

Ministry

Describe: Basic Job Details

Position Name (30 characters)

Class

Supervisory Level

Organizational Structure

Division, Branch/Unit

Supervisor's Position Name (30 characters)

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

The intern's main responsibilities will focus on learning and assisting with Senior Mechanical Engineer, who is the Province's Authority on Mechanical Engineering with the mandate to develop mechanical design standards and guidelines, actively participate in projects, providing mechanical design expertise for new construction and solving problems in existing facilities. This position would expose the candidate to capital projects design review process and facility deficiencies investigations.

Responsibilities

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

Key job responsibilities include:

- Receive training, mentorship, and gain hands-on experience in Mechanical Engineering related to buildings.
- Assisting Senior Mechanical Engineer in:
 - * Design reviews, review of technical reports and contract documents (drawings and specifications)
 - * Investigation of mechanical deficiencies
 - * Attend site meetings, record site conditions by taking notes, photos and measurements
 - * Engineering analysis and verification
 - * Research in building codes, design standards, design trends, new technologies
- Professional development and networking

- Working and learning with other Technical Services members as required

Problem Solving

Typical problems solved:

- Finding codes/standards design requirements for a specific item or building system.
- Finding root cause of issues in the existing building deficiencies.

Types of guidance available for problem solving:

- Access to Senior Engineer for advice and guidance.
- Access to printed or digital resources to find required information.

Direct or indirect impacts of decisions:

- Assist Senior mechanical engineers in their daily tasks, enabling them to focus on more critical items and in their decision making.

Key Relationships

Major stakeholders and purpose of interactions:

Internal: Senior Mechanical Engineers, daily for supervision, advice and recommendations.
External: Project/Property Managers and Coordinators, as needed, provide design reviews and evaluations and discuss project related inquiries.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Engineering

2nd Major/Minor if applicable

Designation

Other

If other, specify:

E.I.T. (Engineer-In-Training) new graduate

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

Member of (or eligible for membership with) Association of Professional Engineers and Geoscientists of Alberta (APEGA).

New graduate with less than 2 years of experience

Previous employment experience in Mechanical Engineering will be considered an asset.

A valid Class 5 Alberta driving license will be considered as asset.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Observes and understands larger impact of role: <ul style="list-style-type: none">• Sees impact of work on organization; anticipates change in own area based on activities in other areas• Considers how own work impacts others and vice versa• Ask questions to understand broader goals• Aware of how organization adds value for clients and stakeholders	The position is technical with interaction, cooperation, and coordination with other disciplines.

Creative Problem Solving	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Is open to new ideas and breaks problems down to identify solutions:</p> <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	<p>Problems are often unique, requiring solutions that fall outside common practice. Engineering investigations can be very complex, requiring a multi-disciplinary approach and extensive analysis.</p>
Drive for Results	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiple priorities • Operates within APS value system 	<p>The position is technical resource to assist in providing engineering services to stakeholders. Prioritizing tasks ensures stakeholders' concerns are resolved in most cost/time efficient way.</p>
Develop Networks	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Maintains collegial internal relationships and understands external network:</p> <ul style="list-style-type: none"> • Seeks to understand perspectives and needs of others • Follows through, has integrity and respect for others • Helps and follows through • Keeps key stakeholders informed; is professional and respectful 	<p>This position works with and provide support to Project and Property Managers and Coordinators. It also communicates with consultants and contractors to exchange information.</p>