

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Infrastructure Management Team Lead	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Parks, Central Region	Ministry
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Present Class	Requested Class
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Dept ID	Program Code	Project Code (if applicable)
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PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to a regionally based operations manager, the Regional Infrastructure Management Coordinator is a senior technical position that plays a critical role in ensuring a wide variety of infrastructure located in numerous sites across Central Region remains functional and safe for staff and public use. The main responsibilities of the position include the coordination of major repairs in response to unplanned facility breakdowns; the implementation and ongoing coordination of a region wide preventative maintenance program; and, the identification, prioritization, and delivery of numerous life-cycle maintenance projects intended to ensure ongoing asset functionality. Furthermore, the position serves as a critical integration point with the Parks Operations Division's centrally delivered capital projects planning and implementation program to ensure operational and strategic alignment. The position also plays an important role in providing compliance and technical support to the Region's numerous water and wastewater system operators.

The work performed by the Regional Infrastructure Management Coordinator ensure adherence to contract management requirements, mitigates legal and reputational risks arising from infrastructure breakdowns and failures, and contributes to ensuring ongoing compliance with water/waste water system regulatory requirements. Externally, the work performed by this position is critical in ensuring that Albertans have access to functioning, safe, and enjoyable facilities in provincial parks and recreation areas.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

1. In response to unplanned facility breakdowns, asset component failures, capital equipment failures, or occurrences leading to these, **coordinate** repairs or replacement as necessary to minimize service disruption, maintain safety, and restore full functionality in the most effective means possible by:
 - collaborating with the site based Maintenance Coordinator to develop a plan to efficiently and effectively bring the impacted asset back into service
 - ensuring all incidents are reported as required to Risk Management and Insurance (RMI), OHS incident reporting, etc
 - implementing the agreed upon plan by engaging the required contracted services/trades or supporting the site based Maintenance Coordinator to do the same
 - ensuring repairs are completed to all required standards, including any *Safety Codes Act* requirements, and in a timely fashion.
 - coordinating asset repairs with RMI in cases where the repair is covered by insurance
 - determining the root cause of the asset breakdown and working closely with the respective Area

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Manager to ensure steps are taken to minimize the likelihood of a future reoccurrence.

2. Develop and **coordinate** implementation of a preventative maintenance program for the Region's various capital assets and equipment (e.g. garbage trucks, skid-steers, etc) to ensure ongoing asset/equipment safety, functionality, and efficiency by:
 - ensuring that a preventative maintenance schedule detailing the type and frequency of preventative maintenance required for each asset and piece of equipment is determined and documented.
 - communicating the preventative maintenance schedule with the respective Area Manager and their site based maintenance teams.
 - developing and implementing a system to track and document the performance of preventative maintenance tasks by the site based maintenance teams or contractors as the case may be.
 - identifying and tracking lapsed preventative maintenance tasks and, in collaboration with the respective Area Manager, determine the best means of completing lapsed tasks.
 - forecasting and tracking preventative maintenance costs across the Region and providing support with budget planning.
3. Working closely and collaboratively with various regional and other internal stakeholders, continuously and proactively **identify, inventory, cost, prioritize, and track** the Region's infrastructure lifecycle maintenance project needs to ensure a current and accurate listing and description of the Region's prioritized needs are in place by:
 - collaborating closely with all Regional stakeholders to ensure all project needs are identified and inventoried and that sufficient and accurate information for each identified project is in place and recorded
 - maintaining a database that inventories and details all identified needs and associated information
 - developing and documenting the project scope for each identified priority project
 - estimating the likely cost of the identified projects based on the project scope
 - working with the regional leadership team to prioritize identified projects based on various criteria.
 - following established funding submission guidelines, parameters, and timelines, lead or support the development of project funding submissions.
4. Coordinate and oversee the delivery of assigned projects across the Region in accordance with current contracting processes, rules and standards; OHS requirements; applicable building and safety codes; and any other pertinent requirements by:
 - developing a project plan outlining project deliverables and outcomes, timelines, and most effective means and approach of project delivery and completion.
 - procuring the services of various contractors, trades, etc as necessary to complete approved projects
 - scheduling work to occur in a manner that minimizes the impact on park operations and park visitors
 - monitoring contractor performance, taking corrective action as needed, performing inspections; ensuring proper project close-out upon completion of work; and, ensuring timely and accurate invoicing
 - tracking of contract payments and outstanding liabilities.
5. On an ongoing basis liaise with various members of the Division's Capital Infrastructure Development & Implementation (CIDI) unit and serve as the region's integration point with the CIDI unit to ensure timely and accurate two-way information flow regarding priorities and project status; providing planning input; supporting strategic alignment between the Region and CIDI; and, ensuring overall situational awareness for the regional leadership team by:
 - maintaining ongoing communication with CIDI project managers overseeing projects in the Region

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- providing CIDI with information regarding regional priorities, issues, and needs related to capital asset development
 - coordinating with CIDI to ensure funding for major repairs impacting capital assets is available and approved.
 - participating in CIDI lead strategic and capital planning initiatives
6. Facilitate compliance with legislative and regulatory requirements and support implementation of common operating procedures and preventative maintenance standards for water and wastewater systems and playgrounds to ensure regulatory requirements are met on an ongoing basis; public and environmental health and safety is maintained; and, ongoing system functionality throughout the Region by:
- reviewing operational practices, investigating issues, providing technical support, and supporting projects in relation to regulatory obligations for water and waste water systems.
 - bringing identified issues, deficiencies, and concerns to the attention of the Area Manager responsible to oversee the operation of the respective facility.
 - supporting the resolution of identified issues including reporting to the regulator as required
 - ensuring identified water/wastewater system issues are communicated to CIDI and properly considered in project planning and prioritization
 - providing technical support to the District based water/wastewater system operators during Fall system shutdowns and Spring system start-ups.
 - coordinating a comprehensive region-wide playground inspection program that meets all current standards and functions as required
7. Function as the regional integration point for the CIDI led asset management and inventory program to help ensure the region's asset inventory is complete and accurately reflects asset condition and attributes by:
- providing input into asset management system design and functionality
 - supporting field based assessments as required
 - utilizing the system to support preventative maintenance planning and costing

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The geographic scope of the position's responsibility spans across the entire Parks region of which there are four in the Province. Each Region contains a great diversity of infrastructure (1000s of assets) valued in the \$100Ms primarily intended to facilitate safe, environmentally sustainable, and enjoyable nature based outdoor recreation for Albertans and visitors to the Province. Much of this infrastructure struggles to meet ever increasing public demands and is often in poor condition due to a large deferred maintenance deficit making it prone to unplanned failure and breakdowns with direct impacts on public users. Annually, a large number of life-cycle maintenance projects across the Region far exceeding budget and project delivery capacity are identified making project prioritization critical. Given that work volume and the repair and life-cycle maintenance needs of the Region's infrastructure will always exceed available human and budget resources, subject matter expertise, creative problem solving, collaboration and innovation are critical to the ongoing success of this role. Furthermore, building and maintaining constructive, trusting, and mutually beneficial relationships with the Region's leadership team, staff responsible for the day-to-day operation of the Regions infrastructure, and colleagues with the CIDI unit is critical to success. The position will often be required to resolve contractor performance issues and at times make decisions to withhold payment or contract performance deposits.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

Internally, the position performs work critical in ensuring the ongoing functionality and safety of publically owned assets to manage legal and reputational risks to the Government of Alberta. The position ensures that the ministry's internal contract management standards are continuously met for all contracts falling under its contract management purview. In regards to water/wastewater systems the position supports maintaining ongoing compliance with regulatory requirements.

Externally, the work performed by the Regional Infrastructure Management Coordinator directly impacts Albertans' access to functioning, safe and enjoyable facilities in provincial parks and recreation areas. Public perception of the Alberta Parks brand, visitor's willingness to return for future visits, and Parks Operation Division's ability to meet departmental and government goals and objective related to outdoor recreation, from a public safety, environmental sustainability, and economic perspective, are impacted by the work performed by this position. The consequence of this position failing to meet expectations would have a directly and immediate impact on 1000s of park visitors including impacts that may have significant public health and safety implications.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

Education and Experience Requirement:

- A related technical diploma and five years of directly applicable experience.

The position requires thorough knowledge and understanding in the following area:

- Acts, Regulations and Codes: Provincial Parks Act, Water Act and Regulations, Public Health Act (as it pertains to water/wastewater systems), Environmental Protection and Enhancement Act (as it pertains to water/wastewater systems), Public Works Act, Occupational Health and Safety Act, National and Alberta Building Codes.
- Departmental Policies and Procedures for Finance, Budgeting, Contracts and Human Resources.
- Planning, Engineering and Construction standards and design principles
- Project Management, Construction practices and Utility operations
- 1GX system processes.

The position requires the following skills and abilities:

- Ability to work independently and as part of a large geographically dispersed Regional team comprised of diverse roles and functions.
- Knowledge of techniques for staff motivation, supervision and leadership.
- Strong interpersonal skills and ability to "team build" to achieve program goals.
- Strong written and verbal communication skills for working with team/committee members, contractors, stakeholders and general public.
- Proficient in use of applicable technology and associated software and applications..

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Internal:

- Daily and ongoing contacts: direct reports, Manager, Area Managers and front line operations staff – supervision, day-to-day work planning, issued management, etc
- Weekly and routine contacts: Regional Controller, Regional Director, CIDI staff including Director – information flow, operational and strategic alignment, work prioritization, budgeting
- Monthly and periodic contacts: other Regional Infrastructure Management Coordinators, other POD and AEP staff – contract management inquiries, information sharing, planning initiatives, etc
- Occasional contact: POD Executive Directors – briefings, issue management

External:

- Daily and ongoing contacts: contractors and vendors – contract supervision and performance management
- Monthly and periodic contacts: external stakeholders and general public – issues management, information sharing, formal planning initiatives

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

The position is expected to directly supervise several mid-tier (Tech 3, 4, or 5) technical positions and admin support positions.

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

This is a significant update to the former Infrastructure Team Leader (ITL) position resulting from the realignment of the accountability for capital project planning and delivery within the Parks Operations Division.

- The position no longer oversees the delivery of large capital development projects as that function is now performed by the CIDI unit.
- All other responsibilities of the former ITL position remain.
- Responsibilities for water/wastewater compliance and operational support; increased focus on the coordination of preventative a regional maintenance program; and significant expectations regarding the liaison function with CIDI have been added

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide **Page 16**)

Incumbent

Name Signature Date

Manager

Name Signature Date

Division Director/ADM

Name Signature Date

ADM

Name Signature Date