

New

Ministry

Infrastructure

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Intern - Cost Management Tech

Requested Class

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

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:

The Cost Management Technologist Intern supports the Ministry's initiatives by providing expertise in cost estimation and management. Working in a multi-disciplinary team environment, this position ensures the effective development, maintenance, and application of cost management tools and templates. The intern is responsible for updating construction cost databases to reflect the latest market intelligence, construction trends, and standards.

The position plays a critical role in supporting informed decision-making in capital planning and project cost management for vertical infrastructure, including learning, health, and government facilities. By collaborating with internal and external stakeholders, including other ministry staff and partner ministries, the Intern ensures consistency and quality in cost-estimating practices, aligned with Government of Alberta (GoA) policies and goals.

Responsibilities

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

1. Maintain and Enhance Cost Management Tools:

- Prepare, update and upgrade Excel-based tools to align with stakeholder needs.
- Ensure databases reflect the latest market intelligence, construction trends, and cost updates.

- Collaborate with the Cost Management Team to ensure templates and tools are optimized for functionality and accuracy.
 - Work with internal and external stakeholders to ensure consistency in use of cost management methodologies, tools, and standards.
- 2. Support Knowledge Management and Best Practices:**
- Review and update cost-estimating methods in line with latest versions of Canadian Institute of Quantity Surveyors (CIQS) Elemental Cost Analysis, American Society of Testing Materials (ASTM) Standard Classification for Building Elements and Related Site Work UNFORMAT II, and Trade Divisional Format in Construction Specifications Institute (CSI) MasterFormat.
 - Review the latest cost estimation techniques and ensure their integration into departmental standards.
 - Support cost related research and initiatives, including environmental scans, to identify trends and integrate findings into updated methodologies.
 - Support Identify identification and review of design, building codes, standards, guidelines, processes, and procedures related to delivery of vertical infrastructure and integrate findings into cost management systems.
- 3. Support Cost Database Management:**
- Prepare and maintain database of latest construction costs such as construction materials, labour equipment, etc and conduct periodic updates.
 - Support the management and maintenance of SharePoint information for real-time access to cost management data.
 - Utilize Microsoft 365 and cost management software applications to streamline database functions and ensure compliance with established protocols.
 - Prepare and maintain database of latest construction costs such as construction materials, labour equipment, etc and conduct periodic updates.
- 4. Cost Management Support for Project Delivery**
- Provide internal cost management supports to project delivery teams.
 - Prepare high-level cost estimates and budgets to support decision-making in capital planning and project delivery.
 - Support Review in review of cost estimate submissions for capital projects produced by consultants and other stakeholders.
 - Support in preparing consultants Schedule of Services for project delivery areas.
 - Support the procurement and management of consultant services used to provide cost management and research related services in relation to capital planning and project delivery.

Problem Solving

Typical problems solved:

- Reporting to the Cost Manager, the position will research, resolve, and determine cost impacts and issues as it relates to current standards and identify improvements. This includes database entry and resolving discrepancies between market trends and existing cost database information. The position will also address and improve the functionality of cost-estimating tools to meet updated requirements.
- Supporting the alignment of Alberta Infrastructure's technical design requirements and other stakeholder Ministry requirements such as guidelines, standards, etc with cost management practices and database.
- Providing timely cost management and related information and support to internal and external stakeholders, including other Ministry staff within the Ministry, consultants, and vendors for to facilitate decision making.

Types of guidance available for problem solving:

- The position works within defined processes, guidelines, standards, templates and tools for cost management activities and functions.
- Access to cost managers, technical and project delivery Staff within the Ministry.

Direct or indirect impacts of decisions:

- Directly influences the accuracy of infrastructure cost database, estimates and the quality of decision-making in capital projects planning and delivery.
- Indirectly affects stakeholders by ensuring cost management tools, templates and processes align with their needs.

Key Relationships

Major stakeholders and purpose of interactions:

1. Internal Stakeholders:

- Collaborate daily with the Cost Management Team to refine tools and methodologies.
- Provide data, analysis, and cost estimates to Ministry staff to support capital planning and capital project delivery decisions.

2. External Stakeholders:

- Engage with collaborating GoA ministries to share updates and coordinate cost management requests.
- Liaise with consultants and vendors to gather relevant market intelligence and ensure alignment with cost estimating standards.

Required Education, Experience and Technical Competencies

Education Level

Diploma (2 year)

Focus/Major

Other

2nd Major/Minor if applicable

Other

Designation

Other

If other, specify:

Construction Estimating, Construction Management, Quantity Surveying, Engineering or related programs

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

Education:

- University / college degree or diploma in Construction Estimating, Construction Management, Construction Engineering Technology, Quantity Surveying, or related areas.
- Must be a recent graduate and apply within 2 years of graduating.
- Student or Associate Member of the Canadian Institute of Quantity Surveyors (CIQS) and working towards CEC or PQS designation or equivalent organization/designation is an asset.

Experience:

- Relevant experience in cost estimating and management or a related field.
- Understanding of vertical construction cost management systems, and associated tools, standards, practices, and processes.
- Proficient in interpreting construction blueprints, drawings, and specifications.
- Experience with data analysis and database management.

Technical Competencies:

- Proficiency in Microsoft Excel, including features such as formulas and macros.
- Familiarity with SharePoint and other Microsoft 365 tools.
- Knowledge and familiarity with cost estimating software.
- Ability to apply analytical and problem-solving skills to assist with operational issues and related issues.
- Strong written and oral communication skills.
- Excellent organizational skills and time management skills.
- Ability to collaborate and work effectively in a team environment.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Observes and understands larger impact of role:</p> <ul style="list-style-type: none"> • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and vice versa • Ask questions to understand broader goals • Aware of how organization adds value for clients and stakeholders 	Recognize and analyze the interconnections between cost management tools, databases, and decision-making processes.
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 	Identify innovative solutions to improve cost management tools and methodologies.
Agility	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers 	The position involves processing high volumes of different type of project cost data. The incumbent must be able to adapt to changing requirements and integrate new information and market intelligence promptly.
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 	Demonstrate a commitment to achieving high-quality outcomes in cost management and related activities.

		<ul style="list-style-type: none"> • Suggests actions; asks for advice when lacking information or multiple priorities • Operates within APS value system 	
Develop Networks	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Maintains collegial internal relationships and understands external network: <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 	Foster collaborative relationships with stakeholders to ensure alignment and support for cost management initiatives.

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