

# Apprenticeship and Industry Training

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## Industrial Construction Crew Supervisor Competency Outline

208 (2023)



Apprenticeship  
and Industry  
Training

**ALBERTA SKILLED TRADES AND PROFESSIONS**

Industrial construction crew supervisor : competency outline

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# INDUSTRIAL CONSTRUCTION CREW SUPERVISOR

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## Apprenticeship and Industry Training System

A person who has completed the competency requirements and met industry standards for the industrial construction crew supervisor training program including 24 months and 1000 hours of level specific on-the-job training, can apply for certification at any client services office of Alberta Skilled Trades and Professions, Apprenticeship and Industry Training. The candidate will have to successfully pass an industry examination administered by Alberta Skilled Trades and Professions before obtaining certification.

**Special thanks are offered to the following industry members who contributed to the development of the standard:**

Cherlet, Ronald Cam .....Edmonton  
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Dakus, Jeff Todd .....Edmonton  
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### Safety

Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance in industry training programs in Alberta. These responsibilities are shared and require the joint efforts of sponsors and employees. Controlling the variables and behaviours that may contribute to or cause an accident or injury can create safe learning experiences and environments. It is generally recognized that a safe attitude contributes to an accident free environment. Everyone will benefit as a result of a healthy safe attitude towards prevention of accidents. Individuals in this trade may be exposed to more hazards than others in the work force and should be familiar and comply with the Occupational Health and Safety Act and Regulations respecting personal safety and the safety in the work place.

Additional information is available at [www.alberta.ca/occupational-health-safety.aspx](http://www.alberta.ca/occupational-health-safety.aspx).

### Legal and Administrative Aspects of Safety

Accident prevention and the provisions of safe working conditions are the responsibilities of a sponsor and employee.

#### **Sponsor's/Employer's Responsibilities:**

The sponsor is responsible for:

- providing and maintaining safety equipment, protective devices and clothing
- enforcement of safe working procedures
- safeguards for machinery, equipment and tools
- observance of all accident prevention regulations
- training of employees in safe use and operation of equipment

#### **Employee's Responsibilities:**

The employee is responsible for:

- working in accordance with the safety regulations pertaining to job environment
- working in such a way as not to endanger themselves or fellow employees
- safe use of all equipment and supplies provided by the sponsor

### **Formal or Technical Training**

Formal training may be available through colleges and training providers in Alberta or outside the province. Contact Registrar of Apprenticeship Programs, Apprenticeship Delivery and Industry Support Services, Apprenticeship and Industry Support for more information.

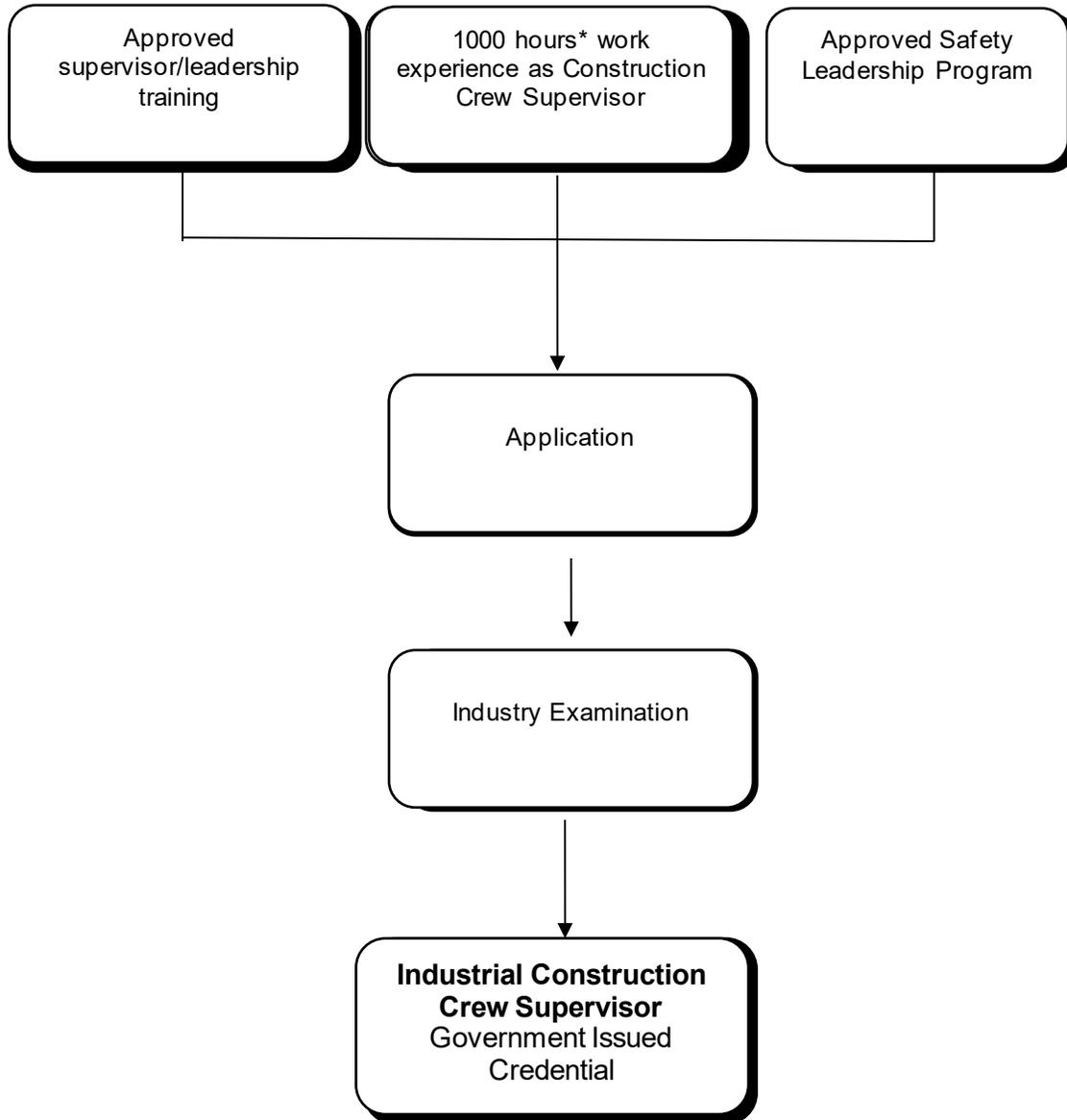
### **Procedures for Recommending Revisions to the Competency Outline**

Valuable input is acknowledged from industry and the training providers. Any concerned citizen or group in the province of Alberta may make recommendations for change by writing to:

Registrar of Apprenticeship Programs  
c/o Apprenticeship Delivery and Industry Support Services  
Apprenticeship Delivery and Industry Support  
19th floor, Commerce Place  
10155 - 102 Street  
Edmonton, AB T5J 4L5

It is requested that recommendations for change refer to specific areas and state references used.

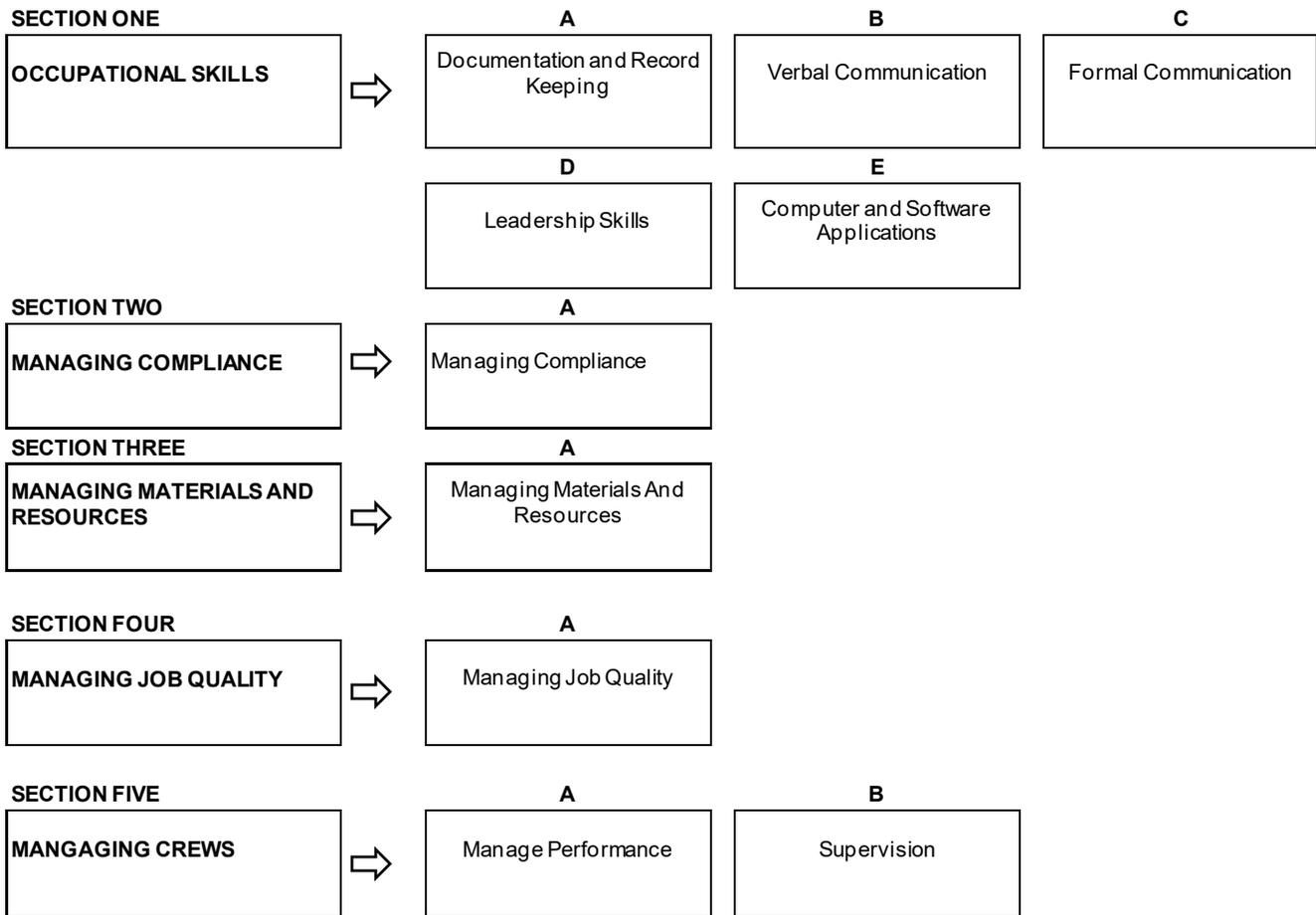
## Industrial Construction Crew Supervisor Route to Credential



\*Work experience hours must be earned within a 24 month time period.

\*\*All requirements for certification must be completed no more than 5 years (60 months) prior to date of application.

**Industrial Construction Crew Supervisor Competency Training Outline  
(1000 Hours over 24 Months)**



**COMPETENCY OUTLINE  
INDUSTRIAL CONSTRUCTION CREW SUPERVISOR TRADE**

**SECTION ONE.....OCCUPATIONAL SKILLS.....**

**A. Documentation and Record Keeping**

**Outcome:** *Be able to read, interpret and create reports and records related to crew supervision and construction project management.*

1. Read and interpret job drawings and specifications.
2. Read business correspondence, internal communications, documentation, procedure manuals etc.
3. Be able to create and submit material orders, standardized forms, records of materials used, logs, crew hours worked etc.
4. Be able write incident reports, safety reports, meeting agendas, minutes, progress reports etc.
5. Maintain accurate records of crew time and wage information.
6. Describe in general terms privacy legislation as it applies to the role of crew supervisor.

**B. Verbal Communication**

**Outcome:** *Be an effective communicator with crew members, supervisors, clients, other trades/crews etc.*

1. Describe the basics of effective spoken communication, including, verbal and non verbal communication.
2. Describe listening skills and the use of feedback or interviewing techniques for gathering information and communication.
3. Be able to plan and conduct crew meetings, such as safety meetings, 'tail gate' meetings, daily progress, etc.
4. Be able to participate in contractor meetings, staff meetings etc..
5. Communicate with crew members, other trades / occupations, customers etc. on site.
6. Able to provide clear instructions, directions to crew members.

**C. Formal Communication**

**Outcome:** *Be able to evaluate and select the appropriate form of communication for dealing with crew members, supervisors, suppliers, customers, and other personnel associated with a work site.*

1. Describe formal communication methods for dealing with vendors, customers, suppliers, sub contractors and manufacturers, etc.
2. Describe in general terms, requirements for maintaining company/business related information or materials confidential.
3. Describe formats for internal and external business communication as per company requirements.

**D. Leadership Skills**

**Outcome:** *Be able to create and lead an effective, cohesive team of skilled workers.*

1. Be able to describe the roles and relationship of crew supervisor and crew.
2. As crew supervisor maintain a respectful work site.

3. Be able to resolve conflicts among crew members, or with other personnel on site.
4. Coach and or mentor crew members.
5. Use personal time management techniques to ensure time is used effectively.
6. Act as role model for appropriate behaviour for crew members.
7. Act with ethics and integrity.
8. Build and promote effective teams

#### **E. Computer and Software Applications**

**Outcome:** *Be able to operate portable computers, use standard business software, or customized programs related to the management of construction projects or personnel administration. (optional competency 2007)*

1. Operate personal computers and operating systems.
2. Use a word processor to review and create documents.
3. Use spreadsheets to review data and perform calculations related to construction project management.
4. Use email and network connections for business communication and transmitting documents.
5. Access on line databases and other data sources to access manuals, specifications, documents, product information, and orders for materials or other resources required for a construction project.
6. Be able to learn how to use company specific proprietary programs as required.

### **SECTION TWO:.....MANAGING COMPLIANCE.....**

TREND: The crew supervisor is responsible for ensuring that the crew works in compliance with all applicable regulations, codes and policies. Increased awareness of environmental impact of construction activities, and zero tolerance for unsafe practice has meant an increased responsibility for ensuring that workers are aware of, and follow the rules.

#### **A. Managing Compliance**

**Outcome:** *The supervisor will have a high knowledge and understanding of the legal responsibilities of the employer and the employee in regard to safety, the use of materials hazardous to health or the environment, and site or employer specific rules and policies governing the crew and crew activities.*

1. Be able communicate emergency procedures, fire procedures, emergency site evacuation, access information to crew members.
2. Be able to assign, complete, assign and or check, work permits, safety permits
3. Be able communicate and administer environmental policies and regulations at the worksite.
4. Ensure crew compliance with WHMIS regulations
5. Ensure crew compliance with Occupation Health and Safety and Workers Compensation Board regulations.
6. Ensure compliance with Workers Compensation Board reporting procedures.
7. Ensure crew compliance with all applicable environmental legislation.
8. Supervise crew activities for safe practices and procedures.
9. Describe the legal responsibilities of employer and worker for work site safety.

10. Conduct injury prevention programs such as stretching exercises, monitoring repetitive activities, ensure that workers get periodic breaks from repetitive energies.
11. Conduct Job Hazard Assessments

**SECTION THREE: .....MANAGING MATERIAL AND RESOURCES .....**

TREND: The crew supervisor has a critical role in ensuring that a project proceeds efficiently with respect to the use of time and materials.

**A. Managing Material and Resources**

**Outcome:** *The crew supervisor will ensure that the resources required to keep the job on track and the crew working efficiently are available with minimal waste.*

1. Be able to make or modify work schedules.
2. Be able to plan jobs and activities that optimize productivity and crew capacity.
3. Be able to 'take off' required materials and tools to complete work on site from prints and specifications.
4. Ensure that tools and materials, PPEs, etc. required for the job are available when needed.
5. Ensure the appropriate controls and storage are in place for tools and equipment.
6. Ensure that tools and equipment maintenance is scheduled and performed as required.

**SECTION FOUR: .....MANAGING JOB QUALITY.....**

TREND: The construction supervisor must ensure that the crew they supervise follow the proper procedure, materials etc. as specified by the applicable code or the customer specifications.

**A. Managing Job Quality**

**Outcome:** *The crew supervisor will ensure that jobs are done to all the standards that apply.*

1. Ensure compliance with all applicable codes, specifications, work orders, quality procedures.
2. Verify that the material and processes used comply with job specifications.
3. Be able to schedule inspections that occur at the proper time.
4. Ensure that job is ready for inspection when inspection is scheduled.
5. Conduct work in progress, 'as built' and commissioning inspections.
6. Ensure that required notifications of results of inspection are made.
7. Ensure that any action required as a result of inspection are made.
8. Prepare 'as built' records and drawings.
9. Describe procedures for ensuring that structures worked on are protected from damage.
10. Seek advice, guidance, direction as required within the chain of command

**SECTION FIVE: .....MANAGING CREWS.....**

TREND: A supervisor must maintain a relationship with the crew that enables the crew to work efficiently and productively.

**A. Manage Performance**

**Outcome:** *Supervisor will motivate crew members to work efficiently without waste.*

1. Be able to measure productivity and crew performance.
2. Devise strategies to improve productivity. quality and performance.
3. Conduct individual worker performance and provide feedback.
4. Motivate crew members for high performance.
5. Be able to set achievable goals for crew members.

**B. Supervision**

**Outcome:** *The crew supervisor will communicate all applicable rules, regulations, policies to crew members as required, and ensure that crew members are properly trained to perform the tasks they are assigned.*

1. Describe supervisor's responsibility for controlling access to the worksite
2. Explain the importance of ensuring that tasks assigned to workers match their abilities.
3. Be able to recognize when to refer employees to assistance programs and resources available through employer, employee associations, etc.
4. Orient new crew members to crew and work site.
5. Evaluate crew member need, and or readiness for training.
6. Arrange, schedule, request crew member training as required.
7. Communicate and administer work site, company rules, policies with crew members.
8. Describe the common leadership styles, and how and when to use different leadership styles.
9. Monitor and supervise employees on modified work rules.
10. Administer discipline policies.
11. Describe the sections of a collective agreement that governs the actions of the supervisor and crew where applicable



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