

Update

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Regional Facility Coordinator

Current Class

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

Forestry and Parks/Central Services Branch

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2016-04-11

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Forestry and Parks has a mandate to supply wildfire facilities in the Province to support the Wildfire Operations Fire Program. These facilities include 13 Air Tanker Bases, 32 Fire Bases 127 Lookout Towers and a host of other critical infrastructure. This position is responsible to deliver the Wildfire Facilities Program in the Forest Areas of the province, and will also assist co-ordinating projects provincially. Each Regional Facilities Coordinator is responsible for two

forest areas and responsibilities include the maintenance of existing facilities, capital construction of new or upgraded structures as well as assisting local Area Managers and staff to prioritize and deliver ongoing capital and maintenance projects. This position, reporting to the Wildfire Facilities Program Lead, will ensure that all facilities are meeting OH&S Legislation, Alberta and Canadian Fire, Building, Plumbing and Energy Codes, Alberta Health and Municipal Affairs requirements and are operational for Forestry Field Operations wildfire needs and related forestry programs.

Responsibilities

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

1. Coordinate the delivery of the Forestry Facility Maintenance Program within the assigned areas of the province.
 - Maintain Provincial OH&S, Building, Plumbing, Electrical, Energy Codes and Health Standards for all facilities and infrastructure.
 - Assist the Forest Areas with annual maintenance facility plans.
 - Administer facility maintenance contracts and procurement.
 - Responsible for all maintenance to Forestry Division facilities assigned including Lookout sites, Fire Bases, Air Tanker Bases and other Alberta Government sites as requested.
 - Track and monitor all facility maintenance spending for the assigned areas.
 - Provide updates to field staff of OH&S issues and new Building Code requirements or concerns.
2. Coordinate the delivery of the Forestry Facility Capital Program for each area.
 - Assist in the delivery of the Forestry Division 10 year Capital Facility Plan.
 - Supervise new facility installations, upgrading of facilities, site work, utilities, renovations etc.
 - Responsible for the planning and execution of proposed projects, keeping projects on track, on budget and keeping all stakeholder updated on status.
 - Track and monitor day to day spending of Capital and Operational dollars for the assigned areas.
 - Co-ordinate with the Wildfire Facilities Lead, Area Managers, Director of Warehousing, Facilities and Technical Services and division staff to update designs, estimates and specifications for all new capital and operational projects.
 - Provide expertise and recommendations on all aspects of the Fire Base, Air Tank Base and Lookout site facilities. Obtain subject matter experts when needed.
3. Contract Administration.
 - Assist in preparation of tender packages including design and specifications for upcoming provincial projects.
 - Assist in the preparation of documents for public RFP and RFQ advertising.
 - Responsible for contract management, working with staff and contracted services to ensure services and projects remain on track, adhere to safety and code requirements.

Problem Solving

Typical problems solved:

- This position is responsible to deliver the Maintenance and Capital Facility Programs within Forestry Division, utilizing permanent staff, seasonal staff and contracted services.
- This position is responsible for the day to day decision making and operational planning to maintain facility operations.
- As a Regional Facilities Coordinator this position must have the skills and capacity to multi-task many complex projects simultaneously.
- This position will be based in the area they service and will require extensive travel within the Province.

Types of guidance available for problem solving:

- Documentation.
- Peers
- Supervisor
- Standby Support
- Contractor Support

Direct or indirect impacts of decisions:

- Projects are completed on time and not compromising wildfire operations.

- Projects completed within set budget funding not increasing the tax load on Albertans.
- Key relationships with managers, peers, contractors and service providers are maintained leading to a more efficient use to time, money and manpower.
- Employees have the skills needed to perform their jobs in a safe and efficient manner.
- Albertans benefit from well maintained facilities used by Wildfire personal protecting Alberta forests, homes, and recreation areas.
- Employees return home from work healthy and safe.
- Decisions can have huge impacts costing millions of dollars resulting in both long term and short term effects that have critical and widespread impact to the wildfire facilities and infrastructure around the province.

Key Relationships

Major stakeholders and purpose of interactions:

- Area Fire Managers- Direction, consultation, subject matter expert
- Peer Wildfire Facility Coordinators - support, consultation, expertise
- Onsite Staff.
- Direct contact and involvement with manufacturing companies, suppliers and construction contractors.
- Direct contact with engineering and design contractors
- Direct contact with Telecommunication staff- bidirectional support and expertise

Required Education, Experience and Technical Competencies

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

If other, specify:

Construction Trade ie, Carpenter, Electrician, Communication Electrician, Plumber, Gasfitter, Welder

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

- Journeyman Certificate in a construction trade, ie. Carpenter, Electrician, Communication Electrician, Plumber, Gasfitter, Welder etc.
- An excellent working knowledge of electrical, mechanical, sub trades, building codes and OH&S regulations.
- Knowledge of contract administration / inspection work and supervision of staff and contractors.
- Minimum of 5 years in the facility and construction field with extensive project supervision and project management experience.
- Extensive knowledge of construction methods, practices, material and equipment for large or complex jobs.
- The ability to identify and appropriately solve contract and administration problems.
- Knowledge and understanding of Microsoft Excel, Word, Outlook and other financial tracking software or data bases
- Excellent interpersonal skills are required when dealing with contractors, consultants, public and departmental staff.
- Class 5 driver's license.
- First Aid.
- Fall Protection
- WHIMIS, TDG. Ground Disturbance

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on implications of different	Analytical thinking to evaluate past problems and solutions in order to not repeat mistakes of the past. Looks for new ideas on

		options <ul style="list-style-type: none"> Analyzes long-term outcomes, focus on goals and values Identifies unintended consequences 	how to make improvements in processes and facilities within WMB.
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"> Asks questions to understand a problem Looks for new ways to improve results and activities Explores different work methods and what made projects successful; shares learning Collects breadth of data and perspectives to make choices 	With the remote facilities within WMB, tasks sometimes need to be completed with limited resources. Calling upon the broad range of skills of team members and local contractors to think outside the box and come up with solutions that minimize cost and help complete projects on time and budget.
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works in a changing environment and takes initiative to change: <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 	Work with others to achieve the best outcome possible within alignment with the ministry. Listens openly to others to implement new ideas and how to best apply them to old situations and create positive outcomes. Does not hesitate to change methods and practices in order to meet targets and test new ideas. Ask questions for clarification.
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <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 	Follows the long term goals of the organization keeping focus of core results that align with these goals. Work with managers and stakeholders to determine needs and ways to improve upon current and new practices.

Benchmarks

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

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.

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
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ADM Name	Date yyyy-mm-dd	ADM Signature
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DM Name	Date yyyy-mm-dd	DM Signature
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