

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:

Reporting to the Infrastructure Manager, the Planning and Development Engineer leads the team of Development and Planning Technologists (DPTs) and Assistant Development and Planning Technologists (ADPTs), provides technical expertise / support on planning and development matters, and provides comprehensive and timely responses to roadside development permits, planning referrals, and various agreements relating to planning and development matters. They liaise with regional Bridge, Construction, and Operations sections, other Infrastructure staff, other Ministry staff, stakeholders and the general public. The position delivers responses to planning and development matters that are technically sound and meet accepted Department standards and policies.

Responsibilities

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

I. DPT/ADPT TEAM LEAD

A. Take the lead role with respect to management of the day-to-day operations of the team of DPTs/

ADPTs including supervising, developing, and coaching staff.

Activities: With the support of the Infrastructure Manager, determine day-to-day operations, internal procedures, and direction relating to the review and approval of development permits and applications within the Region. Provide direction to and support the team of DPTs/ADPTs in their daily work while also helping develop and coach the team.

B. Provide recommendations to the Infrastructure Manager regarding the structure (e.g. coverage areas, division of work, etc.) of the team of DPTs/ADPTs.

Activities: Develop and provide recommendations to the Infrastructure Manager regarding DPT responsibility / coverage areas, division of work, training and resource needs, and other matters impacting the day-to-day operations of the team of DPTs/ADPTs.

C. Develop processes relating to tasks for the team of DPTs/ADPTs and implement those processes with the team.

Activities: Work with the team of DPTs/ADPTs and Infrastructure Manager to develop internal processes / procedures relating to specific tasks and responsibilities looked after by the team. Coordinate with other Regions and technical staff to achieve consistency amongst the Regions with respect to roadside development applications and referrals. Ensure the team of DPTs/ADPTs understands and follows internal processes / procedures in their day-to-day work.

II. TECHNICAL REVIEWS AND SUPPORT RELATED TO DEVELOPMENT AND PLANNING

A. Provide technical reviews and comments on traffic impact assessments (TIAs), geometric assessments, engineering design drawings, and other technical documents in support of planning and development applications, approvals, and referrals or other department projects / tasks.

Activities: Review technical design and documents in support of development and planning applications, ensuring that Department policies and guidelines are met. Provide applicants and developers with what is required to support their development based on the technical reviews. Support DPTs at various meetings with applicants and/or developers.

B. Coordinate with and provide support to regional Bridge, Construction, and Operations staff, other Infrastructure Staff, and other Ministry staff on development and planning matters.

Activities: Participate in discussions and work collaboratively with staff in other functional areas including Bridges, Construction, and Operations on development and planning matters that impact those other functional areas. Work together on solutions to roadside development matters and communicate outcomes from those discussions to DPTs, applicants, etc. as appropriate.

C. Prepare agreements and other documents related to roadside development and activities within the highway right-of-way.

Activities: Prepare utility crossing agreements, Memorandums of Agreement with municipalities delivering highway improvement projects, Highway Vicinity Management Agreements relating to long-term development plans with municipalities, and other agreements or documents related to roadside development and activities within highway rights-of-ways. Ensure the agreements / documents reflect the Department's current requirements, incorporate all necessary information, and are completed accurately and in a timely manner.

D. Work with the Infrastructure Manager, Ministry Staff, and others as needed for complex applications and agreements.

Activities: With the support of the Infrastructure Manager, provide technical / engineering support for complex applications, agreements, etc. related to development and planning matters. Develop options and solutions to issues where development proposals may negatively impact operations within highway rights-of-ways. Provide direction and recommendations on roadside development issues where developments affect long range highway improvement plans.

III. PERMITS, APPROVALS, AND REFERRALS

A. Reviews and approves Roadside Development Permit applications including, but not limited to, permits for development inside the highway right-of-way or on private property, highway access requests, sign permits, seismic permits, and utility permits.

Activities: Review and respond to development permit applications and related technical submissions. Research historical files, survey plans, engineering drawings, transportation studies, regional plans, etc. to obtain the Department's historical position, and existing/future highway right-of-way requirements. Prepare decisions and issue permits for developments within and adjacent to provincial highways in line with legislation and the Department's guidelines and objectives. Present the Department's position on various development matters and enforce conditions of Roadside Development Permits by directing applicants regarding corrective action.

B. Reviews and approves requests relating to activities within highway rights-of-ways and in support of Roadside Development Permit applications including, but not limited to, Highway Vicinity Management Agreements, road closure bylaws/resolutions, service road agreements/caveats, special events, traffic accommodation strategies, and traffic impact assessments.

Activities: Administer the Department's programs and/or policies relating to activities within highway rights-of-ways and, where appropriate, issue approvals related to those activities. Assist stakeholders in following guidelines and specifications; review activity proposals and supporting documents; issue appropriate permits; and enforce the provisions of applicable legislation. Review traffic accommodation strategies (TAS) prior to the commencement of work; coordinate with Department Operations staff to ensure implementation of the TAS; advise consultants/contractors of deficiencies; and order work suspended in case of recognized imminent danger or where the contractor fails to undertake appropriate, timely measures to accommodate traffic or correct recurring deficiencies.

C. Reviews and provides responses to municipal planning referrals and intergovernmental referrals.

Activities: In responding to planning referrals (from local municipalities or other government agencies), review land use re-designations, subdivision proposals, development applications. Advise of contravention to legislation, provide waivers of the specific sections of the legislation when approving; provide innovative solutions, negotiate changes to proposals with applicants where needed; direct stakeholders regarding corrective action to meet established standards and practices; identify situations that may affect overall policy and procedures, are politically sensitive/controversial, or could set undesirable precedents; review and respond to technical submission; research historical files, survey plans, engineering drawings, transportation studies, regional plans, etc. for the Department's historical position, and existing/future highway right-of-way requirements; and prepare decisions in line with legislation and Department guidelines and objectives.

D. Conducts desktop and field investigations, as needed, to support planning and development applications.

Activities: Conduct desktop and/or field investigations to establish the effects of sight distances, topography, road standards, etc. on access and development proposals. Inspect for permit condition compliance. Prepare correspondence / reports on highway access and related highway safety hazards for stakeholders. Establish/verify available sight distances. Determine impact of topography, road standards, access alternatives, development setbacks and general impact of roadside planning activity on the provincial highway system.

E. Subdivision / Development Appeals

Activities: Represent the Department and present its position (including details) at local or provincial appeal board hearings. Prepare correspondence and reports on highway access, and related highway safety issues, to the local or provincial appeal board. Direct applicants regarding corrective action.

IV. STAKEHOLDER AND PUBLIC RELATIONS / EDUCATION

A. Maintain professional contact and relationships with various stakeholders including, but not limited to, developers, municipalities, planning agencies and consultants, industry, and other government department

and organizations. Meet with developers, industry, municipalities, and landowners relating to development and planning matters and to clarify project proposals and Department requirements.

Activities: Present the Department's roadside planning and access management objectives in meetings and/or written / verbal correspondence with stakeholders. Attend Municipal Planning Commission meetings, Municipal Council meetings, and Municipal Subdivision and Development Appeal Board hearings. Present the Department's position on roadside planning and development matters and ensure the Department's vested interests are maintained. Identify and resolve roadside planning and development issues/conflicts requiring negotiation with stakeholders and participate in negotiations.

B. Respond to Action Requests and other inquiries relating to development and planning matters.

Activities: Research the Action Request topic, anticipate and document sensitive areas or questions likely to arise, create the draft response or briefing note, using tact and diplomacy, and ensure the format follows guidelines provided by the Minister's Office. Review the response with the Infrastructure Manager, and submit for approval. The Development and Planning Engineer is a common contact person for municipalities and the public to discuss development and planning matters impacting highway rights-of-ways.

C. Participate in Department and/or Ministry task groups, meetings, workshops, and internal conferences relating to development and planning matters.

Activities: Work collaboratively with Department, Ministry, and GOA staff regarding development and planning matters.

Problem Solving

Typical problems solved:

Whether in daily work with the DPT/ADPT team or when interacting with applicants, developers and the general public, the Planning and Development Engineer may experience challenging behaviors from various individuals that need to be navigated in a professional and respectful manner.

When completing engineering technical reviews and providing guidance on complex roadside development and planning matters, the Planning and Development Engineer needs to balance the requests from applicants, developers and municipalities with legislation and Department guidelines and operational requirements. Where it is possible and does not negatively impact the overall operations and safety of the provincial highway network, a balanced and flexible approach should be taken when considering requests for development within the development control zone.

In the day-to-day assessment of inquires and applications relating to development permits, approvals and referrals the Development and Planning Engineer must balance knowledge and familiarity with applicable legislation, technical requirements, long-range Department plans and goals, on-going programs and projects, the need to liaise with various levels of government, political sensitivity of certain issues, and the wants/needs of the general public and stakeholders.

The Development and Planning Engineer may be required to attend quasi-judicial board hearings to present the Department's position regarding an appeal of the requirements for an applicant to provide and/or construct service road as a condition of approval of their subdivision application, to field phone calls and emails from applicants asking why the Department has refused their permit application or why the Department is requiring certain permit conditions or related technical submissions, and to face irate landowners demanding an explanation for refusal of their request for direct access to a highway. An ability to communicate clearly, calmly and tactfully in the face of anger and indignation to diffuse and deescalate potentially volatile situations is required. Similar situations may arise while attending public open houses relating to subdivision or development proposals which may not be liked by the general public. Stakeholders the Development and Planning Engineer will meet or deal with in a typical day may include land owners, farm operators, business owners, developers, consultants, municipal administration, municipal elected officials, MLAs, special interest groups, law enforcement agencies, members of municipal planning commissions, subdivision and development appeal boards (local and provincial, industry field staff, land agents, Department staff, and staff from other provincial departments and agencies.

Types of guidance available for problem solving:

Technical guidelines and resources available include Transportation and Economic Corridors' Highway Geometric Design Guide, Roadside Design Guide, Traffic Impact Assessment Guidelines, and Design Bulletins that provide clarifications or supplemental information relating to various project design and tendering topics. Additionally, the Transportation Association of Canada's Geometric Design Guide for Canadian Roads and other technical resources can be used when information is not available from Department guides / resources.

For matters relating to development applications and planning matters, the Development and Planning Engineer regularly refers to the Highways Development and Protection Act / Regulation and to help guide decisions. In addition, the Department has developed a "Development and Planning Technologist's Manual" (DPT Manual) to provide guidance to staff members on roadside development and planning issues and to provide consistent direction regarding the Department's jurisdiction and procedures relating to the various applications, approvals, and referrals that staff review and approve.

Various other Department guides and resources are published to help guide development and planning related matters and applications including, but not limited to, the Special Events Guide, Traffic Accommodation in Work Zones Manual, Guidelines for the Installation of Election Signs, and Recommended Practices relating to different topics / situations.

Direct or indirect impacts of decisions:

As the team lead for the Region's DPTs / ADPTs, the Development and Planning engineer will provide support / guidance and direction to those staff under the guidance of the Infrastructure Manager. Decisions made regarding organization of the Region's DPT / ADPT staff and their day-to-day activities will contribute to the successful management of activities within highway rights-of-ways and the adjacent development control zone by those staff.

Providing technical reviews and support relating both to development and planning applications / approvals / referrals and to other Department projects / tasks ensures contributes to the successful outcome of projects and ensures that technical standards / guidelines and best practices are followed in the engineering planning and design of highway and related improvements.

Successful management of activities within highway rights-of-ways and the adjacent development control zone ensures that future highway improvements can occur at significantly reduced costs (land acquisition, compensation for business owners, utility relocation, etc. to the Department as well as ensuring that activities are not a detriment to daily highway operations, highway maintenance programs, or highway safety.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

Infrastructure section - general section discussions, development and planning related matters, scoping
Regional sections/staff - permit / application / referral input, construction-related issues, project scoping
Coordination with other Region's development and planning staff
Interdepartmental staff - Technical Standards Branch, Network & Highway Planning

External:

Applicants - discuss permit / application / referral requirements and submission processes
Engineering Consultants - discuss technical/engineering submissions (e.g. TIAs, drawings, etc.)
Municipalities - regular contact regarding various applications / referrals

Required Education, Experience and Technical Competencies

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

If other, specify:

Additional related education considered in lieu of experience on a one-for-one basis

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

- Sound engineering background in municipal development/engineering, transportation planning / engineering, construction and/or planning including the preparation and/or review of traffic impact assessments.
- Excellent interpersonal skills, written and verbal communications, and the ability to explain technical matters to lay people.
- Understanding of the interpretation and application of specific portions of Acts and Regulations pertaining to roadside planning and development functions.
- Understanding and knowledge of land use planning process in Alberta as well as long range Department plans.
- Understanding of Department business functions, policies, procedures, and specifications; political issues, government mechanisms, processes, and levels of authority; legislation, policies, guidelines, standards, and technical manuals; and engineering principles.
- General knowledge of land survey terminology and practices, and highway construction and maintenance practices.
- Working knowledge of road and utility construction procedures and standards.
- Familiarity with the manuals and guides used during performance of duties.

Abilities:

- Ability to handle a diverse variety of tasks, referrals and approvals covering a large geographical area, multi-tasking, prioritizing, planning and organizing according to varying levels of importance to meet internal and external time lines, whether legislated or suggested, within a diverse span of disciplines.
- Ability to comprehend and interpret engineering and technical drawings, land surveys, real property reports, and other technical reports/documents.
- Proficiency in computer software applications including, but not limited to: Microsoft Office, Adobe and/or Bluebeam (or other PDF editing software), and Synchro Studio, SIDRA and/or other traffic analysis software. Experience with AutoCAD and/or Microstation would be considered an asset.

Human Relation Skills:

- Leadership / supervisory and training skills in supervising, providing direction and training direct reports, support positions and new or developing staff.
- Ability to facilitate meetings and interact effectively with the public, applicants, co-workers and subordinates, in-person or on the phone / virtually.
- Written and verbal communications skills in providing background information and briefing Department leadership on sensitive issues, reasons for potentially controversial decisions or responses and, when possible, areas open to executive in negotiating a solution acceptable to all parties while maintaining Department guidelines, standards and objectives.
- Extremely strong letter writing and verbal communication skills are essential. Tact, fairness and firmness allows the Development and Planning Engineer to communicate efficiently and effectively with both technical and non-technical individuals or groups.
- Negotiation, conflict resolution and interpersonal skills to deal with difficult/irate stakeholders both over the telephone and face-to-face (in various environments including public forums, meeting rooms, hearing rooms, at front office counter and on site at field meetings and inspections) with tact calm and composure. This may entail the use of diffusing and deescalating skills while calmly presenting the Department's requirements and position.
- Organizational skills to accomplish multiple tasks, perform complex assessments and render decisions regarding varied tasks, usually with no supervision, and minimal input / preparation time.
- Teamwork skills to work with direct reports, support positions, peers and resource staff to accomplish goals and objectives (personal, work group, Regional and Departmental).

Other Requirements:

- B.Sc. in Civil Engineering with professional membership in APEGA, or equivalent Technical Diploma in Civil Engineering with professional membership in APEGA or ASET, as appropriate, and **minimum XX years of related experience**.
- Valid Class 5 drivers' license.
- Means and flexibility for travel within the District / Region with occasional overnight stays.

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		
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 • Offers knowledge and insight to others • Supports career development of direct reports 	<p>Works with DPTs in developing their Performance Agreements each year. Support staff in working towards their identified goals.</p> <p>Always opportunity to develop your own career within the GOA. Create a performance plan to identify your development goals and show where you can assist by helping train other.</p>
Drive for Results	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiple priorities • Operates within APS value system 	<p>Need to prioritize applications/referrals when they are received and process them within a given timeline. In addition, when reviewing applications, staff need to take action to make sure the applicant provides the correct information to enable them to best serve the public.</p>
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Is open to new ideas and breaks problems down to identify solutions:</p> <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	<p>Communicate with Infrastructure staff and DPTs in other regions to share successes and learn from mistakes. Utilize the SharePoint site to share ideas and learn from others. There are many ways to process applications, as no two developments are exactly the same.</p> <p>Review project issues and come up with technical solutions.</p>
Develop Networks	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Maintains collegial internal relationships and understands external network:</p> <ul style="list-style-type: none"> • Seeks to understand 	<p>This position is in regular contact with applicants to discuss the requirements of the Department relating to</p>

	<p>perspectives and needs of others</p> <ul style="list-style-type: none"> • Follows through, has integrity and respect for others • Helps and follows through • Keeps key stakeholders informed; is professional and respectful 	<p>various applications/ referrals. Need to be able to explain technical aspects in lay person terms to make sure all applicants understand the requirements. Excellent communication skills are required on a daily basis.</p>
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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
DM Name	Date yyyy-mm-dd	DM Signature