

**New**

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (200 character maximum)

Requested 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****Job Purpose and Organizational Context**

Why the job exists:

The Technical and Compliance Expert is a highly specialized, one-off provincial expert who ensures that Alberta's rural gas distribution systems operate safely, reliably, and in full compliance with provincial legislation, technical standards, and industry codes. This is a highly specialized engineering position where there are only a handful of experts across both the private and public sector in Alberta. This role supports and may lead initiatives on behalf of the Chief Officer under the *Gas Distribution Act (GDA)*, including the setting and enforcement of all standards related to the design, construction, operation, maintenance, quality assurance, plant records, surveys and as-built drawings for rural gas utilities and low pressure distribution pipelines.

This role also provides the Government of Alberta with specialized expertise in the *Technical Standards Manual, CSA Z662*, and the oversight of distributors' Operations and Maintenance (O&M) manuals. The position leads compliance and enforcement under the GDA, conducts technical investigations, and represents GOA on Canadian Standards Association (CSA) committees to support the development and

application of national standards. Through this work, the role safeguards public safety, supports regulatory integrity, and maintains consistent technical oversight across all rural gas distribution systems. As a specialized expert, this position must integrate new information as it arises, and develop creative approaches in resolving issues where little precedent exists. This role will also fulfill one of the recommendations from the Treasury Board and Finance corporate internal audit of the Rural Utilities Branch.

Reporting to the Director of Rural Utilities and Chief Officer, this position performs all work in accordance with relevant government and Ministry legislation, regulations, policies, and guidelines, as well as APEGA standards of professional practice.

## Responsibilities

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

Reporting to the Director of Rural Utilities and Chief Officer, The Technical and Compliance Expert is responsible for:

- Conducting technical compliance assessments in a timely, thorough, and objective manner in accordance with departmental policies, procedures, engineering standards, and operating guidelines.
- Leading technical reviews and investigations by engaging with applicants, utility operators, contractors, and board members; gathering, securing, and analyzing technical data; reviewing engineering drawings and system records; and preparing comprehensive technical reports.
- Applying expert working knowledge of relevant legislation, regulations, codes, and standards, including those governing rural gas, water, and wastewater utilities.
- Managing a high volume of complex technical files, demonstrating the ability to prioritize work effectively while maintaining accuracy, consistency, and adherence to regulatory requirements.
- Exercising sound engineering judgment, discretion, and professionalism when evaluating compliance issues, interpreting technical information, and making recommendations.
- Acting as the technical lead on multi-disciplinary or cross-functional reviews where coordination with other engineers, investigators, or program staff is required.
- Preparing technical documentation and providing expert testimony when required for hearings, appeals, or regulatory proceedings.
- Liaising with a wide range of internal and external stakeholders, including municipalities, utility boards, industry representatives, consultants, and other government departments, to support compliance, safety, and program objectives.

## Problem Solving

Typical problems solved:

As the authority on GDA compliance, the Technical and Compliance Expert provides the Branch with expert technical advice and identifies potential trends affecting gas policy and outcomes. The scope of the activities includes the following:

- Duties are often diverse and deal with complex and politically sensitive issues and require creative solutions.
- Demands an expert level of creativity, innovation, independent research; and ability to define issues, identify implications, and develop appropriate recommendations.
- Maintains a systems view of existing gas systems, energy sources and infrastructure, while

anticipating technological trends, opportunities and challenges for the future.

- Demonstrates advanced technological knowledge and expertise of the gas system.
- Demonstrates in-depth knowledge of government policies and initiatives, and has an understanding of the effect of current trends and priorities on these policies and initiatives, and an awareness of the implications of proposed directions on different stakeholders, including government, industry and consumers.
- Interacts with colleagues from other Branches, Divisions and Departments; as well as Agencies and other stakeholders.
- Interactions require the ability to offer technical and reasoned interpretations demonstrating expert level knowledge of the industry, policies, and legislation.
- Work requires the coordination of input/resources from a wide range of technical and professional sources to address specific issues.
- Work is guided by, and performed in accordance with, accepted engineering practices.
- Undertakes multiple projects and tasks concurrently on a diverse range of complex issues and topics.
- When addressing projects and issues, it is important for the Technical and Compliance Expert to consider:
  - Engagement with the Executive Director, Director, Manager(s) and Team to ensure awareness and to explore the problem and potential approaches.
  - Roles, expertise, and impacts within the Rural Utilities team and Strategic Initiatives and Rural Utilities Branch.
  - The implications for and potential interest of other teams within the Division, Department, and Government of Alberta, to ensure appropriate awareness and timely opportunity for contribution where appropriate.
  - This position is also required to take the initiative in reaching out to other potential partners and co-workers to build strong working relationships to ensure a two-way understanding on how roles and responsibilities interact, and ongoing awareness of relevant initiatives and engagement activities.
- Solves complex problems with respect to the low-pressure gas distribution system.
- Responds to stakeholder inquiries and requests related to gas distribution.

Types of guidance available for problem solving:

As the ministerial authority on rural gas distribution systems, the position works with minimum supervision, but communicates regularly with the Director and Chief Officer to help set work priorities, understand the organizational culture; strategic direction, mission, vision and outcomes and core values of the Government of Alberta (GOA).

Work is guided by the *Technical Standards Manual*, *CSA Z662*, O&M manuals, the GDA, and APEGA standards.

Professional staff and managers in Government of Alberta departments to secure input and develop alignment on strategies and policy directions.

Agencies and Gas Sector Stakeholders to secure input and generate ideas for strategy development.

Counterparts in other jurisdictions.

Direct or indirect impacts of decisions:

Impacts gas distributors and gas consumers across the province, including First Nations, by working through issues and challenges that are raised.

Assists the decision making of the Chief Officer through research and analysis and priority setting.

### Key Relationships

Major stakeholders and purpose of interactions:

Work with key stakeholders that include private sector parties, FedGas, ATCO, APEX, and engineers.

Interact throughout the year with other government departments like Alberta Utilities Commission (AUC) and the Alberta Energy Regulator (AER). Gas distributors, their agents, and investor-owned utilities and industry partners pertaining to gas service.

Interact with gas distributors in relation to programs delivered by the branch.

Interaction with utility customers regarding inquiries or issues relating to gas distribution. Other Government of Alberta ministries (e.g. Energy and Minerals, Indigenous Relations, Environment and Protected Areas).

### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Engineering		PEng

If other, specify:

Master's Degree Preferred

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

Maintain registration, as a member in good standing, with the Association of Professional Engineers and Geoscientists of Alberta ('APEGA').

Knowledge:

- University graduation with Bachelor of Science in Engineering Degree, plus 10 years related experience; or equivalent.
- Advanced knowledge of gas systems.
- Working knowledge of the utility sector, and its impact on the environment.
- Familiarity with Government of Alberta's gas and environmental strategies.
- Familiarity with the policy and legislative framework for Alberta's gas system.
- Familiarity with Government and Agency roles, structure, policies and procedures.
- Familiarity with municipal, provincial and federal policy, legislation and regulations.
- Technical knowledge and the ability to perform complex analysis and research.
- Technical knowledge of project management methodologies and tools. Project management certification.
- Technical knowledge of policy development and evaluation techniques.
- Familiarity with of contract management policies and procedures.
- A high level of proficiency with the Microsoft Office Suite (Excel, Word, and PowerPoint), statistical

and graphics software, and internet skills. Experience with databases.

**Skills and Abilities:**

- Good conceptual, analytical and problem-solving skills with the ability to think critically.
- Capable of summarizing and synthesizing complex and technical material.
- Ability to provide a systems-wide view of gas systems technologies and interfaces with other systems.
- Ability to identify key issues and develop solutions.
- Creativity and ability to identify innovative approaches.
- Strategic thinker.
- Excellent communication and listening skills, particularly verbal communication and writing skills.
- Ability to write in plain language for a variety of audiences including the ability to articulate highly complex technical concepts in a non-technical manner.
- Ability to read and understand legislation.
- Ability to work independently or as part of a team, with a broad spectrum of stakeholders and with people at all organizational levels.
- Flexibility and ability to work in an environment with changing priorities and short timelines.
- Ability to adapt style of engagement to the audience and objectives of the interaction, along the engagement spectrum of informing, to collaborating, to seeking a decision.
- Excellent information technology skills to work with multiple systems and software for research and modelling purposes.
- Time management and organizational skills, and the ability to take on multiple projects and tasks.
- Ability to prioritize work and produce quality results often in short timelines.
- High level of self-management with strong results orientation.
- Willingness to learn on the job, attend conferences, training and workshops for continued skill development.

**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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<p>Creates the environment for innovative problem solving:</p> <ul style="list-style-type: none"> <li>• Generates new ways of thinking; ensures right questions are being asked about a problem</li> <li>• Eliminates barriers to creativity and innovation</li> <li>• Encourages a culture of innovation</li> </ul>	Assesses options and implications in new ways to achieve outcomes and solutions.

Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	<p>Creates an adaptable environment:</p> <ul style="list-style-type: none"> <li>• Fosters agility, proactive and flexible practices</li> <li>• Leads and creates momentum for change</li> <li>• Champions plan of action and overcomes barriers through proactive anticipation</li> <li>• Quickly understands and reacts to environment, establishing flexible culture</li> </ul>	<p>This position requires extreme flexibility and an adaptable mentality to navigate the often high project demands coupled with multiple government processes.</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	<p>Aligns different groups to achieve goals and realize broader outcomes:</p> <ul style="list-style-type: none"> <li>• Defines work mission to achieve APS goals and integrate projects</li> <li>• Provides bold advice to stakeholders</li> <li>• Proactively improves overall performance, measured through metrics</li> </ul>	<p>This position involves working on numerous files with multiple deadlines which requires a focused mindset on developing tasks and milestones with efficient execution.</p>
Systems Thinking	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	<p>Shapes APS goals with a view of entire network:</p> <ul style="list-style-type: none"> <li>• Considers whole system and links; sets goals for long-term outcomes and broad perspectives</li> <li>• Evaluates short, medium, and long-term impacts to inform progress</li> <li>• Shapes organization to meet client needs; helps others see their role in this</li> </ul>	<p>This position requires strong systems thinking to understand how to support the government's vision and strategy with sound technical policy advice that will have direct and indirect impacts to the gas system and key stakeholders.</p>