

## Reclassification

Ministry

Infrastructure

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Senior Inventory Specialist, Team Lead

Current Class

Administration 2

Requested Class

Technologies 6

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

Properties, Asset Management/BSS

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager, Asset Administration

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2025-11-20

Responsibilities Added:

Due to ongoing system upgrades, responsibilities have expanded to include managing and integrating multiple inventory management systems and platforms. This involves coordinating data flow between systems and ensuring compatibility for accurate reporting.

Following the implementation of the Real Property Governance Act, the role now includes greater involvement in system upgrades, process automation, and ensuring compliance with updated data governance standards.

Expanded responsibilities in data reconciliation, validation, and reporting across multiple ministries. This includes oversight of complex data integration workflows, ensuring accuracy and consistency in inventory records using specialized asset management platforms.

Increased focus on risk management, insurance valuation, and supporting audit processes to meet compliance and

financial reporting requirements.

Provides technical guidance and training to staff on system functionality, data entry protocols, and reporting tools, ensuring alignment with new processes and standards.

#### We request classification change because:

The role has shifted from administrative to highly technical, requiring advanced knowledge of asset management systems, data integration, CAD, and compliance frameworks. Responsibilities now include managing and integrating multiple platforms, designing solutions for complex data workflows, and making independent decisions on system upgrades and release readiness. The position develops and enforces technical standards, resolves non-routine data integrity issues, and provides expert guidance on governance and risk management. These changes demand higher-level analytical and conceptual skills, creative problem-solving, and judgment in ambiguous situations. Decisions have government-wide impact on financial reporting, insurance compliance, and asset planning, demonstrating the need for broad technical expertise and application of principles across multiple disciplines.

#### Responsibilities Removed:

##### **Shift from Routine Data Collection to Technical System Integration**

The new role places less emphasis on basic data collection, tracking, and reporting, and instead focuses on managing and integrating multiple inventory management systems and platforms.

Administrative tasks like compiling and submitting standard reports are replaced by oversight of complex data flows and system compatibility.

Previously, stakeholder coordination focused on administrative tasks like data collection and reporting, but now it centers on providing technical guidance, training, and ensuring alignment with system upgrades and data governance standards.

### **Job Purpose and Organizational Context**

#### Why the job exists:

This position provides technical leadership and subject matter expertise for data integrity and integration of Alberta Government real property inventory, with a primary focus on Infrastructure-owned assets. It ensures the accuracy, security, and reliability of inventory data integrated from multiple platforms, supporting strategic asset management, insurance compliance, and government-wide reporting. The role is accountable for optimizing system functionality, leading technical projects, and supervising a team to maintain high standards of data quality and operational efficiency. **End Goal:** Deliver a robust, accurate, and secure inventory management environment that supports government-wide asset planning and risk mitigation.

#### **This Job is Accountable for:**

- Ensure integrity and reliability of inventory data across integrated systems to support strategic planning and compliance.
- Lead technical projects for system enhancements, upgrades, and implementation of new asset management technologies.
- Provide expert technical guidance and training to team members and stakeholders to maintain system proficiency and data governance.

#### **To be effective, this position must:**

- Apply advanced technical knowledge to manage complex data integrations and troubleshoot system issues.
- Lead user acceptance testing and advocate for system improvements to maintain compliance and operational efficiency.

### **Responsibilities**

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

#### **1. Inventory Systems and Data Integrity**

Provides technical leadership in managing and optimizing asset inventory systems and ensuring data integrity

throughout their lifecycle.

- Lead and administer Infrastructure inventory systems such as BLIMS and FAMIS, including integration with 20+ related applications. Advanced understanding of multi-system data management and integration. Serve as subject matter expert for BLIMS, FAMIS, integrated platforms, and new systems as required.
- Maintain data quality and consistency across interconnected systems, applying rigorous validation and inventory data protocols.
- Develop and enforce technical standards, quality assurance procedures, and audit frameworks to prevent and resolve discrepancies.
- Lead a team responsible for data collection, reconciliation, and system updates to ensure accurate asset records for space planning, cost allocation, and insurance valuation.
- Participate in and act as subject matter expert for inventory processes and system enhancements, contributing to continuous improvement initiatives and technology upgrades.
- Responsible for process optimization and change management.
- Strong analytical and problem-solving capabilities for complex data and system issues.
- Interpret and apply technical requirements, legislation, and compliance standards to system configurations and data governance.
- Proficiency in reading and understanding CAD-based floor plans and interpreting into data information.
- Advanced proficiency in interpreting Alberta Land Titles Spatial Information System documents and integrating complex land title and property data into inventory management workflows.
- Effective technical communication and stakeholder engagement to advocate for data accuracy and system compliance.
- Develop and implement technical procedures for data validation and quality assurance.
- Collaborates extensively with cross-ministry teams and external stakeholders (including Municipal Affairs, Office of the Auditor General (OAG), Property Management, Realty Services, and others) to coordinate data integration, resolve technical discrepancies, and ensure compliance in insurance valuation and reporting processes.
- Work is completed in accordance with relevant legislation (Real Property Governance Act).

## 2. Project Management

Lead and coordinate technical projects and accurate inventory data reporting processes across inventory systems.

- Produce the annual Accommodation Costing Report (used in government financial statements):
  - Aggregate and validate inventory and financial data from multiple ministries, coordinating the entire reporting process to ensure consistency and accuracy.
  - Oversee and coordinate the reconciliation of inventory data completed by team members, ensuring all discrepancies are resolved and records are aligned across systems.
  - Perform calculations, consolidate results, and prepare comprehensive documentation.
  - Present finalized reports to senior financial officers.
  - Engage with OAG representatives to address audit inquiries, provide response to questions, and substantiate methodologies.
  - Direct impact on financial reporting and government accountability.
- Manage inventory updates resulting from organizational changes:
  - Analyze Orders in Council and determine technical impacts on asset data.
  - Coordinate process flow with the parking team and other stakeholders, defining roles, sequencing tasks, and ensuring accurate and timely updates to inventory records and related systems.
  - Manage complex bulk inventory updates by extracting, validating, and structuring large datasets to ensure accuracy and readiness for processing.
  - Coordinate CAD modifications for floor plans and validate pre/post-update accuracy.
  - Facilitate stakeholder approvals and ensure system alignment.
- Compile annual Facility Data and Space Utilization Report division wide:
  - Calculate facility counts and associated space metrics.
  - Document methodology and perform quality control for official infrastructure data.
- Oversee Grants in Place of Taxes (GIPOT) Report:
  - Validate land ownership using legal descriptions and title certificates.
  - Collaborate with Municipal Affairs to correct discrepancies and finalize financial reporting.

- Lead Insurance and Replacement Value Program:
  - Conducts insurance and replacement cost analyses for all assets, applying data modeling and escalation calculations to ensure coverage accurately reflects asset value.
  - Conduct monthly audits to monitor insurance status of buildings insurance coverage and identify changes.
  - Recommend placement or removal of coverage and communicate updates to Risk Management and Insurance.
  - Act as primary technical liaison for insurance-related inquiries.
  - Provides training to staff on building insurance processes.
  - Coordinates information and processes with the Cost Management Branch and Risk Management and Insurance to ensure consistent process alignment across teams.
  - Inaccurate insurance data and non-compliance can lead to financial loss, under- or over-insurance, unrecoverable claims, and delays in restoring assets.

### 3. Inventory System Enhancement

- Deliver application support for BLIMS and FAMIS, acting as a system expert for integration with 20+ related platforms.
- Assess training needs and provides targeted technical training to colleagues, team members, and stakeholders for seamless system deployment.
- Troubleshoot and resolve complex system issues by analyzing root causes and implementing technical solutions.
- Participate in planning, research, development, testing, and implementation of system corrections, refinements, and enhancements.
- Collaborate with stakeholders to identify and design system improvements that meet operational and compliance requirements.
- Lead release management activities.
- Coordinate user acceptance testing of inventory team members.
- Execute test scenarios, document fault reports, and ensure resolution of deviations.
- Authorize final sign-off for implementation.
- Contributes to the development and implementation of new inventory management systems (e.g., Alberta Infrastructure Data Warehouse (AIDW), iTrack/PRISM) by providing expertise in system architecture, upgrades, and integration. Advocates for continuous system improvement and data compliance to ensure all platforms align with evolving operational requirements.

### 4. Data Integration and Reporting

Transform complex inventory data into accurate, actionable reports that support strategic asset planning.

- Utilize advanced querying and data modeling techniques to generate complex reports for strategic decision-making.
- Integrate data from multiple sources using tools such as Power BI and relational database concepts.
- Oversee data extraction and integration from multiple systems and sources, including statistical databases, technical reports, and legislative references.
- Design and execute queries using database concepts and techniques.
- Generate comprehensive reports on structure, space, and land inventory, including historical, annual, and comparative analyses.
- Validate report outputs through rigorous testing to ensure alignment with technical specifications and stakeholder requirements.
- Respond to ad-hoc reporting requests from internal branches, cross-ministry teams, and external research entities.
- Apply FOIP and data security standards to all reporting activities to maintain compliance.
- Contribute insights and recommendations derived from data analysis to inform strategic planning and system enhancements.

### 5. Technical Support and Training

- Provide troubleshooting and problem resolution for system users.

- Provides application support to BLIMS, and FAMIS identifying training needs.
- Provides comprehensive system training ensuring seamless deployment by assessing training needs and delivering tailored orientation and training to specific users.
- Deliver targeted technical training to team members and stakeholders on system functionality and data compliance.
- Identify emerging technology trends and adapt training programs accordingly.

## 6. Team Supervision and Development

Direct and develop the Inventory Unit to ensure accuracy, system proficiency, and high-quality data outputs.

- Supervise a team responsible for collecting, processing, and reconciling inventory source data to maintain system integrity.
- Lead and mentor the technical team, establishing clear standards and performance expectations.
- Provide technical guidance to resolve complex inventory and system-related issues.
- Manage workload distribution and allocate resources to maintain operational continuity and meet project timelines.
- Participate in recruitment and onboarding of technical staff.
- Collaborate with management to forecast resource requirements and recommend strategies to meet project demands.
- Oversee human resource functions within delegated authority, including employee relations, performance management, and succession planning.
- Deliver ongoing technical training on inventory systems, data collection methods, and compliance standards.
- Coach team members to improve data accuracy and adherence to technical protocols.
- Ensure team staff handle sensitive and confidential information appropriately in all system processes.
- Foster a culture of continuous improvement and excellence within the team.

## Problem Solving

Typical problems solved:

- Diagnosing and correcting data integrity issues across integrated systems.
- Serves as a key point of contact for identifying and communicating recurring system issues or challenges encountered by staff, and representing these concerns in software development and improvement discussions.
- Designing technical solutions for system errors and performance gaps.
- Making independent decisions on system configuration changes, data validation protocols, and release approvals.
- Determining appropriate insurance valuation methodologies and implementing technical processes for compliance.
- Resolves issues between client contacts and team members to ensure effective communication and collaboration.
- Lead resource for complex issues and challenging, providing guidance and mediating contentious matters.
- Independence in resolving complex, multi-system issues.
- Authority to sign off on test reports and system releases.
- Mediation of contentious data governance issues.

Types of guidance available for problem solving:

Guidance is primarily through established technical standards, system architecture documentation, and government-wide data governance policies. The position operates with significant autonomy, consulting with the Manager for strategic alignment or when addressing unprecedented technical challenges.

Direct or indirect impacts of decisions:

Decisions directly affect the accuracy of inventory data used in financial statements, insurance valuations, and strategic asset planning across all ministries. Errors could result in financial loss, compliance breaches, or system failures impacting provincial infrastructure management.

## Key Relationships

Major stakeholders and purpose of interactions:

- Technology and Innovation Teams: Collaborate on system design, testing, and implementation.

- Risk Management and Insurance: Ensure accurate insurance valuations and compliance.
- Cross-Ministry Stakeholders: Coordinate data integration and resolve technical discrepancies.
- Internal Audit and OAG: Provide technical evidence and reporting for audit processes.
- Technical team Team: Supervise, train, and mentor to maintain technical standards and performance.

### Required Education, Experience and Technical Competencies

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

If other, specify:

AssetMgmt | Real Prop Systems/DB Mgmt | Spatial Data | Data Governance | Prop Records | Business Mgmt

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

- Supervisory experience
- Proficiency in Microsoft Office Suite and advanced Excel functions
- Experience in technical roles involving asset management inventory systems or enterprise data platforms
- Experience in BLIMS, FAMIS, or asset management systems
- Data validation and quality assurance techniques
- Proficiency in diagnosing and resolving system errors
- Experience leading system upgrades, integration projects, and user acceptance testing
- Power BI and data reporting
- Interpreting floor plans using AutoCAD or comparable design software

### Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
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>Considers how system upgrades and new data standards affect the whole organization. Plans for long-term impacts, like how changes in asset management platforms support government-wide reporting and compliance. Integrates risks and broader trends, such as new legislation, into technical decisions.</p>
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	<p>Investigates root causes of data issues, like mismatched records between BLIMS and FAMIS, and develops solutions to keep information accurate. Improves complex workflows by working with others to design better processes for data integration and reporting. Uses technical knowledge to solve problems that don't have standard answers.</p>

Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>Identifies alternative approaches and supports others to do the same</li> <li>Proactively explains impact of changes</li> <li>Anticipates and mitigates emotions of others</li> <li>Anticipates obstacles and stays focused on goals</li> <li>Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	<p>Adapts quickly to new systems and changing compliance requirements, such as implementing upgrades after the Real Property Governance Act.</p> <p>Anticipates challenges in multi-system integration and creates backup plans to keep operations running smoothly. Makes decisions and adjusts approaches when faced with uncertainty or new technical demands.</p>
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Seeks out learning and knowledge-sharing opportunities:</p> <ul style="list-style-type: none"> <li>Reflects on performance and identifies development opportunities</li> <li>Takes initiative to stay current</li> <li>Shares with the team even when not asked</li> <li>Actively coaches and mentors direct reports</li> </ul>	<p>Shares expertise by training staff on new system features, data entry protocols, and reporting tools. Coaches team members to build technical skills and confidence with asset management platforms. Stays current with technology changes and encourages ongoing learning within the team.</p>

## Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

### **127TN01 Unit Leader, Geomatics Unit (Technologies 6):**

- Supervises a team managing spatial data, ensures data integrity, leads system/process improvements, and provides technical support/training.
- Both roles demand strong technical knowledge in specialized systems (e.g., GIS, asset management, mapping, data integration).
- Each position supervises a team of staff, requiring team leadership and people management skills.
- Both jobs involve managing projects, system enhancements, and process improvements.
- Effective communication and stakeholder engagement are essential in both roles, including training and cross-functional collaboration.

#### Scope of Technical Knowledge

- 127TN01:** Land surveying, mapping, GIS, and public land administration
- Sr Inv Specialist:** Asset inventory systems, data integration, CAD, property records, spatial data management; includes insurance, leasing, compliance, and reporting

#### Supervisory Responsibilities

- 127TN01:** Supervises 4 -6 technologists and 2 administrative support positions
- Sr Inv Specialist:** Supervises 5 -6 staff for data collection, reconciliation, and system updates; manages recruitment, onboarding, and performance management

#### Project & System Management

- 127TN01:** Requires project management skills for land-related projects

- **Sr Inv Specialist:** Leads technical projects for system upgrades, integration, and new technology implementation

#### Data Governance & Compliance

- **127TN01:** Knowledge of public land administration legislation and policies

- **Sr Inv Specialist:** Responsible for data governance, compliance standards, audit frameworks, and insurance valuation methodologies

#### Reporting & Impact

- **127TN01:** Mapping and GIS data for public land administration

- **Sr Inv Specialist:** Manages complex data reporting for asset planning, insurance, and financial statements; impacts provincial infrastructure management

#### Training & Technical Support

- **127TN01:** Direct interaction and training skills; stakeholder engagement and cross-ministry collaboration

- **Sr Inv Specialist:** Provides technical training, troubleshooting, and application support for inventory systems

### **127TN06 Senior Geomatics Technologist (Technologies 6):**

- Provides technical expertise, manages data standards, supports system enhancements, and trains staff.
- Both positions are senior specialists responsible for managing complex data systems and ensuring data integrity for organizational use.
- Each role is accountable for maintaining high standards of data quality, implementing data standards, and ensuring accurate, reliable data for business systems.
- Both require advanced knowledge in GIS, mapping, and data integration, with responsibilities for system enhancements and troubleshooting.
- Both positions provide training, coaching, and technical guidance to staff and stakeholders on system use and data management.
- Each role involves collaboration with internal and external stakeholders, including government departments and industry partners.

#### Scope of Data & Systems Managed

- **127TN06:** Provincial base mapping, land use, and natural resource inventory data, including air photo and satellite imagery; ensures data availability for departmental systems and external stakeholders
- **Sr Inv Specialist:** Manages asset inventory systems (BLIMS, FAMIS), integrates data from multiple platforms for government-wide asset management, insurance, and reporting; includes property records, CAD, and space planning

#### Quality Control & Standards

- **127TN06:** Develops and maintains spatial data standards, QC procedures, and guidelines; reviews contractor submissions for compliance
- **Sr Inv Specialist:** Creates technical standards, QA procedures, and audit frameworks; leads validation, reconciliation, and compliance processes

#### Project & System Enhancement

- **127TN06:** Designs, develops, tests, and evaluates software and processes for data conversion and loading; supports system upgrades and application development
- **Sr Inv Specialist:** Leads technical projects for system enhancements, upgrades, and new technology implementation; coordinates user acceptance testing and release management

#### Training & Support

- **127TN06:** Trains and coaches divisional staff and industry partners in GIS technology and data management methodologies
- **Sr Inv Specialist:** Provides targeted technical training and application support; assesses training needs and delivers tailored orientation

#### Problem Solving & Decision-Making

- **127TN06:** Independently resolves complex data issues, develops standards, and recommends solutions for data conversion and management
- **Sr Inv Specialist:** Identifies and resolves data integrity issues, designs technical solutions, and makes independent decisions on system configuration and data validation

#### Supervisory Responsibilities

- **127TN06:** Individual contributor with mentoring role; no direct supervision
- **Sr Inv Specialist:** Directly supervises a team; responsible for recruitment, onboarding, and performance management

### **127TN05 Project Coordinator (Technologies 6):**

- Manages projects, coordinates technical teams, ensures compliance, and oversees data/reporting.
- Both roles are responsible for planning, coordinating, and delivering projects that require technical expertise and oversight.
- Each position demands extensive technical knowledge, analytical skills, and the ability to solve complex problems independently.
- Both require strong communication skills for negotiation, issue resolution, and collaboration with internal and external stakeholders.
- Each role must ensure work is completed in accordance with relevant legislation, standards, and organizational policies.

#### Project Coordination

- **127TN05:** Manages municipal and environmental engineering projects (site development, assessments, demolition, land-related projects); oversees consultants/contractors and ensures compliance with municipal by-laws and environmental legislation
- **Sr Inv Specialist:** Manages technical projects for asset inventory systems, system enhancements, and data integration; leads upgrades, reporting, and ensures compliance with technical requirements, legislation, and standards for government-wide asset management

#### Technical Expertise

- **127TN05:** Knowledge of construction project management, contract administration, environmental investigation/remediation, and municipal engineering practices
- **Sr Inv Specialist:** Expertise in asset management systems, data integration, CAD, property records, spatial data management, leasing, and insurance compliance; integrates data across platforms with impact on asset management and financial reporting

#### Compliance & Risk Management

- **127TN05:** Ensures compliance with environmental legislation, municipal by-laws, and health/safety standards; handles hazardous materials and remediation
- **Sr Inv Specialist:** Ensures data integrity, compliance with audit frameworks, insurance valuation, and risk mitigation for asset management

#### Stakeholder & Team Interaction

- **127TN05:** Works with consultants, contractors, landowners, municipal/government officials, and internal staff; provides advisory services but no direct supervision
- **Sr Inv Specialist:** Provides technical training; collaborates with cross-ministry teams, auditors, and external stakeholders

#### Problem Solving & Decision-Making

- **127TN05:** Develops solutions to complex project issues, negotiates contracts, resolves disputes, and manages budgets/timelines
- **Sr Inv Specialist:** Diagnoses and resolves complex data/system issues, designs technical solutions, and makes independent decisions on system configuration and data validation

#### Supervisory Responsibilities

- **127TN05:** Individual contributor; does not supervise staff
- **Sr Inv Specialist:** Manages and develops a technical team