

## Update

Ministry

### Describe: Basic Job Details

**Position**

Position ID

Position Name (200 character maximum)

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:

In alignment with the Alberta Parks harmonization processes, this position provides strategic leadership, planning, and operational oversight for the Kananaskis Regional Maintenance Program. Key responsibilities include:

- Leading the design, implementation, and continuous improvement of the Regional Maintenance Management program, ensuring integration of preventative, demand, predictive, and life cycle maintenance across the region's built assets.
- Supervising and developing effective teams composed of permanent, wage, and contracted technical staff, and ensuring clear expectations, mentorship, and professional development opportunities.
- Leading the development, tendering, and administration of maintenance related contracts,

ensuring high quality service delivery, fiscal accountability, and compliance with procurement policy.

- Providing financial leadership by contributing to forecasting, administering budgets, approving expenditures within expenditure officer delegated authority, and ensuring cost effective delivery of maintenance operations.
- Ensuring regulatory compliance with Safety Codes, OHS legislation, environmental approvals, and other applicable federal and provincial requirements across all regional infrastructure.
- Establishing and maintaining technical and strategic direction for the Kananaskis Regional Maintenance Program, including oversight of building automation systems, building controls, and critical mechanical and electrical systems.
- Providing senior operational leadership for specialized, high complexity regional facilities including the Kananaskis Emergency Services Centre, William Watson Lodge, the forthcoming Bow Valley Rancho Visitor Centre, and the Sikome Aquatic Facility, ensuring ongoing system integrity and operational readiness.
- Collaborating closely with the Utilities Division to support potable water, wastewater, and related utility infrastructure, providing technical advice and assistance as required.
- Leading the development and implementation of region wide asset inspection, protection, and condition assessment programs to support long term maintenance planning and risk mitigation.
- Overseeing the maintenance and operational support for approximately 70 residential lease and staff housing units, ensuring these facilities are safe, functional, compliant, and well maintained.
- Supporting, and where appropriate supervising, maintenance and technologist staff assigned to Specialized Facilities, fostering operational consistency, technical accuracy, and coordinated service delivery across complex infrastructure.

Responsibilities Removed:

- Utility consumption monitoring, due to moving to Utilities Team
- Coordinate Cityworks (Computerized Maintenance Management System) with the Province due to lack of provincial resources, however, Regional Solution will be sought

## Job Purpose and Organizational Context

Why the job exists:

Reporting to the Operations Support Manager, the Regional Maintenance Team Lead (RMTL) is a senior technical, operational, and leadership role responsible for the strategic planning, delivery, and continuous improvement of the Kananaskis Regional Maintenance Program, with responsibility for more than \$1B in built infrastructure across the Kananaskis Region.

This infrastructure network spans 7 Provincial Parks, 4 Wildland Provincial Parks, and 46 Provincial Recreation Areas and includes advanced and high profile assets such as the Kananaskis Emergency Services Centre, William Watson Lodge, the Sikome Aquatic Facility, numerous visitor information centres and administrative offices, maintenance shops, staff housing units, backcountry patrol cabins, and all built infrastructure supporting 87 campgrounds and 127 day use areas.

Aligned with the provincial harmonization work, the RMTL leads the development and implementation of the Regional Maintenance Management Program, a comprehensive framework integrating preventative, demand, predictive, and life cycle maintenance. The RMTL establishes regional maintenance standards, ensures regulatory compliance, oversees asset inspection and condition assessment programs, manages operations and technical service contracts, and contributes to provincial maintenance standards and systems.

The RMTL serves as the primary regional technical authority for building automation systems, HVAC and building controls, facility electrical and mechanical systems and fire and security systems. This role is critical in safeguarding public safety, ensuring operational continuity, maintaining regulatory compliance, and reducing operational and reputational risk across a network that supports over 5 million annual visitors annually.

## Responsibilities

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

### 1. Leadership of the Kananaskis Regional Maintenance Program

- Lead the design, implementation, and continuous improvement of the Regional Maintenance Management program and team, integrating preventative, demand, predictive, and lifecycle maintenance across all regional assets.
- Provide strong technical leadership, mentorship, and performance management to program staff, fostering a culture of safety, accountability, and continuous improvement.
- Develop and maintain regional maintenance standards, operating procedures, and safety integrated work practices consistent with regulatory requirements and industry best practice.
- Prepare and oversee annual operating plans for the Kananaskis Regional Maintenance Program, including staffing, scheduling, asset priorities, and resource allocation.
- Maintain effective program budgeting and analyze delivery models to maximize cost effectiveness and operational efficiency.
- Embed Occupational Health and Safety (OHS) requirements into all maintenance planning, field practices, contractor oversight, and operational decision making.

### 2. Preventative and Predictive Maintenance

- Develop, implement, and oversee a region-wide preventative maintenance program for all buildings, site infrastructure, and technical systems.
- Establish asset specific preventative maintenance frequencies, inspection requirements, maintenance procedures, and documentation standards.
- Monitor preventative maintenance completion, identify gaps, and implement corrective actions through scheduling adjustments, process improvements, training, and contract modifications.
- Analyze inspection results, asset histories, and equipment data to identify emerging risks and develop predictive maintenance strategies.
- Forecast and track preventative maintenance resource needs and support long term capital and lifecycle planning.

### 3. Demand (Reactive) Maintenance and Infrastructure Incident Response

- Establish risk based triage and prioritization processes for reactive maintenance requests to ensure timely response to failures affecting operations, compliance, life safety, and visitor experience.
- Lead and coordinate emergency maintenance responses, including infrastructure failures, system outages, environmental incidents, and alarms involving fire, water, building automation and electrical, or security systems.
- Direct technical staff, and contractors during significant failures to restore service and mitigate risk.
- Conduct root cause analyses for incidents and implement systemic corrective actions to prevent recurrence.
- Coordinate and maintain an effective after hours response structure for maintenance emergencies.

### 4. Lifecycle Maintenance and Asset Condition Management

- Lead region-wide maintenance program asset inventory, inspection, and condition assessment program, ensuring consistent documentation and high quality data, and share techniques with other program streams within Operations Support, for continued improvement.
- Enhance and maintain the regional asset inventory, ensuring accurate information on asset condition, lifecycle history, and replacement needs.
- Identify, cost, prioritize, and track lifecycle maintenance projects across all assets.

- Develop technical scopes, cost estimates, and risk assessments for lifecycle maintenance interventions.

## 5. Contracting and Procurement

- Develop, tender, award, and manage maintenance and operations-related service contracts, with the support of the Infrastructure Program, including the Contract and Procurement Specialist, ensuring compliance with Government of Alberta procurement and financial policies.
- Prepare clear technical specifications, service standards, evaluation criteria, and contract performance indicators.
- Monitor contractor performance through inspections, progress reviews, and quality control processes, taking corrective action when required.
- Track contract expenditures, commitments, and deliverables to maintain alignment with program budgets and objectives.

## 6. Capital Project Integration and Support

- Collaborate with Capital Infrastructure Development and Implementation (CIDI) on capital projects affecting regional facilities and infrastructure.
- Participate in all design phases to ensure long term maintainability, serviceability, and operational alignment with regional maintenance standards.
- Support commissioning, turnover, and training processes to ensure operations staff receive complete documentation and system orientation.
- Assist with warranty-phase issue identification and resolution to protect the Region's long term operational interests.

## 7. Collaboration and Provincial Alignment

- Represent the Kananaskis Region on provincial maintenance committees and contribute technical expertise to the development of provincial maintenance standards, tools, and processes.
- Support the development and implementation of provincial asset management systems and data requirements.
- Build strong working relationships with regulators, municipal partners, consultants, Alberta Infrastructure, Alberta Environment and Protected Areas, and other internal stakeholders to maintain compliance and support operational effectiveness.

### **Problem Solving**

Typical problems solved:

The RMTL is responsible for diagnosing complex technical and operational issues across a diverse infrastructure portfolio, determining appropriate corrective actions, balancing competing priorities, and making independent decisions that affect public safety, regulatory compliance, environmental protection, and visitor experience. Decisions significantly impact service availability, operational resilience, safety outcomes, and the reputation of the Kananaskis Region and Alberta Parks.

Added to this complexity is managing and directing contractors and service providers throughout the region, liaising with approvals and compliance teams, various municipalities, and other key stakeholders in order to provide recommendations and make independent decisions on courses of action.

These responsibilities break down as follows:

- Diagnosing complex failures across mechanical, electrical, controls, and structural systems and determining corrective actions that balance time, cost, risk, and operational impacts.
- Prioritizing preventative, demand, and lifecycle work across a large and diverse asset base to

meet safety, regulatory, and service level requirements within resource constraints.

- Coordinating multidisciplinary responses to incidents or outages at high use facilities and remote sites, often in challenging weather and logistical conditions.
- Interpreting regulatory requirements, approvals, and codes and translating them into practical maintenance standards and procedures.
- Advising on scope, timing, and sequencing for lifecycle maintenance and capital interventions to reduce risk and total cost of ownership.

Types of guidance available for problem solving:

The Regional Maintenance Team Lead receives strategic direction from the Operations Support Manager and regional leadership, who provide clarity on priorities, service levels, and resource considerations. Guidance is also found within the full suite of applicable legislation, regulations, and codes, including the Safety Codes Act, National Fire Code, Alberta Building Code, Occupational Health and Safety legislation, environmental approvals, and other relevant provincial and federal statutes. In addition, the role relies on established regional maintenance standards and policies, technical procedures, O&M documentation, and the detailed information produced through capital project commissioning.

Technical problem solving is further supported through access to internal expertise such as utilities specialists, compliance staff, and emergency services personnel, including dispatch, as well as external consultants, original equipment manufacturers, certified contractors, and trades. Vendor manuals, as-built and shop drawings, engineering documentation, and asset histories provide essential reference material, complemented by trend data from building automation systems and other monitoring platforms.

Broader guidance is available through provincial committees, cross-regional working groups, and harmonized tools that offer comparative practices, lessons learned, and opportunities for peer review.

Direct or indirect impacts of decisions:

Decisions made by the Regional Maintenance Team Lead carry significant weight and directly influence the safety, operational reliability, and public reputation of the Kananaskis Region. Many of these decisions relate to complex technical systems, time sensitive operational issues, or regulatory obligations where accuracy, judgment, and timely action are essential.

The most immediate impacts relate to public and staff safety, as the RMTL's choices affect the performance and reliability of life safety systems, structural integrity of buildings, and the safe operation of developed recreation areas with high visitation, and staff accommodations. Decisions regarding inspection cycles, maintenance priorities, or responses to system alarms can prevent or escalate safety risks, making the role central to ensuring safe conditions across a vast and diverse infrastructure network.

The RMTL also plays a critical role in maintaining regulatory compliance. Many assets in the region are subject to stringent codes, permits, approvals, and inspection requirements. The RMTL's actions influence audit readiness, adherence to the Safety Codes Act and National Fire Code, environmental approvals, and standards set by Alberta Infrastructure and Alberta Environment & Protected Areas. Poor decisions or inadequate documentation can lead to legal exposure, enforcement orders, financial penalties, or operational shutdowns.

In terms of operational continuity and visitor experience, the RMTL's prioritization and resource allocation decisions directly impact the availability, quality, and reliability of services at high-use provincial assets. Timely and well considered responses to equipment failures, system outages, or unexpected maintenance needs help ensure that critical facilities remain safe and operational, supporting high visitor satisfaction and uninterrupted public service delivery.

The RMTL's decisions also have major implications for financial stewardship. Choices regarding maintenance strategies, contract management, lifecycle timing, and repair versus replacement options all influence operational budgets, long-term cost structures, asset longevity, and capital planning outcomes. Effective decision-making ensures responsible use of public funds and maximizes the lifecycle value of

regional infrastructure.

Finally, decisions made by the RMTL influence organizational reputation and stakeholder confidence. Infrastructure performance, reliability, and safety, shape the public's perception of Alberta Parks, the Kananaskis Region, and by extension the broader public service. Effective, transparent decision making reinforces confidence with municipal partners, regulators, emergency services, contracted service providers, and the millions of visitors who rely on regional facilities. Conversely, poorly informed or delayed decisions can lead to service disruptions, reputational damage, or loss of trust across key stakeholder groups.

### Key Relationships

Major stakeholders and purpose of interactions:

The RMTL collaborates closely with:

- Regional Operations Support Manager and program leadership team
- Regional Operations staff and supervisors
- Kananaskis Improvement District
- Alberta Infrastructure
- Consultants, contractors, trades, and engineering specialists
- Municipal authorities and emergency services

The position is responsible for a team of staff including, but not limited to the following and their direct reports:

- Tech 4 - Kananaskis East Maintenance Supervisor(50015236)
- Tech 4 - Kananaskis West Maintenance Supervisor(50093896)
- MSW 3 - Maintenance Specialist (50015216)

### Required Education, Experience and Technical Competencies

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

If other, specify:

Two-year tech diploma or Red Seal Journey person in a technical field, plus 6 years relevant experience

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

The position requires a technical diploma or red seal journey-person certification, and a minimum of 6 years of progressively responsible professional experience in the civil or public works fields.

Experience with project management, contracting, and tendering is required and the incumbent must possess or develop thorough knowledge of department policies and procedures, business plans, occupational health and safety legislation, building codes and various provincial and federal acts and regulations.

Good analytical skills are required to identify problems and recommend appropriate courses of action. The position directs staff and contracted personnel on a regular basis and thus requires tactful communication and interpersonal skills to develop and maintain positive interaction with direct reports, professionals, colleagues and senior staff within the Ministry, other Municipal and Provincial Government Departments, external professional consultants, approving agencies and the general public.

The position provides direction and advice on procedures and the outcomes of projects. Good written and oral communication skills are mandatory. They must also possess:

- Ability to read and understand construction/renovation drawings, blueprints, Alberta Environment Approvals and related documentation
- Ability to lead a variety of initiatives and projects concurrently
- Strong analytical skills to enable issues analysis and synthesize findings to identify solutions

- Innovative and creative thinking as well as strategic thinking skills
- Strong communication and interpersonal skills
- Project management skills
- Financial administration and budget management skills

Finally, the incumbent must also possess a valid Class 5 drivers license, have a proven ability to make accurate, timely decisions within their scope of responsibility, and work independently with minimal supervision.

### 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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	<p>When evaluating problems and managing program responsibilities this position must look at the long term implications of decisions being made and recommendations being presented. They must understand the impact daily decisions have on the region's ability to deliver public services in the most cost effective and sustainable manner, recognizing the precedent setting nature of their decisions.</p>
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> <li>• Uses wide range of techniques to break down problems</li> <li>• Allows others to think creatively and voice ideas</li> <li>• Brings the right people together to solve issues</li> <li>• Identifies new solutions for the organization</li> </ul>	<p>This position works collaboratively with regional staff and stakeholders to identify problems and develop appropriate solutions. This role also engages regulatory bodies and finds creative solutions often under tight timelines.</p>
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and</li> </ul>	<p>In all aspects of work, this position is responsible for continuous improvement in operations and outputs.</p>

		<p>confronts problems directly</p> <ul style="list-style-type: none"> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul>	
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> <li>• Creates opportunities for improvement</li> <li>• Is aware of and adapts to changing priorities</li> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates change in existing work</li> <li>• Readily adapts plans and practices</li> </ul>	<p>The incumbent works in a dynamic environment, subject to changes in regulations, funding, staffing and supervision. The position will also be called upon to fill positions at higher classification levels on an as-needed basis.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>	<p>In guiding a team, advising management and working with internal and external stakeholders, this position will only exceed by supporting others and being willing to receive support.</p>
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> <li>• Shapes group learning for team development</li> <li>• Employs emerging methods towards goals</li> <li>• Creates a shared learning environment</li> <li>• Works with individuals to develop personal development plans</li> </ul>	<p>This position requires a dedication to creating a culture of continuous improvement and is required to develop opportunities for staff and personal development, including but not limited to creating a workplace where safety is a state of mind.</p>