

New

Ministry

Transportation

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Development & Planning Tech

Requested Class

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Construction & Maintenance - NCR

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Operations Engineer

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Operations Engineer, the Development and Planning Technologist (DPT) determines and enforces set-back requirements for developments; exercises access management in conditionally approving subdivisions; outlines conditions of permits issued for paralleling and crossing utilities; presents the Department's position in the application and interpretation of the relevant parts of the Acts, Legislations and Regulations surrounding the protection of the highway corridors thereby preventing unnecessary future costs associated with improvements to the highway system, due to unregulated development and minimizes the Department's exposure to risk of litigation.

In achieving this purpose, the DPT affects/interacts with stakeholders/clients such as landowners, commercial business operators, developers, urban and rural municipal governments and administrations, utility owners, contractors, operators and consultants, geophysical exploration companies, builders, police forces, Municipal Planning Commissions, local Subdivision and Development Appeal Boards, highway engineering and design consultants, subdivision planning consultants, realtors, contractors, environmental consultants, various levels of government Boards (i.e. Municipal Government Board, Energy and Utilities Board, National Energy Board), federal, provincial and municipal government departments, and the general and motoring public.

Addressing the Department's concerns at the utility permit, development permit, subdivision and planning stages reduces the impact of these activities on future highway improvement costs, as well as ongoing operational costs and safety of current and future motorists using the highway system.

Responsibilities

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

1. PERMITS

Roadside Development Permits

In approving access and development adjacent to and within the provincial highway system, the DPT acts as the Minister's representative for day-to-day activities in issuing Roadside Development Permits for highway vicinity developments.

Activities:

Review and respond to technical submissions. Research historical files, survey plans, engineering drawings, transportation studies, regional plans, etc. to obtain the Department's historical position, and existing/future highway right of way requirements. Prepare decisions and issue permits for developments adjacent to provincial highways in line with legislation and Department's guidelines and objectives. Correspond with the public to assist in interpretation of legislation. Present the Department's position on various development matters and enforce conditions of Roadside Development Permits by directing applicants regarding corrective action.

Utility Permits

The DPT reviews and issues permits for all utility installations crossing and/or paralleling highways to ensure the initial construction or future utility maintenance will not compromise the provincial highway system.

Activities:

Review proposed utility installations according to legislation and Department standard practices and guidelines, including location of pipeline crossing, highway profile, cross-section and Traffic Accommodation Strategy, to ensure proposed installations do not comprise future highway expansion plans. This includes ordering suspension of contractor's work in case of failure to meet the Department's specifications.

Sign Permits

The DPT reviews applications for private sign installations on private property within the Department's legislated jurisdiction and, where appropriate, issues permits for these installations in the vicinity of provincial highways.

Activities:

Review applications for private sign installations on private property to ensure compliance with Department standards and guidelines. Assist stakeholders in following guidelines and specifications and ensure sign locations will not compromise motorist safety. Review sign proposals, issue appropriate permits and enforce legislation.

2. SUBDIVISION & PLANNING PROPOSALS

Subdivision / Development Referrals / Land Use Re-designation

In responding to planning referrals (from local municipalities) for land use re-designation, subdivisions and development permit applications to the Department for review and comment, the DPT reviews these and provides comment to ensure against negative impacts on the provincial highway system.

Activities:

Review land use re-designations, subdivision proposals, and development applications. Advise of contravention to legislation, provide waivers of the specific sections of the legislation to allow approval; provide innovative solutions, negotiate changes to proposals with applicants where needed; direct stakeholders regarding corrective action to meet established standards and practices; identify situations that may affect overall policy and procedures, are politically sensitive/controversial, or could set undesirable precedents; review and respond to technical submissions; research historical files, survey plans, engineering drawings, transportation studies, regional plans, etc. for the Department's historical position, and existing/future highway right-of-way requirements; and prepare decisions in line with legislation and Department guidelines and objectives.

Area Structure Plans (Pre-subdivision Plans)

The DPT reviews statutory planning documents (Area Structure Plans), ensuring that all future subdivision activity complies with the ASP to ensure that highway safety and the future highway operations are not compromised.

Activities:

Conduct detailed reviews of Area Structure Plans (ASPs) and provide comments and direction on transportation or drainage issues. Act as the liaison between local municipalities and the Minister, to ensure that adopted ASPs have ministerial endorsement as required by provincial legislation.

Subdivision / Development Appeals

The DPT launches appeals of subdivision or development decisions, to either provincial or local appeal board, when a municipality's decisions do not conform to the legislation, requiring attendance and presentation of evidence.

Activities:

Represent Alberta Transportation, presenting the Department's position and provide details at local or provincial appeal board hearings. Prepare correspondence and reports on highway access, and related highway safety issues to the local or provincial appeal board. Direct applicants regarding corrective action.

Future Highway Planning

The DPT participates in the preparation of highway planning documents, Highway Vicinity Management Agreements, Area Structure Plans, operational and planning studies, any other agreements with highway vicinity developments and provides support for long range, functional, network, and roadside planning for provincial highways.

Activities:

Participate as Department's representative on Technical Review Committees, review and provide input on draft documents and provide resource information for open houses / public meetings / council presentations.

3. ACTIVITIES WITHIN HIGHWAY RIGHTS-OF-WAY

Access Management / Field Inspections

In reviewing requests for access onto the provincial highway system and, where appropriate, issuing permits and determining conditions of approval for new or revised use of existing accesses, the DPT implements the Department's Access Management Guidelines. This position conducts field inspections, to verify or supplement information supplied by applicants in support of highway vicinity activities, to ensure decisions are based on sound technical information.

Activities:

Research files, plans, transportation studies, etc. for the Department's historical position. Determine existing and future right of way requirements. Assess each proposal and prepares decisions. Review technical submissions on traffic impact assessments. Render decisions on conditions, measures, and requirements of proposed access. Issue permits for new accesses to provincial highways. Correspond with public to assist in interpretation of legislation. Conduct field investigations to establish the effects of sight distances, topography, road standards, etc. on access proposals. Inspect for permit condition compliance. Prepare correspondence / reports on highway access, and related highway safety hazards for stakeholders. Provide the Department's position on access requirement matters, directing applicants regarding corrective action. Establish/verify available sight distances. Determine impact of topography, road standards, access alternatives, development setbacks and general impact of roadside planning activity on the provincial highway system.

Sign Approvals / Department Sign Program Delivery

The DPT reviews requests for sign installations within the Department's highway rights-of-way and, where appropriate, issues approvals for these installations.

Activities:

Administer the Department's highway signing programs and policies to ensure compliance. Assist stakeholders in following guidelines and specifications and ensure sign locations will not compromise motorist safety. Review sign proposals, issues appropriate permits and enforce the provisions of applicable legislation.

Traffic Accommodation Strategies

In ensuring that Traffic Accommodation Strategies are submitted for all activities within provincial highway rights-of-way (i.e. access construction, utility installation, etc.), the DPT reviews these prior to approving work commencement.

Activities:

Review Traffic Accommodation Strategy (TAS) prior to commencement of the work, to assess suitability for the site conditions and for the work performed. Provide direction to Department Operations staff or personally monitor work zones to ensure implementation of TAS. Initiate meetings with contractors to address concerns with the performance of the TAS. Advise contractors of deficiencies and ensure that they take appropriate and timely corrective action. Order contractors to suspend work in cases of recognized imminent danger or where the contractor fails to undertake appropriate, timely measures to accommodate traffic or correct recurring deficiencies.

Geophysical / Environmental Assessment / Clean-up / Testing & Monitoring / Other Activities

The DPT ensures that environmental testing, geophysical exploration, groundwater monitoring, or other activities do not compromise the safety of the travelling public or workers in the right of way through permit and approval conditions.

Activities:

Review applications, checking for potential safety hazards or conflicts with special events, construction / maintenance activities. Approve requests and issues permits with appropriate conditions.

Special Events

This position reviews requests to use highway corridors for special events (movie filming, races, cattle drives and parades), ensuring that Department activities are not disrupted, no excessive disruptions or inconvenience to the travelling public occurs, and measures are in place to ensure the safety of the motoring public and event participants.

Activities:

Review operation and safety plans and liaise with Department staff to co-ordinate response including approval conditions such as acceptable and safe route for the event, temporary speed zone reduction (Deputy Minister) or highway closure (Regional Director). Identify need for Department Operations staff or the Maintenance Contractor to observe events and ensure requirements are enforced. Enforce the Department's movie filming guidelines to minimize disruptions or inconvenience to the travelling public. Maintain contact with the local RCMP to ensure safety of all involved parties. Ensure municipal approval / endorsement has been provided.

4. REFERRALS / APPROVAL OUTSIDE HIGHWAY RIGHTS-OF-WAY

Road Closures / Road Plan Cancellations

The DPT reviews internal and external requests regarding road closures, to ensure no property is left without public access, that there is no adverse impact on the provincial highway system, and that proper procedures are followed.

Activities:

Review and comment on preliminary circulation / notification of possible road closures. Co-ordinate proposals for road plan cancellations and road allowance closures. Conduct field investigation and identify any utilities on site. Ensure legal access is maintained and no adverse effect to continuity of the existing road network by the closure. Provide written comments and recommendations to head office for the Minister's approval.

Property Dispositions

The DPT provides comments on property to be disposed of at the field level as part of an internal referral for comments initiated by the Regional Property Manager.

Activities:

Conduct field investigation, assess "best use" of the property, research history, assess site access, determine existing / potential Department use (ie: future highway improvements, land swap, service road, etc.) and/or if the property is a nuisance or difficult to maintain. Provide written comments and recommendations.

Property Purchase / Futures Identification

The DPT advertises lands for potential purchase by the department at the field level as part of an internal process involving the Regional Property Staff.

Activities:

Identify lands which are proposed for development which may be needed for future highway construction, further to completed Area Structure Planning etc. Each situation is evaluated (scored) and referred to the Regional Property Manager for consideration.

5. PUBLIC CONTACT / RELATIONS / EDUCATION

Stakeholder Contact

The DPT maintains a professional level of contact with landowners, developers, corporations, planning agencies, consultants, municipal governments, and other government departments ("stakeholders").

Activities:

Present Department's roadside planning and access management objectives in meetings and/or written / oral correspondence with stakeholders. Attend Municipal Planning Commission meetings, Municipal Council meetings and Municipal Subdivision and Development Appeal Board Hearings. Present the Department's position on roadside planning matters and ensure Department's vested interests are maintained. Identify and resolve roadside planning issues/conflicts requiring negotiation with stakeholders and participate in negotiations.

Public Open Houses / Subdivision and Development Appeal Boards / MGB

The DPT presents the Department's positions relating to the subject of public open houses (generally for subdivision and planning related issues such as area structure plans, land use amendments, major developments, etc.).

Activities:

Attend public meetings, public hearings, open houses and local subdivision and development appeal board hearings to present Department's position regarding the issues surrounding the highway corridor and set-back or access to same. Ensure that Department's vested interests are maintained and reflected in any decision of the local authority presiding over the meeting/hearing. Attendance to present evidence at an appeal hearing of the Municipal Government Board is required for any appeals referred to that quasi-judicial body.

Action Requests

The DPT prepares information for the Minister in the form of briefing notes, or drafts a response for the Minister / Deputy Minister. Action Requests are always of a politically sensitive nature, and shortened deadlines are common.

Activities:

Research the Action Request topic, anticipate and document sensitive areas or questions likely to arise, create the draft response or briefing note, using tact and diplomacy, and ensure the format follows guidelines provided by the Minister's office. Review the response with the Operations Manager, and submit for approval.

Problem Solving

Typical problems solved:

In the day to day assessment of requests for developments, access, sign approvals and subdivision proposals, the DPT must balance knowledge and familiarity with applicable legislation, technical requirements, long range Department plans and goals, on-going programs and projects, need to liaise with various levels of government from municipal to federal, political sensitivity of certain issues, and the wants and needs of the general public/stakeholders.

Through these processes, the DPT will be required to attend quasi-judicial board hearings to present the Department's position regarding an appeal of the requirements for an applicant to provide and/or construct service road as a condition of approval of their subdivision application, to field phone calls from applicants asking why the Department's has refused their permit application, and interact with landowners demanding an explanation for refusal of their request. An ability to communicate clearly, calmly and tactfully in the face of anger and indignation to defuse and de-escalate potentially volatile situation is required. Similar situation will arise while attending public open houses for Area Structure Plans, subdivision proposals and for development proposals which may not be "publicly acceptable" (i.e. gravel pits / hauls, land fills, industrial / commercial subdivisions, etc.). The DPT may be called upon to negotiate/mediate access disputes between feuding neighbours or incompatible land uses (i.e. acreage residence / agricultural machinery).

Types of guidance available for problem solving:

Stakeholders the DPT will meet or deal with in a typical day will include land owners, acreage owners, farm operators, commercial business owners, developers, consultants, municipal/county administration (development officers or managers), municipal/county councilors, reeves / mayors, MLAs , special interest groups, law enforcement agencies, members of municipal planning commissions, subdivision and development appeal boards (local and provincial), utility company field staff, land agents, Regional Managers / Directors, staff from other Provincial Departments and Agencies, Alberta Transportation staff, managers and Executive.

Direct or indirect impacts of decisions:

Successful management of highway vicinity activities at this level ensures that future highway improvements can occur at significantly reduced costs (land acquisition, compensation for business owners, utility relocation, etc.) to the Department as well as ensuring that highway vicinity activities are not a detriment to daily highway operations, highway maintenance programs, or highway safety.

Key Relationships

Major stakeholders and purpose of interactions:

Operations Engineer (supervisor), Infrastructure staff, Property staff, Operations staff, landowners, Other Development and Planning Technologists, Municipalities, and Project Sponsors on an as-needed basis.

The DPT may provide guidance (and training where required) to support staff and new hires in the Region as it pertains to roadside planning matters.

The DPT may also provide direction to consultants hired by the Department (for technical reviews, planning studies, etc.), contractors working independently or on behalf of the department, and other members of the public (landowners, consultants) while upholding/enforcing specific conditions of the DPT's decisions.

Required Education, Experience and Technical Competencies

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

If other, specify:

Degree in planning and 2 years' experience, or Technical diploma and 5 years' experience, or 7 to 10 years

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

Knowledge:

- Understanding of the interpretation and application of specific portions of Acts and Regulations pertaining to roadside planning and development function.
- Understanding and knowledge of land use planning process in Alberta as well as long range Department plans.
- Understanding of Department structure and relationships with other government departments and agencies.
- General knowledge of third system of land survey, survey terminology and practices, and highway construction and maintenance practices.
- Working knowledge of road and utility construction procedures and standards.
- Familiarity with the manuals and guides used during performance of duties.

Abilities:

- Ability to handle a diverse variety of tasks, referrals and approvals covering a large geographical area, multi-tasking, prioritizing, planning and organizing according to varying levels of importance to meet internal and external time lines, whether legislated or suggested, within a diverse span of disciplines.
- Computer literacy and ability to comprehend and interpret engineering and technical drawings, land surveys, real property reports, and other technical reports.

Human Relation Skills:

- Negotiation, conflict resolution and interpersonal skills to deal with difficult/irate stakeholders both over the telephone and face-to-face (in various environments including public forums, meeting rooms, hearing rooms, at front office counter and on site at field meetings and inspections) with tact calm and composure. This may entail the use of defusing and de-escalating skills while calmly presenting the Department's requirements and position.
- Written and verbal communications skills in providing background information and brief Department Executive on sensitive issues, reasons for potentially controversial decisions or responses and, when possible, areas open to executive in negotiating a solution acceptable to all parties while maintaining Department guidelines, standards and objectives. Extremely strong letter writing and verbal communication skills are essential. Tact, fairness and firmness allows the DPT to communicate efficiently and effectively with both technical and non-technical individuals or groups.
- Organizational skills to accomplish multiple tasks, perform complex assessments and render decisions regarding varied tasks, usually with no supervision, and minimal input / preparation time.
- Teamwork skills to work with assistants, support positions, peers and resource staff to accomplish goals and objectives (personal, work group, Regional and Departmental).
- Ability to facilitate meetings and interact effectively with the public, clients, co-workers and subordinates, in person or on the phone.
- Supervisory and training skills in supervising assistants, providing direction and training to support positions and developing staff (new hires including peers).

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"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <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 	
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 	
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 	

