

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Current 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

 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

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

the road maintenance programs and parks programs to ensure the work carried out by the Highway Maintenance Contractor (HMC) and other service providers is in accordance with contractual agreements and department standards.

Responsibilities

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

Participates as a member of a team in developing policies, long term plans and procedures for maintenance programs by assessing problems and deficiencies in standards, specifications, methods and techniques and recommends changes.

Administer the Highway maintenance contract for a specific contract maintenance area to ensure the provision of prescribed levels of service, safety and convenience of the motoring public and manage asset value by performing the following:

- Allocate maintenance work activity quantities to meet budget allocations as developed by the provincial Budget Allocation Tak Group (BATG).
- Identify maintenance requirements and advance their implementation by recommending future maintenance plans/ programs.
- Manage budget expenditures by reviewing work plans, progress estimates, verifying quantities, and authorizing payments.
- Patrol and inspect area roads and bridges to observe conditions, assess needs, identify hazards and dangerous situations and taking or recommending corrective action.
- Prepare and issue work orders to the Highway Maintenance Contractor by authorizing and outlining work to be completed, ensure timely and effective completion, warranty work and acceptance.
- Site inspection of the Contractors' work to ensure adherence to the contract specifications, prescribed levels of service and budget constraints. Observe work in progress to ensure that adequate consideration and attention is given to the safety and convenience of the motoring public, work zone management i.e.: lane closures, flagging, barricades, equipment operations, etc. and to ensure environmental compliance.
- Measure work as required to ensure quantities and quality of work provided by the Contractor is accurate and adequate.
- Select priorities for maintenance work and allocate resources within the highway network area.
- Ensure Quality Assurance and Control by assessing problems or deficiencies in standards, specifications, methods and techniques and recommend changes. Undertake annual audits of Highway Maintenance Contractor's performance and report to Operations Manager.
- Investigate major vehicle accidents, resulting from adverse or violent weather or road conditions and assess damage to road/bridge structures. Obtain professional / technical direction from department staff as required and implement corrective action.
 - Investigate inquiries and complaints from the public and other government agencies and take or recommend corrective action. Maintain journals, diaries, reports and documentation as required.

Oversee and monitor road maintenance programs to ensure the work carried out by the Contractor is in accordance with the contractual agreement;

- Review and maintain up to date knowledge of contract terms and conditions, standards, specifications and plans.
- Advise the Operations Manager of instances of non-compliance with the terms and conditions of the contract.
- Confer with the Contractor to clarify or rationalize plans, ensuring work is performed at optimum times, verifying work schedules to ensure that they meet contractual requirements and to discuss complaints, problems, etc.
- Review technical aspects of the Contractor work programs and advise the Operations Manager of suitability of proposed methods
- Accept or reject work performed and initiate corrective action including stopping work progress where standards are not met and advise appropriate personnel.
- Negotiate disputes with the HMC, the public or other interested parties.
- Authorize and supervise work on roads within Provincial Parks and Provincial water control infrastructure.
- Notify the HMC and other service providers in writing, of unsatisfactory work or conditions.
- Monitor and inspect compliance to ECO Work Plan utilizing Environmental Consultant when circumstances dictate
- Review ECO work plans submitted by Contractor
- Assess the Contractors' performance in emergency situations such as rock slides, wash outs, accidents, etc. and arrange for equipment and material to effect repairs in the event the Contractor defaults on obligations in such situations.

- Assess quality of materials used by the Contractor or arrange for the inspection or testing of materials (cement, steel, wood, asphalt, gravels, sand, salt, earth, guard rails, delineators, signs, posts, line and markings) to ensure that they meet departmental specifications.
- Assess need for extra work, negotiate with the HMC, obtain approvals and authorize the work as directed or according to Unit prices, such extra work that may require special funding on a quotation or by separate contract.
- Verify the Contractors' safe use of departments' gravel pits, stockpiles, etc.
- Prepare detailed, technical inspection and deficiency reports, forms, records and related documentation
- Ensure MNCS payments are correct by reviewing HMC performance records against contractual requirements.
- Reconcile work orders by double checking work completed, quantities, etc.
- Review and approve for payment various invoices related to work completed and or/services provided

Provide input as required and in consultation with the Operations Manager into the budget for CMA; future programming, consultant agreements, Action Requests and various claims that may arise.

When required, provide input into the day-to-day management implementation of Indigenous issues with due care and consideration.

Assist as necessary, by providing input, conducting various site inspections and participating on special committees, events and assignments such as Adopt a Highway, Highway Cleanup, Development and Control. (Ordering signage) by:

- Periodic inspections and identifying problems with corrective action and reporting to the Operations Manager, on all highway infrastructure including; surfacing (gravel, oiled, paved), gravelled shoulders; ditches, bridges, culverts and other drainage works, delineators, signs, signals, line & pavement markings, street lighting, roadside vegetation, side slopes, back slopes, medians, cross-overs, fencing, cattle guards, conditions with respect to litter, pullouts, rest areas and plantation areas, etc.

Periodic inspections to identify problems with corrective action to appropriate personnel, all bridge features including decks, railing, substructures, such as piling bracing abutments, piers, docks, walkways, etc. as well as the stream bed or channel conditions as well as ferry operations.

Address public concerns and problems along with those of the contractor, landowners, utility companies and employees. Perform other related duties as may be required to assist as necessary on minor construction related projects, inspections for acceptance, supervising technical crews and operating and maintaining an assigned light duty fleet vehicle.

Liaise with other government departments and agency staff, as well as Towns, Cities, Villages, Municipalities and RCMP with regards to general road maintenance issues.

Provide input into Engineering Consultants and Department Staff on safety and other road performance issues when required. Assist in the compilation of the "Major Maintenance" needs and provide information into the Provincial Rehabilitation Program, Regional Seal Coat Program, Capital Plan, etc.

Problem Solving

Typical problems solved:

- prioritize work activities and allocate resources for the priority works to meet budget allocation as developed by the department annually.
- mediate and negotiate for dispute resolutions with the highway maintenance contractor, the general public, municipal official and other government officials as required.

Types of guidance available for problem solving:

With reference to highway maintenance contract specifications, department level of service and best practice documents and general guidance from the Operations Manager, the MCI is expected to assess and resolve the problems in the field as they come up.

Direct or indirect impacts of decisions:

Decisions made by the MCI will impact the final outcome of the annual provincial highway maintenance program and subsequent satisfaction of the motorists, residents and municipalities in the CMA.

Key Relationships

Major stakeholders and purpose of interactions:

This position coordinates going on in the CMA and has regular interactions with stakeholders. Typical Stakeholders include the Public, Law Enforcement Agencies, Elected Officials, Municipal Districts, Towns, Cities, Contractors, and other Government Departments; Minster of Transportation and Economic Corridors Office, Risk Management & Insurance, Regional colleagues, Technical Standards Branch, Safety Branch, and Asset Management. The incumbent deals with various items related to highway maintenance, safety and liability issues. Effective communication is required when negotiating and problem solving with stakeholders in person and on the phone. MCI's have regular unannounced visitors in their office or ringing them to voice concerns, a significant volume of which can be sensitive discussions and topics.

Required Education, Experience and Technical Competencies

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

If other, specify:

High School Diploma with 10 years of highway construction and/or maintenance work experience.

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

A Civil Engineering Diploma from a post secondary institution and a minimum of 5 years of related highway construction or maintenance work experience or a High School Diploma with a minimum of 10 years of related highway construction or maintenance work experience or equivalent.

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		
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	The MCI needs to identify priority work activities and implement them through the service providers and others. A sense of teamwork and co-operation while working with others will lead to more buy in and commitment to achieve common goals.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <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 	Highway operations and maintenance issues can be very complex, requiring unique or unconventional solutions. The MCI may have to seek clarity to the problems, try to see it from all different perspectives and look for alternative solutions.

Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	Highway safety is a top priority for Alberta Transportation and Economic Corridors. The MCI needs to take accountability, plan for results and focus on outcomes that will lead to achievement of highway safety measures for the contract maintenance area.
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works on maintaining close relations with all stakeholders: <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	The successfully MCI will regularly identify and interact with internal and external stakeholders (such as contractor personnel, municipality and other government officials, landowners and area residents), to develop positive working relationships and address client needs effectively.

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.