

Update

Ministry
Transportation and Economic Corridors

Describe: Basic Job Details

Position

Position ID
Position Name (30 characters)
Field Support Technologist

Current Class
Technologies 5

Job Focus
Supervisory Level
Operations/Program
00 - No Supervision

Agency (ministry) code
Cost Centre
Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit
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

Responsibilities Added:
None - Updating for recruitment purposes

Responsibilities Removed:
None - Updating for recruitment purposes

Job Purpose and Organizational Context

Why the job exists:
Reporting to the Operations Manager, this position performs work of a technical nature. It is a full working level technologist, encompassing both the survey and materials testing disciplines. This position audits technical work done by consultants and maintenance contractor staff, ensuring that work carried out is in accordance with department standards, procedures and contract specifications. The incumbent works closely with the Maintenance Contract

Inspectors (MCI) in providing technical expertise, in the collection of inventory and condition rating information related to asset management, in preparation of quantity estimates for work orders and in monitoring work in progress. This position ensures budget expenditure information is provided to Operations Manager in a timely manner. When required, the incumbent may be required to act in the capacity of the MCI.

Responsibilities

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

Management of Highway Maintenance Contract Activities

- Coordinate with the MCI routine road inspections to identify potential problem areas and to ensure the safety and comfort of the traveling public by:
 - Assessing problems, deficiencies, etc. in standards, specifications, methods and techniques and recommend changes.
 - Assessing the contractor's performance in emergency situations such as landslides, wash outs, accidents, etc. and arranging for the equipment and material to carry out repairs.
 - Periodically inspecting road features including gravel roads, paved roads, gravel shoulders, ditches, culverts, other drainage works, signs, roadside vegetation, roadside conditions with respect to litter, pullouts, etc.
 - Patrolling area roads and bridges to observe conditions, needs, dangerous situations and taking or recommending corrective actions.
- Investigating major vehicle collisions to assess damages to road structures and obtaining professional/technical direction from department staff as required and implementing corrective action.
 - Receiving and investigating inquiries and complaints from contractors, the public, landowners, utility companies and other government agencies and taking or recommending corrective action.
 - Verifying contractors safe use of department gravel pits, stockpiles, etc.
- Working closely with the MCI in the preparation of quantity estimates for work orders and monitoring of work in progress ensuring it adheres to contract specifications and department standards and procedures by:
 - Arranging for quality assurance and quality control testing if necessary.
 - Advising of deficient work or work practices on contract projects.
 - Advising Operations Manager of instances of non-compliance with terms and conditions of the contract.
 - Preparing detailed and technical inspection and deficiency reports, forms, records and related documentation.
 - Recommending acceptance or rejection of work performed and corrective action including stopping work in progress where standards are not being met.
- Working closely with the Operations Manager/MCI in preparation of longer term maintenance plans/programs by:
 - Identifying maintenance requirements and recommendations for future plans/programs.
 - Assisting in the development of a work plan for the contractor.
 - Aiding in budget preparation by providing input into current budget as well as input into future programming.

Management of Other Highway Contracts and Agreements Activities

- Prepares minor highway contracts, service agreements, consultant agreements and provides contract administration by:
 - Undertaking technical inspections of suspect areas.
 - Interpreting surveys to put together information for agreement packages.
 - Preparing quantity and cost estimates.
 - Monitoring and reporting costs and providing estimates for contract work.

Maintenance of Highway Inventories and Databases Activities

- Collecting highway appurtenance inventory data.
- Assisting with asset control of department retained materials by:
 - Establishing and maintaining up to date lists of retained material stored at contractor's premises or otherwise.
 - Ensuring accurate reporting and accountability of the usage of these materials.

Support the Development & Planning Technologist Activities

- Assists the Development & Planning Technologist in roadside development control matters by:
 - Undertaking site inspections of proposed and in-progress developments.
 - Monitoring utility company work in the highway right-of-way.
 - Providing recommendations of roadside development issues.

Problem Solving

Typical problems solved:

- Identify asset need and recommend appropriate remedy to ensure the most efficient use of allocated funding for the many situations that occur in the network.
- Assess quality of materials used by the Contractor or arrange for the inspection or testing of materials to ensure that they meet department specifications.
- Address concerns from external stakeholders such as First Nations, municipalities, industry, and the public.

Types of guidance available for problem solving:

- Thorough understanding of the highway network, users and how best to manage the assets efficiently.
- With reference to highway maintenance contract specifications, level of service and best practice documents and guidance from the Operations Manager and Operations Engineer.

Direct or indirect impacts of decisions:

Significant impact to external stakeholders who use the highway network to safely transport goods, access communities, provide emergency services and travel to work and school.

Internal impacts as this provides value by supervising maintenance contract activities to ensure best use of funds for the existing assets.

Key Relationships

Major stakeholders and purpose of interactions:

Operations Manager, Project Administrators, Highway Maintenance Contractors, Consultants, Contractors, Municipalities and RCMP on an as needed basis.

- Provides support for the administration of the highway maintenance contracts for the district and monitors roadway development, relaying any concerns to ensure the safety of the motoring public.
- Fulfills a support role to development control staff for the district.
- Provides project management for smaller district contracts, service agreements, consultant agreements, etc.
- Creative and innovative solutions to complex maintenance problems. This position requires tremendous flexibility due to the varied nature of assignments, the ability to learn new skills and be adaptable to new situations.

Required Education, Experience and Technical Competencies

Education Level

Diploma (2 year)

Focus/Major

Engineering

2nd Major/Minor if applicable

Designation

If other, specify:

Eligible for registration in ASET (ie. CET)

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

- Sound practical knowledge of road design, construction/maintenance and contract administration with the ability to provide accurate and concise survey and materials testing information which is used for quality control and to ensure contract specifications are adhered to.
- Must be able to plan/schedule work within a budget. Good working knowledge of computers and applicable software.
- Must be able to use discretion in application of department guidelines and standards and effectively relay this information to various parties, utilizing written and verbal communication.

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	

		<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 	
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 	
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	