

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:

Responsibilities

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

development applications, including technical drawing and document reviews.

3. Project Scoping

Support Infrastructure Engineers in development of project scoping documents including, but not limited to, review of geometric assessments, safety assessments, coordination with other sections, review of options and development of scoping document.

4. Planning

Support Infrastructure Engineers in the development and administration of planning projects including development of Terms of Reference, technical review, collaboration with other sections, review proposals and participate in consultant selection, and provide support during administration of the assignment.

5. Review of Grant Applications

Co-ordinates the administration of various grant programs consistent with provincial guidelines and policies. Grant programs include, but are not limited to, the Alberta Municipal Water/Wastewater Partnership, Water for Life Program, and the Strategic Transportation Infrastructure Program.

Problem Solving

Typical problems solved:

The Infrastructure Technologist deals with a very broad range of issues including programming of highway upgrades, development applications, geometric design, transportation safety, land use planning, pavement rehabilitation. The Infrastructure Technologist provides support in coordinating activities with other functional areas (construction, operations, and bridges).

The position also provides support for Infrastructure Engineers when dealing with municipalities and other sections to discuss transportation planning issues. Creativity, problem solving and excellent communication skills are required in order to support the Department's position on infrastructure issues.

Planning studies and project scoping provide the construction, bridge and operations sections with an understanding and direction for future work. The Infrastructure Technologist will provide recommendations to operational concerns on the existing highway network and provide direction and recommendations on roadside development issues where developments affect long range highway improvement plans.

The Infrastructure Technologist assists the Development section with all technical review requirements of various Development applications including:

- Review Traffic Impact Assessments (TIAs) and provide developers with guidance on what is required from a TIA.
- Support DPTs at various meetings with developers or municipalities.
- Review various municipal submissions including ASP's, MDP's and Land Use plans from the highway planning perspective.
- Provide direction and recommendations on roadside development issues where developments affect long range highway improvement plans.

The Infrastructure Technologist coordinates the administration of various grant programs consistent with provincial guidelines and policies:

- Establishes and maintains a trusting, co-operative working relationship with municipalities in order to provide timely information regarding program guidelines, terms, and eligibility criteria.
 - Coordinate with provincial staff and other region's grants staff regarding program administration, project prioritization, and other topics impacting overall grant program delivery.
 - Provides technical review and assessment of project-specific applications.
 - Utilize MGMA database and other systems to process and track grant payments, keep records of communications with municipalities, and track future projects for planning purposes.
 - Provide information to the Infrastructure Manager relating to grant programs, including specific projects.
- May include preparing or providing supporting information for Action Requests and other documentation.
- Prepare approval letters and municipal funding agreements, as required.

Types of guidance available for problem solving:

The Infrastructure Technologist regularly refers to the Department's Highway Geometric Design Guide and the TAC design guide for guidance on all design standards. In addition, the Highways Development and Protection Regulation is used as a guide for development decisions. The Department has guidance manuals available online including the Traffic Impact Assessment guidelines.

Direct or indirect impacts of decisions:

The Infrastructure Technologist assists in managing the highway network by ensuring any current or new projects are properly programmed in the Department's 3 and 5 years construction program. In addition, the Infrastructure Technologist ensures any roadside development is implemented with the best interests of the highway network by making sure the required upgrades are identified and completed by the developer as per the developer pays policy. The Infrastructure Technologists also makes recommendations related to administering provincial grant programs for the region.

Key Relationships

Major stakeholders and purpose of interactions:

External - Municipalities, consultants, and the general public
 Internal - construction, bridges, operations, major capital planning and programming, technical standards, grants

Required Education, Experience and Technical Competencies

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

If other, specify:

Six years related experience (or equivalent 1:1 years education/experience or vice versa).

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

- Sound engineering background in transportation safety, construction and planning.
- Problem solving and mediation.
- Excellent written and verbal communication.
- Excellent interpersonal skills.
- Creativity and ingenuity.
- Expertise in transportation safety is required in order to identify and evaluate potential improvements at problem locations on the highway network throughout the Region.
- Technical expertise in pavement management and life cycle cost analysis is required in order to evaluate alternative highway alignments and construction methods.
- Negotiation, public consultation, time management and strategic management skills.
- Value engineering skills.
- Ability to explain contents of technical reports.
- Department business functions, policies, procedures, and specifications.
- Engineering principles.
- Economics principles.
- Department design manual, road classification system, pavement design guide, contract administration manual, consultant evaluation and selection criteria.
- Valid Class 5 driver's license.

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		
Drive for Results	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Actively sets goals and remains open to advice on reaching them: <ul style="list-style-type: none"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement 	

		<ul style="list-style-type: none"> • Suggests actions; asks for advice when lacking information or multiple priorities • Operates within APS value system 	
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 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 perspectives and needs of others • Follows through, has integrity and respect for others • Helps and follows through • Keeps key stakeholders informed; is professional and respectful 	

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