

Update

Ministry

Transportation and Economic Corridors

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Operations Engineer

Current Class

Engineering & Related Level 2

Job Focus

Operations/Program

Supervisory Level

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

2026-05-11

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, Calgary District Office, this position is the district's first line of contact with the City of Calgary's transportation department for roadway operations engineering. This position is responsible for the day-to-day administration and delivery of the highway maintenance program, roadside development control program and contractor performance management program specific to those roadways specified as primary highways which lie within the City of Calgary's boundaries. Due to the high traffic volumes on the roadways and the political sensitivity attributed to same, this position demands exceptional communication and interpersonal skills. As well, the position is responsible for the development and implementation of various contracts/service agreements for projects such as highway lighting, traffic signals, visual information sign repairs, storm sewers, etc. This position assists the Operations Manager in all functions of the operation of the Calgary District, including overseeing the operations and maintenance components of the Deerfoot Trail and Calgary Ring Road P3 contracts, development issues, administration coordination, etc. This position may be required to assist in the various components of work and programs in the construction, bridges, and infrastructure business units via special project assignments or specified term secondments.

Responsibilities

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

Liaison Role Activities

- Coordinate city and department maintenance activities to ensure the continuity of an efficient transportation operating system across jurisdictional boundaries by maintaining an effective liaison with maintenance contractors, other branches of the department, city administrators (engineering and transit), engineering consultants, outsource providers, etc.
- Coordinate the activities of other department business units (bridges, construction and/or infrastructure) that may need to make use of the provincial right-of-way within the City of Calgary boundaries.
- Coordinate the activities of other service providers and third parties (Enmax, Telus, etc.) that may have infrastructure in the provincial right-of-way within the City of Calgary boundaries. This co-ordination requires effective liaison with various stakeholders, relationship building, regular meetings and pro-active information sharing.
- Coordinate maintenance activities in Fish Creek Park with staff from Alberta Environment and Parks.

Highway Maintenance Operations Program Activities

- Work in partnership with the maintenance contractor to ensure that the maintenance and development of safe highways together with safety of highways during special events is delivered in a cost effective and defensible manner through planning, budgeting, inspection and quality assurance.
- Contribute to development and updating of maintenance specifications, budgeting, and forecasting.
- Act as an integral member of the provincial maintenance budget allocation committee.
- Provide recommendations and solutions for matters involving dispute resolution, problem solving, decision-making, field design changes, traffic accommodations, etc.
- Administer the contractor performance management program and provide regular reports.
- Review, authorize and approve payment for work performed under the terms and conditions of the Province's master agreement with the City of Calgary.
- Approve and issue permits for third parties requesting to work within the Deerfoot Trail right-of-way.
- Authorize, schedule and direct emergency maintenance work as required to ensure that the north/south corridor within the jurisdictional boundaries of the City of Calgary remain operative.
- Prepare current and future work plans with respect to maintenance requirements.
- Prepare and monitor annual maintenance budget requirements according to provincial guidelines (approximately \$35 million combined in 16/17 for the Deerfoot Trail, North Stoney Trail and SE Stoney Trail maintenance contracts).
- Review and authorize work to be completed by the highway maintenance contractor and initiate corrective action in the event of substandard work.

- Negotiate the cost and identify the scope of work to be completed by the highway maintenance contractor that is not covered by the existing highway maintenance contract.
- Prepare payment and forecasting information for the Operations Manager.
- Converse with members of the public, staff from the City of Calgary, policing and emergency response agencies and other government departments to discuss and find solutions to issues as they arise.

Roadside Development Engineering Support Activities

- Responsible for the delivery of the highway development control program, in consultation with the development control staff, for those provincial highways located inside the City of Calgary boundary.
- Provide technical guidance and direction to the region's development control staff regarding the highway development control program specific to the Calgary District.
- Respond to public inquires with respect to highway development control issues.

Technical Support for Roadway Operations Activities

- Reviews designs from highway operations and traffic engineering perspective. Assists with the assessment of location route surveys, consultant engineering projects and engineering proposals for future operational feasibility and the probability of associated problems.
- Review proposals and designs from the City of Calgary for the installation of infrastructure owned by the City of Calgary with Provincial right-of-way specific to those highways within the City of Calgary boundary.
- Recommends improvements in traffic design, signals, lighting, signing, pavement markings, geotechnical and slope stability problem areas and related areas.
- Prepares estimates and compiles quantities for contracting purpose.
- Reviews field designs to ensure conformity with current standards.
- Participates in cross-functional departmental teams to develop maintenance standards/contract specifications to ensure that standards/specifications are practical and achievable through accepted maintenance practices.

Communications Role Activities

- Ensures that all complaints regarding primary highways which lie within the City of Calgary's boundaries are addressed and expedited within time frames specified to avoid action requests from occurring.
- Drafts replies for the Operations Manager's review for action requests, liaisons and responds to other agencies, deals effectively and amicably with public concerns, may attend meetings with various local authorities and interested groups as departmental representative.
- Prepares and expedites media communication advice to ensure that the public is kept informed of roadway shutdowns, detours, slowdowns, etc.
- Liaisons with the bridge business unit regarding bridge rehab work and with the construction and infrastructure business units regarding construction work and the associated work zones that may take place on provincial highways within the City of Calgary boundary and within the Calgary District.

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Problem Solving

Typical problems solved:

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

Key Relationships

Major stakeholders and purpose of interactions:

- Day to day administration and delivery of the highway maintenance program, roadway development control program and contractor performance management program of primary highways within the City of Calgary boundaries.
- Requires strong liaison and communication role within a high volume area of the province.
- Regular contact with the public, staff from the City of Calgary, policing and emergency response agencies and other government departments to discuss and find solutions to issues as they arise.
- Area of responsibility includes maintenance within Fish Creek Park.
- Stakeholders include: City of Calgary, Municipal Districts, contractors, consultants, general public, private agencies and other governmental departments.
- Supervision of staff and conversing with various internal and external stakeholders. Work in partnership with highway maintenance contractors and the consulting industry.
- Projects range from minor repairs (\$1000) to regional tenders (\$100,000) to Highway maintenance contracts (\$35,000,000).

- Creative and innovative solutions to implement initiatives.
- Creative and innovative solutions to complex maintenance problems.
- Utilization of various technologies and innovations.

Second level of dispute resolution regarding highway maintenance contracts.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

- Graduate degree in Engineering, with eligibility for membership in APEGA.
- Five years post-graduate experience in highway maintenance and/or construction is desirable.
- Supervisory experience and urban transportation experience a definite asset.
- Class 5 Driver's License.
- Effective written and verbal communication and public relations skills. Specialized training in responding to the media and doing in-camera interviews. Ability to prepare recommendations and present information to department managers and executive in verbal or written format in a clear and concise manner for decision making purposes.
- Extensive knowledge of highway maintenance, operation and construction procedures.
- Knowledge of urban freeways an asset.
- The position is responsible for the day-to-day administration of maintenance and operations, functions in the service area, relative to established standards and departmental policies, as outlined in the Contract Administration, Contract Specifications, Maintenance Standards, Uniform Traffic Control Device, Materials Design and Highway Signing Manuals.
- Must ensure adherence to the Highway Traffic Act, Public Highways Development Act, and Public Service Act.
- Creativity and innovative solutions to transfer initiatives, complex maintenance and construction problems.
- Utilization of technology transfer/innovations
- Some skills include: analytical; reasoning; negotiating; the ability to influence peers and counterparts; listening; leadership; and decision making.
- Requires a solid working knowledge/expertise in engineering, specializing in roadway operations engineering. This would require a detailed knowledge operational issues and highway characteristics. This position uses an in-depth theoretical body of knowledge in completing tasks and duties.
- Significant understanding of traffic safety, traffic accommodation strategies and traffic management through work zones.
- The ability to work co-operatively with all levels of the department, maintenance contractor employees,

the public, other government and private agencies.

- Well developed decision making skills to order, accept, reject and audit maintenance activities.
- Be able to provide recommendations, solutions and mediate for issues regarding conflict resolution and problem solving.
- The ability to work independently, set priorities and to balance multiple projects on an ongoing basis.

DM Name

Date yyyy-mm-dd

DM Signature