observing driving and applies the appropriate restriction to the driver's licence
 - e. takes control of vehicle in potentially dangerous situations during road tests to prevent accidents
 - f. questions applicants to assess mental and physical condition in order to establish the need for a medical examination prior to issuance of a driver's licence
 - g. issues appropriate examination reports to a driver for completion by a medical practitioner or vision professional; discusses examination results and corrective requirements with applicants and explains reasons for failure
2. Provides information to general public, government and private agencies
 - a. explains statutes, regulations, policies and procedures relating to licences and vehicles over the telephone or in person at the counter
 - b. responds to public complaints and refers to supervisor if necessary
 - c. addresses interested groups regarding driver and licensing issues
3. Processes and issues motor vehicle permits, driver and vehicle licences and certificates of insurance
 - a. accesses and updates information on driver records by using computer or microfiche
 - b. checks documents to ensure legal requirements are met and requests additional information if required
 - c. completes and processes licence and insurance forms; determines amounts due and receives and records monies for applicable fees, ICBC debts, taxes, fine payments, licenses and tests
4. Performs other related duties
 - a. submits weekly and monthly statistical reports
 - b. maintains driver examiners' road test schedule on a rotational basis to ensure services run smoothly and that overbooking does not occur
 - c. provides formal instruction to co-workers on driving examination procedures
 - d. performs a quality control appraisal and recommends methods of improvement to other Driver Examiners
 - e. assigns, monitors and examines the work of practicum driving instructors and complete student assessments



ORGANIZATION CHART

Benchmark Job #126

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand and apply the accepted methods of driver examinations to conduct driver license examinations and road tests, assess results and issue licenses and permits.</p>	E	145
2	<p>MENTAL DEMANDS Judgement to assess driving abilities and choose an approach using a combination of accepted examination procedures and techniques to conduct on road driver examinations for all classes of drivers.</p>	D	100
3	<p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation of driver license regulations, examination results and corrective requirements with license applicants.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to use rapid physical response to take control of a vehicle during driving examinations to prevent accidents.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures or instructions, selects alternative course of action to conduct drivers license examinations and conduct road tests to assess ability and determine whether restrictions are needed, explain test results to applicant, conduct practicums for potential instructors and assess performance.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to determine amounts due and receive and record money for licenses, tests, fine payments, ICBC debts and fees.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to operate and control the operation of examination vehicles.</p>	C	15

ORGANIZATION CHART

Benchmark Job #126

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and examine the work of practicum driving instructors, as a typical, recurring task of the job and complete student assessments (less than 1 FTE).	CC	13
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide driver's license examinations to the public to ensure minimum standards of driving ability.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always monitor drivers' performance to avoid hazards.	D	18
11	PHYSICAL EFFORT Light physical effort to regularly stand at counter to deal with applicants.	B	6
12	SURROUNDINGS Exposure to all weather conditions regularly while conducting tests of vehicle checks.	B	4
13	HAZARDS Significant exposure to hazards from almost always exposure to moving traffic while conducting driver examinations.	D	9

Total Points: 492.5

Level: Range 13

JOB DESCRIPTION

Benchmark Job #067

Ministry: Transportation and Highways
Branch: Geotechnical and Materials Branch
Location: Burnaby

Working Title:
Level:
NOC Code:

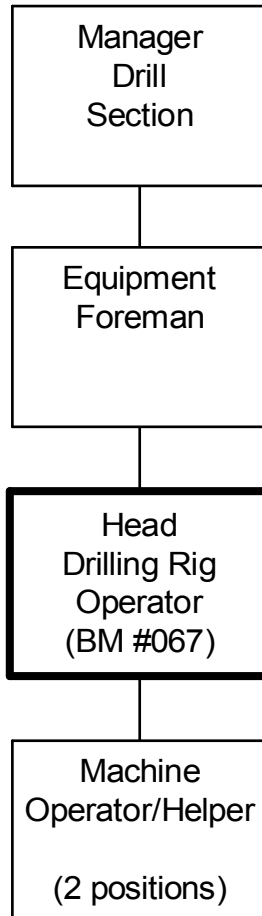
Head, Drilling Rig Operator
Range 13
7372

PRIMARY FUNCTION

To set up and operate mobile diamond drill rig (land based or off shore) and provide soil samples to engineers; lead a crew of helpers.

JOB DUTIES AND TASKS

1. Sets up and operates a mobile diamond drill rig to drill test holes and take samples
 - a. drives 5 ton air brake truck to various drill sites in the field
 - b. determines access route to drill site and suitability of drill hole location
 - c. sets up drill rig to level position using pod jacks
 - d. sets rod jacks and strings on rods to be used for hole
 - e. sets up water line or water pump and lays out hose to drill rig from source
 - f. mixes and inserts mud to reduce friction and sticking of rods during operation of drill rig
 - g. maintains and updates core and soil log records
 - h. monitors water depths and tides when working on barge
 - i. cleans and services drilling equipment
 - j. restores drill site to original condition upon completion
 - k. performs field repairs on drill equipment, vehicles, barge and motor boats
2. Performs lead hand duties
 - a. assigns, monitors and reviews work of a field crew of 2 Helpers
 - b. provides direction to hired equipment operators
 - c. provides performance information to supervisor responsible for formal appraisal
3. Performs other related duties
 - a. exchanges information with engineers on core findings and drill problems
 - b. carries x-ray drill and other equipment to various locations for drilling purposes
 - c. authorizes equipment repairs
 - d. arranges for and signs hire agreements
 - e. clears access to drill sites using shovel, pick, axe and chainsaw
 - f. operates motor boats and vehicles in isolated field conditions



ORGANIZATION CHART

Benchmark Job #067

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand and apply the accepted methods of mobile drilling to set up and operate a mobile drilling rig to drill test holes and perform field repairs.</p>	E	145
2	<p>MENTAL DEMANDS Judgement to assess differing field conditions and choose an approach using a combination of accepted drilling techniques and equipment to direct, set up and operate land based or off-shore drilling rigs.</p>	D	100
3	<p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to provide direction for completion of work tasks to field crew.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to set up and operate a diamond drill rig to drill test holes in a variety of field conditions.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures or instructions, selects alternative course of action to set up and operate diamond drilling rig in remote locations to provide soil samples for road design, lead crew of drill rig helpers, perform field repairs on equipment and select drill hole locations and site access.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to authorize equipment repairs and to arrange for contract work using hire agreements.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to operate a mobile drill rig and perform temporary repairs to a variety of drills, trucks, barge and motor boats.</p>	D	22.5

ORGANIZATION CHART
Benchmark Job #067

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review work of two helpers (2 FTEs).	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure the safety of a heavy mobile drilling rig crew.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently observe clearances, terrain and equipment conditions at a diamond drill rig to set up equipment.	C	12
11	PHYSICAL EFFORT Very heavy physical effort to frequently lift and carry heavy pumps, drills, casings, rods and water pump over rough terrain.	F	30
12	SURROUNDINGS Exposure to elements with no shelter almost always.	E	12
13	HAZARDS Significant exposure to hazards from frequently lifting and carrying heavy pumps, drills and equipment.	D	9

Total Points: 519.5

Level: Range 13

Ministry: Transportation and Highways
Branch: Rockwork Division
Location: Burnaby

Working Title:
Level:
NOC Code:

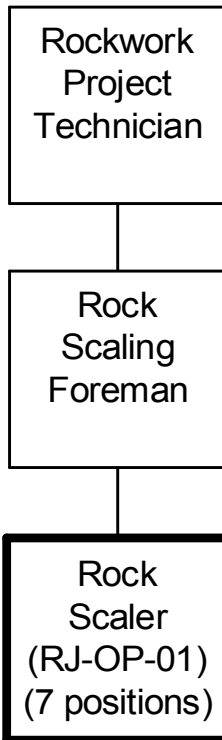
Rock Scaler
Range 14
7621

PRIMARY FUNCTION

To scale rock and debris from hazardous rock and scree slopes by hand or with power tools; install rock bolts, dowels, mesh fencing, curtains, blankets and shotcrete for purposes of slope stabilization; conduct or assist with blasting for purposes of excavation of unstable rock masses; assist Engineering staff with assessments of rock slope hazards and with the installation of monitoring systems.

JOB DUTIES AND TASKS

1. Scales loose rock and debris from high rock and scree slopes
 - a. accesses the top of slopes by climbing with pack or by helicopter and establishes anchor point for safety rope
 - b. pries loose rock from slopes using a scaling bar from the top of the slope down using a safety rope and belts
 - c. removes larger rock from slopes using hydraulic jacks or cabling techniques
 - d. identifies, falls and removes small danger trees overhanging slopes and highways
2. Drills and blasts unsafe rock that cannot be removed by manual means
 - a. sets up an appropriate shothole pattern and blast design including any special patterns for wall control
 - b. rigs, sets up and drills shot holes in unstable rock mass employing pluggers, benchers and other rock drills
 - c. loads explosive charges in shot holes using cartridge explosives and electrical detonation and employs sequential delays and other accepted blasting practises to ensure safe and productive blasts
 - d. controls access to blast areas
3. Installs rock bolts and dowels, wire mesh screens and catch fences and applies shotcrete
 - a. rigs, sets up and drills holes in rock for installation of rock bolts or dowels to secure and support unstable rock masses using bencher or jack-leg drill
 - b. installs bolts using epoxy resin cartridges or grout to bond
 - c. tensions and tests rock bolts
 - d. drills holes and installs anchors on rock surfaces for mesh support systems
 - e. installs steel mesh support cables and gabion mesh curtains, blankets and rock catch fences to control falling rock and prevent it from reaching the travelled highway
 - f. directs crane or helicopter for lifting mesh onto the rock slope
 - g. assembles equipment for shotcrete application to support unstable rock masses and protect rock slopes from further weathering and degradation
 - h. performs the functions of a nozzleman and potman in shotcrete application
4. Assists Engineering staff in the identification of rock slope hazards
 - a. carries out visual examinations of rock slopes including working from ropes if necessary
 - b. maps joint and other surface fractures, traces out the extent and notes any indications of movement
 - c. reports inspection results to engineers
5. Assists Engineering staff in surveying and installation of monitoring devices on unstable rock slopes
 - a. places prisms or reflectors on rock slopes
 - b. constructs concrete survey monuments
 - c. installs cross track movement hubs and strain gauges etc.
6. Performs other related duties
 - a. maintains and services drilling equipment and maintains safety equipment
 - b. travels away from home to provide rock scaling services
 - c. drives 4x4 vehicle to and from work-sites



ORGANIZATION CHART

Reference Job #OP-01

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand and apply the accepted methods of rock slope stabilization to remove hazardous rock and stabilize surface conditions on rock slopes above roads and highways.</p>	E	145
2	<p>MENTAL DEMANDS Judgement to assess stabilization requirements and choose an approach using a combination of accepted rock slope stabilization methods and equipment to develop drilling and blasting patterns and sequences.</p>	D	100
3	<p>INTERPERSONAL COMMUNICATION SKILLS Tact required to verify information and answer inquiries related to rock scaling duties and road crew activities with contractors, public and co-workers.</p>	B	20
4	<p>PHYSICAL COORDINATION AND DEXTERITY High level of coordination and dexterity required to work from rigging at cliff face to scale rock.</p>	E	33
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by operational standards, applies accepted work methods in a different way to provide rock slope stabilization services above roads and highways, identify surface fractures, remove unsafe rock and secure rock face.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Financial responsibility to requisition supplies or materials.</p>	A	5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to rig, set up and operate mobile rock drills on a cliff face.</p>	D	22.5

ORGANIZATION CHART

Reference Job #OP-01

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited or no responsibility for human resources.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide rock slope stabilization services to ensure safety of the travelling public.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always visually and by hearing identify life threatening hazards.	D	18
11	PHYSICAL EFFORT Very heavy physical effort to frequently carry and lift heavy equipment and materials.	F	30
12	SURROUNDINGS Exposure to elements with no shelter almost always.	E	12
13	HAZARDS High level of exposure to hazards from almost always climbing of rock to perform rock scaling.	E	12

Total Points: 562.5

Level: Range 14

JOB DESCRIPTION

Benchmark Job #138

Ministry: Attorney General
Branch: Liquor Distribution Branch
Location: Vancouver

Working Title:
Level:
NOC Code:

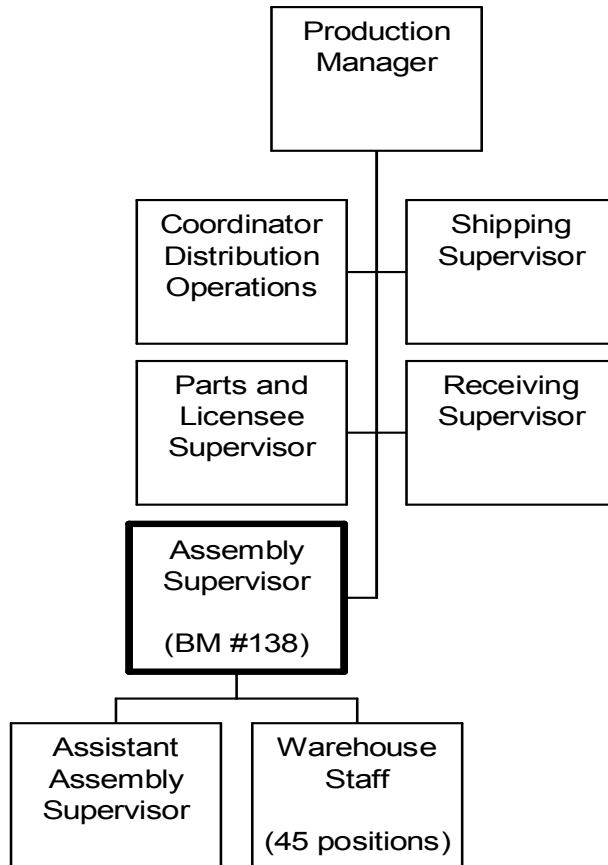
Assembly Supervisor
Range 18
7452

PRIMARY FUNCTION

To organize and supervise assemblers, equipment operators and checkers involved in the preparation, movement and verification of liquor products destined for retail outlets.

JOB DUTIES AND TASKS

1. Organizes the preparation, movement and verification of liquor products destined for all retail outlets
 - a. ensures that safety and security regulations are upheld and recommends and/or provides training if necessary
 - b. reviews monthly productivity reports
 - c. maintains schedule roster and ensures adequate shift coverage according to production demands, updating timesheets and approving leaves
 - d. ensures that retail store orders from the warehouse are complete, accurate and on schedule
 - e. responds to equipment needs, changing priorities and shipping schedules in the warehouse to meet production requirements
 - f. implements warehouse systems and procedures to maximize efficiency and to maintain productivity standards
 - g. assigns staff to other departments including parts, shipping and receiving as required
 - h. arranges for the maintenance and repair of warehouse equipment
2. Supervises staff (20+ FTEs)
 - a. supervises 35 regular and 15 auxiliary warehouse workers
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. conducts formal appraisals of work performance and takes disciplinary action
3. Performs administrative duties
 - a. provides input into budget preparation including preparing fiscal period operational statement and identifying department needs
 - b. ensures that operations stay within Departmental Operating Expense Budget limits
 - c. prepares reports of assembly production and enters data into computer system
 - d. orders supplies required in the warehouse each month
 - e. responds to safety committee findings



ORGANIZATION CHART

Benchmark Job #138

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Have a practical understanding of warehousing to organize and supervise the assembly of all retail liquor store orders in the liquor warehouse.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of warehouse assembly operations and choose an approach using a combination of accepted warehousing methods and equipment to coordinate and control the preparation of products for distribution to liquor stores, deploy and schedule staff and implement procedures and system changes.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to supervise employees and appraise work and discuss performance problems.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to input data on computer with minimal requirement for speed.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by warehouse policies, organize and supervise the assembly of retail liquor store orders in a warehouse, implement operational changes and prepare production reports.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to provide budget data on operational costs.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control the assembly of liquor store requisitions for movement of liquor to retail stores.</p>	D	22.5

ORGANIZATION CHART
Benchmark Job #138

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise 35 regular and 15 auxiliary warehouse workers, appraise employee performance and take disciplinary action (20+ FTEs).	DI	27
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure the implementation of safe work procedures and regulations in warehouse and provide training as required.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently balance assembly schedules to meet multiple deadlines.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently walk in warehouse.	C	12
12	SURROUNDINGS Exposure to frequent dust and drafts in a warehouse.	B	4
13	HAZARDS Moderate exposure to hazards from frequently working near moving equipment and forklifts in warehouse.	C	6

Total Points: 646

Level: Range 18

Ministry: Transportation and Highways
Branch: Sealcoating
Location: Vernon

Working Title: **Sealcoating Supervisor**
Level: Range 18
NOC Code: 7217

PRIMARY FUNCTION

To schedule and coordinate the seasonal projects of the provincial sealcoating operation and supervise on-site operations.

JOB DUTIES AND TASKS

1. Schedules and coordinates the seasonal projects for sealcoat operation
 - a. prepares a seasonal sealcoating project schedule and conducts on-site assessments
 - b. defines operating procedures for sealcoating crews and contracted/locally hired services
 - c. reviews, drafts and amends operational services contracts
 - d. plans and requisitions (in consultation with the responsible foreman and field administrator) materials and supplies required
 - e. identifies equipment replacement and maintenance needs
 - f. identifies training needs, amends job descriptions, and participates in staffing interviews

2. Supervises on-site sealcoating project operations (25 FTEs of staff plus contractors)
 - a. develops work plans in conjunction with the Project Supervisor, and foremen to ensure objectives are met such as efficient use of available resources, and safety of operation.
 - b. develops and revises work procedures
 - c. identifies priorities with respect to equipment repair
 - d. communicates with area managers, maintenance contractors, district officials, and other interested parties with respect to job parameters and progress, in order to avoid potential conflict with other rehabilitation and maintenance activities.
 - e. coordinates and controls the moving of men and equipment from one geographical location to another anywhere in the Province of BC
 - f. assembles production and cost data weekly and submits to the field administrator
 - g. prepares performance plans and goals, appraises performance, initiates disciplinary action
 - h. administers a field crew trust account

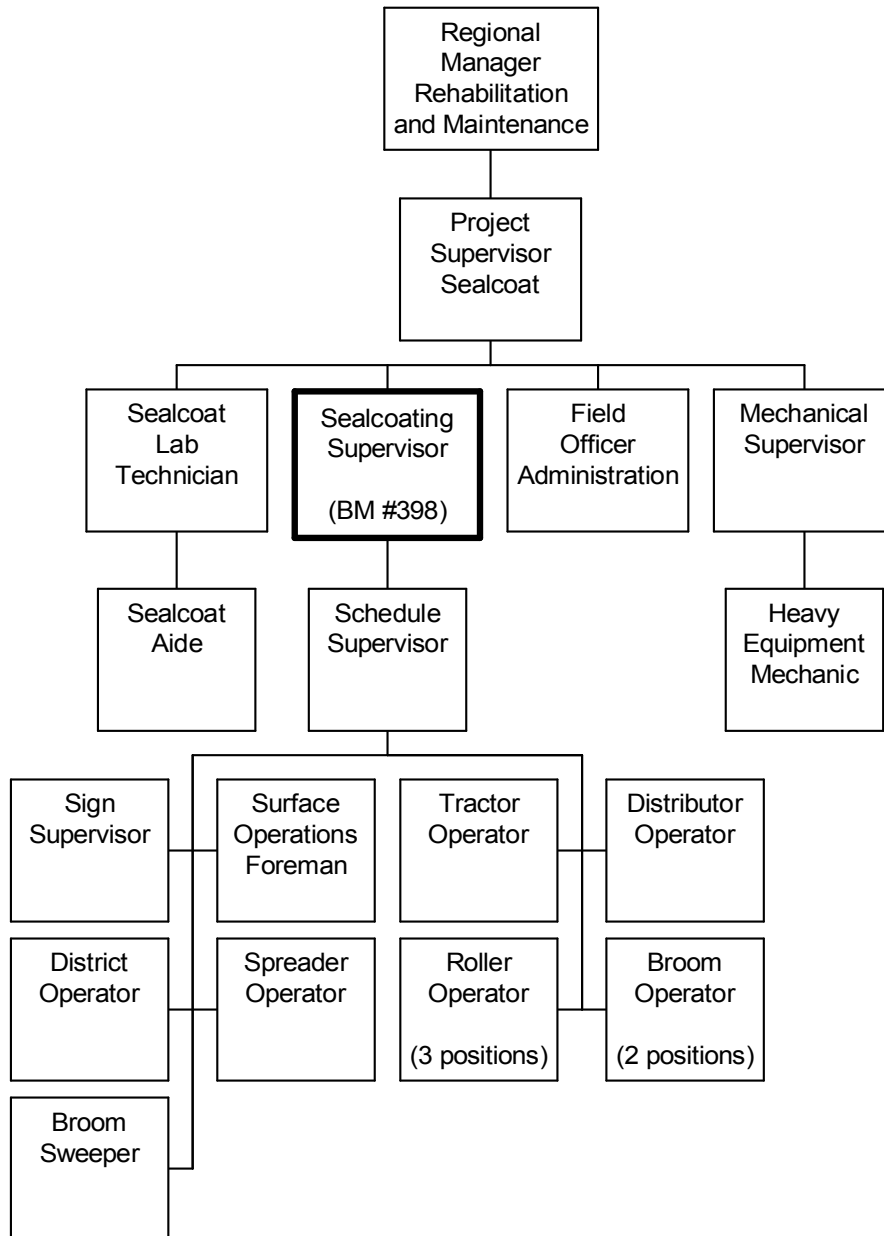
3. Directs and monitors the activities of contractors and locally hired equipment operators
 - a. determines project equipment requirements and arranges for these via contract or special requisition, inspects contracted equipment, and monitors efficiency of contractor and local hires
 - b. advises contractors of the correct interpretation of specifications and terms of reference
 - c. ensures contractors' estimates, invoices and time cards are verified and submitted promptly

4. Orders and/or accounts for all materials and supplies
 - a. informs asphalt suppliers of daily quantity requirements, changes in program schedules and delivery sites
 - b. ensures that the receipt of all products and supplies is documented
 - c. monitors aggregate and asphalt quantities used

5. Maintains quality standards
 - a. monitors, with the laboratory technician, daily test results, consults with the Project Supervisor, Sealcoating to interpret laboratory test results

6. Performs other related duties
 - a. responds to requests for information and data on sealcoat projects, and reports
 - b. supervises projects in which the sealcoat crew becomes involved during the off-season (e.g. equipment/materials hauling)
 - c. oversees shop operations and equipment overhaul

ORGANIZATION CHART
Benchmark Job #398



ORGANIZATION CHART

Benchmark Job #398

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of asphalt emulsion technology to coordinate and supervise the provincial sealcoat projects.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of sealcoating technical standards, and contracts, and choose an approach using a combination of accepted safety procedures and equipment to coordinate and supervise sealcoating projects.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion is required to use basic counselling skills to discuss and explain employee performance problems and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination required to drive vehicle to operational sites.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general program policies and sealcoating standards, applies accepted work methods in different ways to plan and supervise provincial sealcoating projects.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to administer field crew trust accounts.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to ensure that equipment is replaced, or maintained either by in house staff or outside sources.</p>	D	22.5

ORGANIZATION CHART
Benchmark Job #398

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff, appraise employee performance and initiate disciplinary action (25 FTEs).	DI	27
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention required to develop operating procedures for the sealcoating crews to ensure compliance with all WCB and related safety regulations.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently balance operational schedules and priorities, deal with members of the public, maintenance contractors, other interested parties and other ministry staff involving interruptions and deadlines.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to various technical reports, schedules, materials lists and other documentation.	C	12
12	SURROUNDINGS Exposure to regular overnight travel to sealcoating operation sites.	B	4
13	HAZARDS Limited exposure to hazards from regularly driving to sealcoating operation sites.	B	4

Total Points: 709

Level: Range 18