

New

Ministry

Transportation and Economic Corridors

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Director, Carrier&Vehicle Prog

Requested 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

Traffic Safety Services, Carrier & Vehicle Safety

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Executive Director, Carrier and Vehicle Safety, this position helps to provide a safe and efficient transportation system to support Alberta's economic, social and environmental vitality through the effective operation of key programs. This role is accountable for provincial activities related to managing industry authorizations, approvals and licences for the commercial carrier industry, rail safety industry, and vehicle inspection industry. The Director has overall accountability for the implementation of various National Safety Code standards and the department's vehicle standards authority in the operation and development of vehicle safety programs, standards, and safety regulation.

The Director oversees projects involving government, industry and public stakeholders that have complex regulatory and policy implications. This role directs the units' active role in provincial, national, and international committees dealing with vehicle safety, special transportation requirements and vehicle issues. Providing legislative direction for the departments various regulated industries and professions.

The position requires in-depth knowledge of transportation-related statutes and regulations as well as the ability to identify legislative gaps and an understanding of the policy/legislative process to address them.

The position has various distinct areas of responsibility pertaining to the three units within the section;

- Vehicle Standards

- accountability for the department's vehicle standards in the operation and development of vehicle safety programs, standards, and safety regulation.
- development, implementation and maintenance of provincial vehicle regulations, policies, standards and guidelines
- directs the units' active role in provincial, national, and international committees dealing with vehicle safety, special transportation requirements and vehicle issues
- Approvals and Support
 - Review/approves licences for vehicle safety technicians and vehicle inspection facilities.
 - Review/approves licences for vehicle safety technicians and vehicle inspection facilities.
 - Triage and response to client inquiries around various driver license status requests as well as provide advice on next steps or information requirements.
- Commercial Carrier Authorizations
 - Issues and monitors Safety Fitness Certificates for National Safety Code carriers (about 20,000 carriers), and make changes/cancels safety fitness ratings, when required; and
 - Maintaining Alberta's International Registration Plan and authorizing fleets to operate internationally under terms of the agreement.

To be effective in this role, the position must have a thorough understanding of all aspects of the National Safety Code standards (16) and how they are implemented in Alberta, detailed understanding of vehicle inspection process. Also experience in legislative review, policy and program best practices. Leading standard and legislative review to alter mobility options within Alberta.

Responsibilities

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

Leads the department's vehicle standards authority in the operation and development of vehicle safety programs, standards, branding activities and safety regulation.

- Leads the development, implementation, interpretation and maintenance of provincial vehicle standards and guidelines; leads projects involving government, industry and public stakeholders that have complex program and policy implications; and takes an active role in provincial, national, and international committees dealing with vehicle safety, special transportation requirements and vehicle issues.
- Review and approval of new and innovative commercial vehicle designs for conformance to the department's standards.
- Facilitate the seamless transportation of goods across provincial boundaries through harmonization of vehicle standards and inspection criteria among the Canadian jurisdictions at either the national or regional level, including any changes made to provincial legislation.
- Represent the Province of Alberta on appropriate committees such as the Interprovincial Task Force on Vehicle Weights and Dimensions.
- Liaise with other department professionals to ensure vehicle standards and National Safety Code is protected appropriately.

Leads the effective and efficient transportation system is available through administration of Alberta's Safety Fitness Certificate (SFC) program in accordance with both federal and provincial legislation.

- Directs the activities related to the issuance of SFCs, International Registration Plan and Transportation Network Company (TNC) approvals for the commercial and passenger transportation industry for both federal and provincial carriers, conducted in accordance with legislation and Registrar's policy.

- Directs the development and implementation of regulation/policy governing the SFC and OA program to ensure an efficient passenger transportation system in Alberta.
- Directs the issuance of safety fitness rating changes for federal and provincial carriers.

Leads the effective and efficient delivery of mandatory inspection programs through the licencing of facilities and technicians.

- Directs the activities related to the issuance of licences for inspections conducted in accordance with the act, the Vehicle Inspection Regulation, and Registrar's policy.
- Directs the development and implementation of regulation/policy governing salvage, out of province and Commercial Vehicle Inspection Program (CVIP) inspections to support safe inspection programs and competent technicians in Alberta.

Ensures effective and efficient delivery of operating authorities for the provincial rail program in Alberta.

- Directs the activities related to the issuance of authorities in accordance with the *Railway (Alberta) Act*, regulation, and Registrar's policy.

Provide leadership to a team of management, professional, and administrative staff and fosters a positive working environment that supports collaboration, staff engagement, and personal development. Achieves positive results by working with others.

- Responsible for the management of human and financial resources necessary to manage all programs.

Builds future organizational capacity and contributes to a safe, respectful and productive work environment

Contribute to identification and achievement of Branch business goals and priorities by:

- Demonstrating the Alberta Public Service values and competencies, contributing to a positive work environment.
- Providing advice and recommendations to the Executive Director and executive ministry leaders, to inform their decision-making and to shape responses.
- Collaborating with other department leaders to support the Ministry Service Model.
- Serving as the Executive Director or other branch Directors as needed.
- Partnering with other units and branches in the division to enable synergies, improvements, and efficiencies via continuous improvement and Operational Excellence.

Problem Solving

Typical problems solved:

- The business requirements of the branch require the Director and staff to arrive at unique solutions to complex issues.
- As much of the work involves vehicle specific issues that may require technical knowledge in order to come to a conclusion surrounding a vehicle brand or vehicle type, many of the problems are unique events that require new approaches to how the problems can be solved.
- Vehicle types and alternative uses must be evaluated through a technical, legal and policy perspective. The director must balance competing priorities to ensure a safe operation emerging technologies and vehicle types.
- The review of vehicle technology/standards can be difficult as every aspect of the vehicle's safety

performance must be addressed

Carriers having safety issues or identified as a chameleon carrier will require decisions on whether to proceed with certificate issuance. This can have a dramatic affect on public safety as well as economically for the client.

Provincial Railways require operating approvals before they are able to operate, issues surrounding the requirements may come into question.

Workload balances may fluctuate where backlogs can have serious effects on the commercial carrier industry, being flexible and able to adapt to challenges is needed

Types of guidance available for problem solving:

Legislation, standards, regulation and policies - both provincial and federal. SME's within the section; the position has a number of engineering staff and technical experts.

Working groups, committee's and jurisdictional peers.

Other program areas in TEC and other ministries that maintain relationships with operators in the transportation sector, including railways, airports, highway maintenance contractors and commercial carriers.

Direct or indirect impacts of decisions:

The Director has direct control over the activities and resources within the section, which could affect the other areas of the division, the entire department, and the province as a whole. Decisions made from this position would have a direct effect on the safety of Alberta's vehicle population, and acts as the entry point for commercial carriers, technicians and facilities and provincial railways. Legal/Policy/Strategic direction is provided by this position to evaluate alternative vehicle or transportation options and how they are integrated into Alberta's infrastructure.

Vehicle Standards and National Safety Code (vehicle related) requirements:

- Decisions to brand vehicle types to active/salvage/non-repairable which may affect public safety and have economic affect on the client.
- Decisions to modify vehicle equipment requirements for all types, including off highway vehicles, school buses and others.
- Decisions regarding vehicle inspection requirements may affect vehicle conditions seen on highways.
- Decisions affecting the livelihood of a carrier and ultimately its employees, whether it be through a recommendation to deny or revoke an authorization.

Safety Fitness Certificates, Operating Authority Certificates, Rail Operating Approvals, International Registration Plan or Safety Fitness Rating changes:

- Decisions affecting the livelihood of a carrier and ultimately its employees, whether it be through a recommendation to deny or revoke an OAC, or an SFC, or to apply conditions on a carrier's certificate.

Approvals and Support

- Decisions to allow/deny which technicians and facilities are authorized to perform inspections on behalf of the department.
- Decisions to allow/deny vehicle repairs/branding requests

Key Relationships

Major stakeholders and purpose of interactions:

Executive Directors and staff within division - Daily - Share information; maintain awareness of priorities and how they might impact transportation related activities; coordinate responses and identify solutions.

Staff in other divisions - Daily - Establish and maintain effective relationships, share information, coordinate responses, resolve issues, and engage participation as needed in projects. Staff are directly affected by the position's leadership and advice.

- Municipal/External Stakeholders - Monthly, creating opportunity for collaboration. Increasing data collection and use, improving data sharing and triaging competing external priorities.

Other Jurisdictional representation - monthly IRP, SFC and vehicle related items need to have a cross border approach.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If other, specify:

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

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> Plans for how current situation is affected by broader trends Integrates issues, political environment and risks when considering possible actions Supports organization vision and goals through strategy Addresses behaviours that challenge progress 	The Director must be able to identify trends in decision making, ensures that Alberta's infrastructure is protected and utilized effectively
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <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 	The Director will be actively seeking process improvements and project stability. Effective management of unique transportation events that are constantly changing.

