

New

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Opps logistics Coordinator

Requested Class

Administration 1

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Parks, Regional Operations/South

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Operations Support Manager

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Regional Operations Logistics Coordinator is the subject matter expert responsible for developing, implementing, monitoring and improving many of the logistics programs and services for the region. These programs and services include: Mobile Communication and Supports (cell phones, radios, satellite communications), Fleet Program Coordination, Office Accommodation and Parking Programs, Staff Housing Program, and Attractive Asset Management.

The position coordinates the various programs with other departments and Ministries including Service Alberta, RMI, Ministry Fleet, Alberta Infrastructure, and the Public Service Commission. In addition, this position is the primary site contact for leased office facilities for the region.


Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Leads and coordinates the regional fleet and vehicle lease programs. Lead the activities of vehicle fleet management program, to ensure that region wide vehicle operations are cost effective, considerate of safety requirements, meet the needs of regional staff, and are implemented in accordance with Provincial guidelines.



- Develop and maintain the Regional Vehicle Plan and the Fleet Inventory Record.
 - Provides technical support and advice to regional staff to facilitate consistent application of Government of Alberta vehicle policy and guidelines.
 - Provides technical knowledge and prepares all new vehicle order paperwork for Managers, develops monitors and maintains detailed records of vehicle purchases and replacements.
 - Prepare all vehicle transfers, lease changes, lease extensions or terminations.
 - Regional Technical Support and contact for Vehicle Fleet Management and is responsible for communicating any changes in the Government Fleet Program to all Regional staff (safety notices, traffic tickets and other program related information, vehicle recalls, vehicle warnings, etc).
2. leads and coordinates the provision of technology-based services (e.g. Satellite phones, GPS safety systems, radios) and supports for the region.
- Develops and maintains a thorough understanding of the operational needs of regional staff and detailed knowledge of the available mobile communication products available.
 - Manage deployment of cell phones, radios, satellite phones, satellite messenger devices, GPS units and similar technology. (provide advice on what is the best option and ensure constancy across the region) Maintains a detailed inventory of the type, location and age of devices.
 - Provide training and troubleshooting on the use of various deployed mobile technology devices if required by staff.
 - Researches, develop options and implement solutions to solve technology-based business problems of Alberta Parks in the South Region.
 - Monitors and evaluates the performance of deployed technology within the region to maximize the future program effectiveness and minimize future expenditures. (Road counters, Trail Counters, GIS Mapping/Lidar, remote sensing, security alarms, building system sensors, etc) May work with other Parks staff and/or contractors to fulfill certain monitoring and evaluation programs.
3. Lead and coordinates the office, workshop and warehouse space accommodation program on behalf of the region for the primary administrative offices and spaces shared with other GOA or organizations.
- Coordinate requests for space (re)allocation, furnishings, equipment surplus, moves or changes with staff, suppliers and facility operators.
 - Ensures that the employee parking and building access is consistent across the region.
 - Manages the office furnishings program that includes purchases, surplus, lifecycle replacements and special requests for ergonomics.
 - Acts as the primary point of contact for building operators and site contractors at regional offices.
4. Leads and coordinates the regional staff housing program and housing allocations.
- Support the district supervisors by providing training, information, resources and support related to the roles and responsibilities of landlord and tenant relationships.
 - Coordinate the application, inspection, and administrative processed of the staff housing program for regional consistency.
 - Support Area Managers in the standards for housing furniture, technology, appliances, utilities, etc.

- Identifies and communicates to management the trends and needs related to future staff accommodations.
5. Asset Management - Responsible for maintaining accurate and complete inventories annually for reporting, auditing and risk management.
- Maintain the attractive, equipment or capital asset inventory by tracking, compiling, verifying and updating the various systems
 - Act as the declaring officer for disposal/surplus of capital and attractive assets for the region. Assist the regional surplus agents in appropriate disposal of assets.
 - Provide assistance and training with the systems and tracking procedures as required to regional staff.
 - Coordinate annual physical inventory management of assets in the region.
6. Supporting the OH&S program as a backup for records management when the Regional Occupational Health and Safety Coordinator (ROC) is away or not available.
- Provides worksite OHS committee support as required such as preparing agendas and minutes, at the request of the Operations Support Manager.
 - Supports the ROC with inputting information into the safety data management system to ensure the region is compliant on the OH&S program goals.
 - Evaluate and provide feedback for the regional safety plan from a technology, vehicle and housing perspective.
 - Contributes to incident documentation entry in support of the ROC as required.
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Problem Solving

Typical problems solved:

Assess and analyze operations support programs and make recommendations to enhance efficiencies, enable cost saving, and ensure more effective support for the operations. e.g determine optimal shuffling of vehicles between districts to balance mileage, functions etc.

- Design and implement functional Logistic systems to support staff effectiveness and Park operations (lower fuel costs, reduce repairs, replace contracted services, etc)
- Analyze complex logistical problems and recommend systematic solutions to management
- Monitor systems for effectiveness and modify to maximize positive outcomes
- Acquire/develop consensus and buy-in for new solutions and systems

Types of guidance available for problem solving:

Decision-making support is provided from the Regional Operations Support Manager and members of the Operation Support Team.

Support is available from other subject matter staff within the department and technical supports are provided from other Ministries, Departments and Branches specifically: Service Alberta, RMI, Contracts and Procurement, Alberta Infrastructure and Fleet Operations

Direct or indirect impacts of decisions:

The decisions made by this position have a direct impact on:

- 1) Staff safety (access to emergency communication, OH&S knowledge),
- 2) Operational Productivity - access to vehicles, safety systems, housing and asset management tools.
- 3) Operational Effectiveness - staff have access to functional workspaces and technology to complete their jobs.

Key Relationships

Major stakeholders and purpose of interactions:

Liaise with private sector, department and other government agencies in respect to Information Technology; Vehicle Fleet Coordination, Infrastructure/Office Equipment, Risk Management and Insurance and other related matters.

This may include Departmental, Divisional, Regional and District staff, contractors, leaseholders, business agencies, general public, corporations, and Service Alberta.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Certificate (1 year)	Other		

If other, specify:

Planning/Project Management/Technology

Job-specific experience, technical competencies, certification and/or training:

A One-year certificate in a related field plus two years related experience in **Administration/Planning/Buisness/Information Technology** or a related discipline is required for the role. Equivalencies may be considered.

- Strong technical skills in computer and software applications, Microsoft Office, spreadsheet design skills, and good understanding of Government Information Technology systems.
- Project planning.
- Solid understating of cellular devices
- Strategic thinking; negotiating and consulting.
- Leadership, teamwork, innovation and self-management.
- Strong focus on Customer Service

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: • Takes holistic long-term view of challenges and	In order to assess the best solutions for long-term technology, Housing, Fleet management and OH&S, implementation this role

		<p>opportunities</p> <ul style="list-style-type: none"> • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>requires high levels of collaboration with regional staff and staff from across multiple departments and ministries paired with forward thinking approached to complex problems.</p>
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<p>Required to work very closely with Service Alberta, RMI, Alberta Infrastructure and Fleet Coordinators to solve complex operational problems.</p>
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>With the pace of technology change, this position needs to be extremely agile and adaptive to the ever evolving expectations and needs of Park visitors and staff/</p>
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	<p>This position is responsible for delivering on complex initiatives that do not have obvious solutions.</p>

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

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Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____	_____	_____
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Employee Name

Date yyyy-mm-dd

Employee Signature

_____	_____	_____
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Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

_____	_____	_____
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Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature