

# **DIVISIONAL SUPERVISOR, LABOUR**

## **GENERAL**

This is highly responsible supervisory and inspection work. Employees normally act as an Assistant to the Director of a Division, directing the work of junior inspectors and general office staff in areas of work allocation, supervision and general administration. Incumbents in this class receive only very limited supervision.

## **TYPICAL DUTIES**

Supervises the inspection and general office staff of a Division.

Analyzes and resolves difficult and problem situations referred by subordinates.

Assists the Director in the administration and enforcement of the legislation assigned to the Division and in developing programs related to this legislation.

Prepares monthly and annual reports concerning divisional activities including programming, statistical information, etc.

Provides training to subordinate staff.

Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Extensive knowledge of effective investigation and inspection procedures.

Thorough knowledge of the acts and regulations to be administered.

Ability to train and supervise subordinate staff.

Ability to establish and maintain effective public relations as well as exercise considerable judgment and initiative.

### **Education, Training and Experience**

High school education or equivalent and extensively related experience, preferably as an Inspector for the Department of Labour. May also require the successful completion of an approved apprenticeship or First Class Operating engineer Certificate.

### **Physical Standards**

Physically capable of performing the duties assigned.