

## New

Ministry

Municipal Affairs

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Electrical Technical Advisor

Requested Class

Stds Safety and Compliance 5

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

TCS/CTS

☐ 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 Provincial Electrical Administrator, this position will:  
 - Provide consistent and accurate electrical technical advice, discipline specific information as well as general information to users of the Safety Codes system on a province wide basis. Users of the Safety System include but are not limited to: other government departments, other safety codes officers, municipalities, DAO's, accredited agencies, industry associations, learning institutions, architects, engineers, trade personal, fire and police departments and the general public. This position works within the Safety Codes Act and the associated Regulations, Codes and Standards development, the Safety Codes Council Policies and Procedures, the Department's business plan and Developmental guidelines to provide clear definitive answers and to administer the government's responsibilities under the Safety Codes Act.

#### Responsibilities

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

Technical Advice:

#### The Electrical Technical Advisor;

- Provides electrical technical advice and information based on the Canadian Electrical Code, Part 1 (SCA C22.1) to municipalities, corporations, agencies, engineers, architects, suppliers and the industry in general as well as homeowners and the general public, in Alberta as well as other locations in Canada.
- Provides advice and mentoring for other Safety Codes Officers working for accredited entities in their administration and interpretation of the Act, Regulations, Codes & Standards, and DAOs.
- Provides technical advice and support to other Sections, Branches, Divisions, and Departments within the Government of Alberta
- Provides technical advice based on the Alberta Electrical Utility Code to electrical and communication utilities operating in Alberta
- Provides advice concerning certification and special inspections to the manufacturers of electrical equipment in Alberta and to manufacturers that supply electrical equipment for use in Alberta
- Provides advice on the Certification of Electrical Workers to people questioning the credentials or abilities of workers in the field
- Provides advice on the Certification of Master Electricians.
- Analyzes data and prepares statistical reports regarding electrical incidents in Alberta

#### Additional Responsibilities:

- Supports Administrator's/Alberta's Participation on national committees as Administrators proxy from time to time
- Sub-Council participation
- Participation on various standards development groups
- Gather information to help formulate reports
- Collaborate with colleagues to develop material to present and engage Electrical Industry
- Review materials time to time from various sectors of the Electrical Industry
- Other operational requirements that arise from time to time to achieve the department's objectives

#### Investigations:

##### The Electrical Technical Advisor may:

- Participate in electrical investigations as a support to municipalities on the investigation with the intent to help determine cause, origin, and preventive measures
- support the investigation of conflicts between buildings, building owners, other structures and utility operated power lines and service providers
- be called to give testimony as an expert witness in issues that escalate into a legal arena as a result of investigations conducted into issues and accidents
- Process consumer complaints regarding defective and or unapproved electrical equipment being sold, displayed, or utilized in the province

#### Special Projects:

- Supports the development of STANDATA bulletin, interpretation, and variance
- Assist in keeping electrical web page up to date
- The Electrical Technical Advisor will keep Senior Management informed of any issues or decisions of a sensitive nature or ones that could result in negative feedback from industry or the public.
- The Electrical Technical Advisor supports departmental representation and participation in various groups and committees specific to the the Electrical Discipline at both provincial and federal levels. These include but are not limited to: committees, working groups, sub councils, and associations under the purview of the Electrical Administrator
- The Electrical Technical Advisor works with other work units, safety codes officers, DAOs, and management to coordinate the operations and delivery of safety services by the Community & Technical Support Branch
- The Electrical Technical Advisor may participate in other committees, task groups and perform other duties as assigned

#### Industry Training:

- The Electrical Technical Advisor may support the planning, preparation and presentation of code and

industry safety seminars as requested by the various segments of the electrical industry

- The Electrical Technical Advisor may assist the Safety Codes Council with code technical review and provide recommendations
- Experience with Alberta Electrical Utility Code, Canadian Electrical Code, Safety Codes Act, and other Acts/Regulations are an asset

## Problem Solving

Typical problems solved:

This position requires independent problem solving, analysis, and team collaboration to support the Administrators decision making process pertaining to program activities. Thorough and comprehensive knowledge of all applicable codes and standards for the electrical discipline is a valuable asset. Examples on independent problem solving or analysis would include but not be limited to:

- Team collaboration to support consistent and timely interpretation of Codes and Standards
- Team collaboration to develop recommendations for enforcement following an investigation into an electrical accident or death
- Recommendations for changes in work procedures as a result of an investigation initiated by Workplace Health and Safety
- Scheduling of daily activities to achieve assignments and special duties

A high degree of originality and innovation is needed in this position to achieve success. Examples include:

- Working with other governmental departments, other safety codes officers, DAOs, permit administrators, municipalities, industry associations, learning institutions, architects, engineers, executives, electrical contractors, trade personal, fire and police departments and the general public to resolve issues, often using influence to bring about change, as opposed to authority

The ability to collaborate in a team atmosphere while problem solving in an environment that has limited precedence to draw on is required for this position

Types of guidance available for problem solving:

- Strong writing, typing, computer and effective communication skills including the ability to explain complex situations
- Strong mediation and facilitation skills
- Proficient in Microsoft word, power point, excel, Microsoft office 365 products
- Ability to create meaningful presentations in a way that engages stakeholders and fosters discussion
- Knowledge of the departments policies and procedures for monitoring and mentoring
- Understanding of the Access to Information Act and Protection of Privacy Act and their impact on records management and information technology programs
- Knowledge of department and business plan
- The ability to communicate successfully with a wide and diverse range of clients

Direct or indirect impacts of decisions:

The unique ability to read between the lines and determine what our clients are actually asking before providing information and answers that impact other jurisdictions, DAOs, and authorities

## Key Relationships

Major stakeholders and purpose of interactions:

The general public, municipalities, the Safety Codes Council, agencies, other Safety Codes Officers, Industry Associations, National Code Development Committees, DAOs, other provincial Ministries (Health, Environment, Apprenticeship and Industry Training, Transportation), and other Technical disciplines. This communication is required to support an appropriate level of electrical safety for all Albertans

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma	Other	Other	Other

If other, specify:

See below

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

Entry level qualifications for an Electrical Technical Advisor are:

- Alberta Certification as a Journeyman electrician, Power Line technician, power system electrician, or recognized equivalent, plus 6 years of electrical field experience after receiving the certificate or;
- An Electrical Engineering Technologist diploma plus 8 years of related experience after receiving the diploma. The related experience must include on-site or field work related to wiring methods and installations or;
- An Electrical Engineering degree plus 8 years of related experience after receiving the degree. The related experience must involve field or on-site experience regarding wiring methods and installation

Other important skills and abilities required by this position include:

- Several years of well rounded diverse experience in the construction industry
- Several years experience in the administration of the Safety Codes Act and Regulations
- Excellent interpersonal and organizational skills
- Ability to work independently and in team environments
- Ability to interpret and apply legislation
- Ability to write and apply legislation
- Ability to understand the impact of decisions on all parties when dealing with issues
- Knowledge of the departments policies and procedures
- Strong writing and effective communication skills including the ability to explain complex situations
- Knowledge of department policies and procedures for monitoring and mentoring
- Understanding of FOIP and its impact on records management and information technology programs
- Knowledge of the department and business plan
- The ability to communicate successfully with a wide and diverse range of clients
- The unique ability to read between the lines and determine what our clients are actually asking before providing information and answers that impact other jurisdictions and authorities

## 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		
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is open to new ideas and breaks problems down to identify solutions: <ul style="list-style-type: none"> <li>• Breaks down problems into small parts</li> <li>• Constructively questions and challenges the norm</li> <li>• Open to other's perspectives and aware of own</li> <li>• Contributes ideas for improving processes, and adapts existing practice to address problems</li> </ul>	Code and legislative (Acts and Regulations) development and interpretation
Build Collaborative Environments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in an open honest manner with colleagues: <ul style="list-style-type: none"> <li>• Creates sharing</li> </ul>	Meet with stakeholders to help ensure uniform interpretation and

		<p>opportunities</p> <ul style="list-style-type: none"> <li>• Actively shares, accepts and listens to others</li> <li>• Recognizes conflict, respects and discusses opinions openly</li> <li>• Supports group even to learn from mistakes</li> <li>• Recognizes differing interpretations</li> </ul>	application of legislative requirements
Agility	○ ● ○ ○ ○	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	Codes, standards, legislative requirements, and governments are cyclical. This position requires the ability to adjust to the changes positively and remain supportive of the changing direction
Systems Thinking	○ ● ○ ○ ○	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	Develop and provide stakeholders with information that will support the uniform application of the Safety Codes Act and create a level playing field that will help ensure safe compliant installations.
Develop Self and Others	○ ● ○ ○ ○	<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>	Regular Performance Agreement reviews with the Administrator. Commit to position/ career development opportunities.