

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

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:

Deliver outcomes that are consistent with direction provided by top leadership. Provides technical support toward asset management of highway maintenance yards (HMY), systems governance, and highway maintenance contract support.

Responsibilities

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

- Develop and maintain a systematic approach to identify the state of the highway maintenance yard (HMY) assets, in accordance with the Transportation Asset Management Plan and TEC Business Plan.
- Support and coordinate the environmental audit program as a means to ensure that salt handling and storage activities are conducted in a diligent manner.
- Utilizes extensive knowledge of property management, leases of highway maintenance yards, and sales agreements to offer comprehensive, site-specific guidance on the associated roles and responsibilities at leased highway maintenance yards.
- Monitor the condition of all facilities and the overall site at HMYs and manage a program to implement maintenance, repairs and improvements as required.

- Maintain databases that track necessary capital improvements, costs, and scheduling for each HMY.
- Collaboration with Regional staff is required.

Problem Solving

Typical problems solved:

- Provide expert technical advice to the Executive Director Technical Standards Branch, the Director of Highway Operations, and Regional staff.
- Develop and maintain consistent HMY asset management and maintenance guidelines.
- Implement HMY maintenance, repairs and improvements as required.
- Perform project management and administration.

Types of guidance available for problem solving:

Some guidelines and standards are available, along with some limited Departmental knowledge. The position is expected to become the departmental subject matter expert and will be required to address unique problems that are specific to the highway maintenance yard portfolio.

Direct or indirect impacts of decisions:

Highway Maintenance Contracts: (positive and negative) impacts to cost, schedule, risk, and future liability.
Potential to influence/impact strategic operational decisions.

Key Relationships

Major stakeholders and purpose of interactions:

- Regional operational staff - technical advice for lease/sales agreement issues.
- Discussion of annual audit results.
- Technical Standards Branch - create asset management approach. Provide contract management support.

Required Education, Experience and Technical Competencies

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

If other, specify:

Business, Science, Environmental, Building Management, or Engineering focused education and experience.

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

Possesses a robust skill set in property and building management, showcasing proficiency in key areas such as asset management, encompassing the ability to effectively oversee and optimize property assets. Additionally, exhibits expertise in environmental management, demonstrating a keen understanding of sustainability practices, regulatory compliance, and environmental impact assessment. These skills are essential for ensuring the successful coordination and execution of property-related responsibilities, contributing to the overall effectiveness of the role.

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 | | |
| Develop Networks | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Works on maintaining close relations with all stakeholders: <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others | Optimal processes and practical specifications and guidelines cannot be developed without consideration of input from all stakeholders and insight from other jurisdictions. Input from regional staff, contractors, suppliers, |

| | | | |
|----------------------------------|--|---|---|
| | | through communication techniques | other jurisdictions must be assessed to create effective specifications. |
| Creative Problem Solving | <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | <p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices | New innovative products, constrained budgets, and increased demand for transportation services requires ongoing development of new solutions. Specifications and guidelines require regular review and revision to adapt to changing conditions, products and technologies. |
| Systems Thinking | <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | <p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences | Development of processes, specifications and guidelines and provision of technical advice on varying issues requires consideration of impact of decisions on the broader system and all stakeholders. |
| Build Collaborative Environments | <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> | <p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment | Development of Property Management standards and provision of technical advice requires consideration of impact of decisions on the broader system and all stakeholders. Support and collaborate with regional staff on maintenance, repairs and improvements at HMYs. |

Benchmarks

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