

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Current Class

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:

This is an entry level position that would prepare the candidate to become a Field Support Technologist (FST), Maintenance Contract Inspector (MCI), and possibly a Development & Planning Technologist within Transportation and Economic Corridors. In addition to supporting the district FST & MCI's, the DST would be responsible for some administrative tasks for the district including support to other district administrative positions.

Responsibilities

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

1. Management of Highway Maintenance Contract**Activities:**

- Assists MCI (Maintenance Contract Inspector) with routine road inspections of highways and bridges to observe conditions, maintenance needs, safety concerns, and taking or recommending corrective actions.
- Quality Control and Quality Assurance of Highway Maintenance Contractor activities throughout the year. Includes monitoring for efficiencies, and conscious use of department resources (sand/salt).
- Monitor the contractor's activities for compliance to the contract and specifications as well as quality assurance and quality control.
- Attend all meetings that pertain to the operations.

- Patrol roads within the district as needed.

2. Maintenance of highway inventories and administration of activities for asset management.

Activities:

- Appurtenance collection for support to TIMS (Transportation Infrastructure Management System) and data management.
- Surface condition rating checking and verification of data as well as data submission.
- Computer use of various software programs.
- Observe stockpile sites and gravel pits for activity in the CMA and insure proper signage at the various locations.

3. Field inspections to support Development and Planning Technologists in regards to highway safety and insure that department specifications and regulations are being implemented.

Activities:

- Development control, support field inspections for Vermilion District.
- Drainage concerns, investigate and recommend solutions for Vermilion District.
- Fatal collision reporting and investigation, support field inspections and submit reports to ensure road design faults do not exist.
- Safety assessments, support field inspections for remedial solutions to safety concerns.

4. Administrative support for the District including a number of tasks not limited to the following.

Activities:

- Management of the District files both hard and digital files.
- Ordering of supplies including but not limited to office supplies for the District.
- Oversee the Highway Clean Up program for the Vermilion District.
- Processing invoices as required for payment.
- District Fleet management.

5. Well developed communication skills are required to interact with internal and external stakeholders.

Activities:

- Attend meetings as required offering the Department's view of the issue at hand.
- Strengthen partnership with the Highway Maintenance Contractor to provide a positive working environment and foster an efficient contractor/owner relationship.
- Verbal contact by telephone, addressing complaints and requests from the public and the contractor.
- Written communication skills needed for reporting, filing forms, and email.

Problem Solving

Typical problems solved:

Position will need the ability to manage and prioritize their work load. Finding solutions to ensure the District runs smoothly.

Types of guidance available for problem solving:

Job process and procedures are clearly laid out with low likelihood of working outside of these parameters.

Direct or indirect impacts of decisions:

Would have an impact on local decisions, support from OT, OE, or OM would be needed to implement decision with impact to the contractor, municipality, or public.

Key Relationships

Major stakeholders and purpose of interactions:

Position communicates with the following personnel:

- Operations Technologist on a daily basis to discuss training, job duties and tasks.
- Field Support Technologist as required for coordination of task completion.
- Local Maintenance Contract Inspectors as required for completion of specific tasks.
- Local Maintenance Contract staff as required for checking of contract related work.
- Operations Engineer/Manager for District/ Department updates.
- Other Department staff on a infrequent basis as required.

Required Education, Experience and Technical Competencies

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

If other, specify:

Technologist in Training (TT)

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

Recent Graduate of Civil Engineering Technologist Diploma or equivalent. Eligible for certification with Alberta Society of Engineering Technologists (ASET). No work related experience required. Directly related education or experience considered on the basis of: 1 year of education for 1 year of experience; or 1 year of experience for 1 year of education.

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 	
Build Collaborative Environments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in an open honest manner with colleagues:</p> <ul style="list-style-type: none"> • Creates sharing opportunities • Actively shares, accepts and listens to others • Recognizes conflict, respects and discusses opinions openly • Supports group even to learn from mistakes • Recognizes differing interpretations 	
Develop Self and Others	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Develops own career and reduces barriers for others:</p> <ul style="list-style-type: none"> • Creates development plan with supervisor and seeks feedback • Reflects on 	

		performance to identify areas of improvement <ul style="list-style-type: none"> • Offers knowledge and insight to others • Supports career development of direct reports 	
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	

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.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature