



VOLKER STEVIN POSITION PROFILE

Position:	Lead Hand	Status:	Seasonal - Hourly
Company:	Volker Stevin Contracting Ltd.	Location:	Calgary, AB
Division:	Shallow Utilities	Supervisor:	Foreman, Shallow Utilities

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

A Lead Hand is responsible for assisting and supporting a Foreman with assigned project duties and requirements. This position will be a point of contact for the assigned crew to ensure that all work is done in a safe and effective manner.

Position Accountabilities

General Responsibilities:

- Assist a Foreman with daily tasks including safety meetings, field-level hazard assessments, and worksite planning.
- Monitor the quality of work performed at your assigned job site.
- Maintain all records and reporting systems for the job site.
- Ensure that all employees, with special emphasis on the hires, have had orientation training for the tasks that are required to perform and/or the equipment they are expected.
- Assist in the review, completion, and corrections on all required documentation which includes daily time sheets, tailgate meetings, and incident reporting.
- Ensure that employees are wearing the assigned PPE when required.



- Respond to emergencies and ensure proper actions are taken.
- Other duties as assigned by a Foreman.

Customer Service:

- 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.
- Knowledge of when to escalate an issue for immediate response.

Working Environment / Conditions:

- Long hours and days of continuous service can be required.
- Work will be outdoors in various weather conditions; extreme cold, ensure preparedness with proper clothing and Personal Protective Equipment.
- Work in fast-paced environment with tight deadlines.

Safety:

- Actively engage in Volker Stevin Canada’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:
 - Participating in all relevant safety training.
 - Scheduling & conducting/attending weekly safety meetings.
 - Ensuring monthly inspections are completed and documented.



Position Requirements

Qualifications & Experience:

- High School diploma or extensive experience.
- Minimum of 2-3 years of experience in utilities.
- Valid Class 5 Alberta Driver’s License with clean Driver’s Abstract.
- Strong ability to read construction prints.
- Thorough knowledge of the Workers’ Compensation Board Health and Safety regulations.