

## Update

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (30 characters)

Current 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****Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

**Job Purpose and Organizational Context**

Why the job exists:

of water management capital projects and maintenance. The Director is responsible for the design/construction budget dollars and for the efficient and cost-effective expenditures for all consultant and construction contracts.

This position is responsible for the development and administration of guidelines and policies for the Water Management Program for the department including the development of standards, specifications, and guidelines for all aspects of water management (hydrotechnical, geotechnical, structural, construction and rehabilitation) project delivery.

It provides direction and expert advice in all areas of water management to assist with resolution of issues and concerns and to ensure consistency in the application of water management standards throughout the province.

The Director interacts and coordinates with TEC business units, AEP, AGI, as well as adjacent counties, irrigation districts, and other government departments. The position supervises and provides mentoring to two team lead engineers and their staff in the management of project delivery and standards development.

## Responsibilities

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

Responsible for all aspects of the delivery of water management capital projects and non-operational maintenance program throughout the province via the MOU.

Participate and represent TEC at the Water Capital Committee chaired by EPA/AGI.

Ensure that the EPA/AGI/TEC protocol is followed in the water management program delivery.

As per the department's authority matrix, oversees the review, approval, award, and administration of consultant agreements and construction contracts including change orders and extra work orders.

Liaises and coordinates extensively within the department, with engineering consultants, and with affected counties, irrigation districts, provincial and federal departments to ensure that projects are coordinated from a regional perspective.

Responsible for maintaining relationships with departmental support staff e.g., environmental coordinators, property managers, etc. for the purpose of delivery of the water management program.

Administrates large numbers of documents and correspondence including: review of design and construction reports, consultant proposals, action requests, compliance to department's policies and guidelines, and public safety concerns

Responsible for section performance and undertakes performance reviews and evaluations.

Accountable for the implementation and development of standards, specifications, and guidelines for the water management program delivery.

Responsible for coordinating with AEP in identifying capital projects, as well as maintenance work.

Liaise with the department's Programming Section to secure program budgets for delivery of the water management program delivery.

Provide a lead role in department activities in initial stages of large water management projects (i.e. concept and planning phases).

Ensures public safety for major projects using independent Project Review Boards advising the department on technical matters.

## Problem Solving

Typical problems solved:

Address complex technical project issues related to water management projects, Independent Project Review Boards, Consultants, and interaction with EPA/AGI.

Understanding of major and complex projects such as high consequence dam embankments, auxiliary spillways, and staged construction of dams to address section workload and programming requirements.

Must have the ability to review large volumes of documents and correspondence, technical reports, consultant proposals, general correspondence, and agreements in order to provide comments, direction and decisions.

Able to deal with land and environment issues impacted by construction.

Requires good judgment in order to resolve contractual claims, disputes, and conflicts; through examination of all pertinent documents.

Resolve technical issues, presented by engineering consultants that influence changes to design standards, cost-

effectiveness, environmental impacts, etc.

Position requires creative and analytical thinking in evaluating value engineering, new technologies, and innovative proposals presented by the consulting and contracting industry.

Types of guidance available for problem solving:

**Executive Directors in TEC/EPA/AGI**

Direct or indirect impacts of decisions:

High degree of coordination and planning the execution of projects with the input of Executive Director and team.

Operational decisions regarding priorities, scheduling, changes in programs, delays, etc. and how they will affect the consulting industry, contracting industry, the impact on safety, budget commitments, and government priorities established for key projects.

Must maintain uniformity of construction standards and specifications towards the construction industry through the engineering consultants. Be fair and equitable when decisions are made.

Engineering consultants' performance and work outputs are measured on the success of delivering the various transportation programs in a quantifiable system of project tracking and monitoring. Consultant Performance Evaluations carry 30 per cent of the weighted value towards consultant selection for projects.

Position has wide scope. Problem solving is complicated and requires consideration of several issues broader than the program.

### Key Relationships

Major stakeholders and purpose of interactions:

#### **Internal**

Management and staff - Keep Executive Director and staff informed of work activities, discuss issues. etc.

Inter-departmental: Technical Standards, Program Management Branch, Professional Services, and others. - Coordinate work activities, administer budgets, decision making, environmental protection, discuss numerous agreements, contract specification conflicts.

#### **External**

Media - responds to media inquiries as necessary with coordination with appropriate stakeholders. Deal with news media contacts, open houses.

Public (Water Users) -Telephone/written correspondence concerning design/construction inquiries, concerns, department policies, right-of-way, and impact on landowners affected by construction. Also, ensure that the water user needs and concerns are addressing

Contractors - Document management, proactive identification and mitigation of issues related to contractual matters, resolve claims and disputes not dealt with by Consultants, and interpret specifications.

Regulatory authorities - Ensure that design and construction fully complies with all regulatory requirements.

Engineering Consultants -Ensure proper fulfillment of contractual obligations to support the department in the development and delivery of capital projects. Review proposals, technical standards, budgets, monitoring activities, etc.

This portfolio includes major and complex projects that are highly visible to public and impact numerous stakeholders and requires good understanding of the various parties, processes, and communications requirements.

### Required Education, Experience and Technical Competencies

Education Level

**Bachelor's Degree (4 year)**

Focus/Major

**Engineering**

2nd Major/Minor if applicable

Designation

If other, specify:

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

The job requires a range of business knowledge and experience for the overall management of the water management group and dealing with external organizations, including other government departments, municipalities, construction contractors, consultants, etc.

Knowledge Required

- Extensive knowledge of the fundamentals of civil engineering, e.g., hydrotechnical engineering, structural engineering, geotechnical engineering, construction techniques and construction materials.
- Clear understanding of department objectives, responsibilities, awareness of public safety, contractual and legal implications, major/complex projects, knowledge of engineering standards and applications, apply and adhere to legislative acts, policies, guidelines, technical manuals etc. Legislation and guidelines may include the following: *Water Act, Financial Administration Act, Public Service Act, Occupational Health and Safety Act, Alberta Environmental Protection and Enhancement Act, Fisheries Act, Canadian Dam Association Guidelines.*
- Understanding of the Civil Works Master Specification format and its application to water management projects.
- Understanding of policies, directives, technical manuals authority matrix etc.
- Understanding of water management industry best practices.

Skills Required

- Excellent human relations skills are needed in dealing with section staff, maintaining relations with others in the department, and other departments, municipalities, and industry organizations.
- Effective communication skills, management skills, and proven skills in problem solving, decision making, and conflict resolution are required.
- Specific and relevant organizational skills, planning of programs, effective decision making, promoting teamwork, and in managing people and resources.

Educational Training

- Minimum Bachelor of Science in Civil Engineering
- Eligible for membership with APEGA

Work Experience Required

- Minimum of ten years related engineering and field experience, including planning, design, construction, and management of water resources infrastructure.
- Project management experience in administering programs, assessing, and managing risk.

**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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization’s objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder</li> </ul>	

		<p>perspectives</p> <ul style="list-style-type: none"> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	
Agility	<input type="radio"/> <input type="radio"/> <input checked="" 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>	
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	