

Public (when completed)

Common Government

Ministry

Municipal Affairs

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Technical Advisor - BPV

Current Class

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Technical and Corporate Services

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 Director, this position will:

- Liaise with stakeholders and industry representatives to ensure that there is a clear understanding of the safety program in the boilers and pressure vessels discipline,
- Monitor service delivery by the Alberta Boilers Safety Association (ABSA) for compliance to the *Safety Codes Act*, *Government Organization Act*, and the Administration Agreement,
- Take lead role in the development of Alberta regulations in the boiler and pressure vessel (BPV) discipline,
- Consult with industry stakeholders to collect information regarding issues with BPV safety,
- Participate in code development in the BPV discipline at provincial, national, and international levels.

Travel to attend meetings and assisting clients is a requirement of this position; often on short notice and occasionally on an emergency basis. A valid Drivers License and access to a reliable vehicle is necessary.

Responsibilities

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

1. Promote the understanding of Alberta's safety system by the public and industry:

- Provide technical advise and expertise to partners, clients and other jurisdictions relating to the application of pressure equipment codes, standards and regulations,
- Assist partners in the safety system by attending meetings and various forms of government and industry gatherings,
- Participate in seminars by presenting information on pressure equipment safety,
- Prepare draft responses for ministerial Action Requests as required.

2. Liaise with partners and stakeholders:

- Provide information to clients to promote clear understanding of the safety system,
- Provide technical advise to industry partners when necessary to address safety concerns and new technologies,
- Ensure that the policy of ABSA, a Delegated Administrative Organization (DAO) is consistent with the Ministers obligation to provide effective pressure equipment safety programs,
- Participate in the monitoring and resolution of evolving issues.

3. Participate in the development of legislation and codes relating to the BPV discipline:

- Coordinate the the development of legislation changes based on review of accident reports, reviewing to ensure that existing legislation is adequate and relevant,
- Work with partners and stakeholders regarding proposed administrative and technical changes and to determine where requirements for the safety program may be improved and identify methods for improvements,
- Lead the process for consultation and review of proposed changes,
- Review current legislation to determine if it is an effective means of maintaining the safety program for the boilers and pressure vessels discipline.

4. Ensure compliance to the *Safety Codes Act*, *Government Organization Act*, and the *Administrative Agreement*:

- Actively participate in Safety Codes Council meetings,
- Perform yearly audits of ABSA's safety programs such as design survey, inspection and education to ensure that requirements of the Administration Agreement are followed,
- Conduct regular meetings between Municipal Affairs and ABSA to discuss upcoming and ongoing issues,
- Review monthly reports to monitor ABSA's delivery of the safety program,
- Review the Annual Report and Business Plan to deliver the safety program for the past year and to evaluate the plans for program delivery for the next three years.

Problem Solving

Typical problems solved:

Identifying the source of conflicts between manufactures and ABSA or other regulatory agencies.

Types of guidance available for problem solving:

The department executive provides guidance. The Technical Advisor has as guidance, various pieces of legislation, to assist in the administration of their duties. Fulsome knowledge of codes and standards is needed. The Safety Codes Council can provide guidance on matters to the safety system over all, and in aspects of Safety Codes Officer accreditation, Municipality accreditation, and Corporation accreditation.

Direct or indirect impacts of decisions:

This position provides direct and indirect essential service to the various partners, stakeholders and the

general public by way of technical advise in the boilers and pressure vessels field within the context of the *Safety Codes Act*. Performance of contract administration duties with respect to Municipal Affairs' Administration Agreement with ABSA is also crucial in evaluating compliance with its requirements.

Key Relationships

Major stakeholders and purpose of interactions:

This position will provide advise on the Pressure Equipment Safety Regulation to a wide range of clients including plant operators, engineers, safety codes officers, trades personal, designers and other industry groups. Participation in the following associations/work groups to provide guidance and technical advise is also necessary to ensure that AMA's policy is understood by all:

- ABSA - Alberta Boilers Safety Association
- SCC - Safety Codes Council
- BOMA - Building Operations Management Association
- CCIA - Contract Chief Inspectors Association
- UCIA - Upstream Chief Inspector Association
- NEABPVU - North East Alberta Boilers Pressure Vessels User Group
- ARPIA - Alberta Refinery & Petrochemical Inspectors Association
- AWOC - Alberta Welding Optimization Committee
- GUAC - Generation Utility Association Committee
- BOA - Boilers Operators Association
- APECC - Alberta Power Engineering Committee
- IMPP - Integrity Management Pulp & Paper

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Applied Degree	Engineering	Public Administration	

If other, specify:

Related education and/or training

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

This position requires specialized expertise in the boiler and pressure vessel discipline, to provide technical advise and support to the Boiler and Pressure Vessels Technical sub-Council of the Safety Codes Council.

There is a requirement for this position to exercise independent decision-making pertaining to program activities. The employee must have strong analytical skills and a good understanding of risk management processes.

Good human relation Skills and communication to influence behavior through the promotion of safe and effective practices to which the *Safety Codes Act* applies. Support the regulatory review process and associated consultations concerning public safety.

Human Relations Skills:

- Strong interpersonal skills to build and maintain effective relationships with diverse interests and stakeholders are essential for:
 - Facilitation
 - Negotiation and Mediation
 - Conflict Resolution
- Strong Written and verbal communication skills are essential for:
 - Written documentation including letters, reports, safety bulletins, meeting minutes, briefing notes, and ministerial responses;
 - Using plain language to effectively interpret technical, code and industry terminology;

- Comfortably conduct meetings, provide presentations and public speaking;
- Media interviews

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"/>	<p>Integrates broader context into planning:</p> <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 Technical Advisor, Boilers and Pressure Vessels must be aware of and consider how associated regulations and standards impact industry stakeholders and ensure alignment with long-term outcomes.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	The safety codes system is complex with key delivery partners and high profile stakeholders. The Technical Advisor, Boilers and Pressure Vessels must be have open lines of communication with industry partners in support of their contributions in the development and betterment of related codes and standards.
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	The Technical Advisor, Boilers and Pressure Vessels must work with subject matter experts throughout industry to gather their input and apply that input in the development and betterment of codes and standards that influence the private sewage discipline and industry.
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts 	The Technical Advisor, Boilers and Pressure Vessels must be aware of changing priorities in the Ministers Business Plan

