

## 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:

position requires supervisory skills, a broad background in financial and contract administration, familiarity with highway construction and maintenance procedures and generally acceptable practices, and a complete knowledge and understanding of Departmental policies, practices and operating guidelines as well as applicable sections of provincial and federal Acts and Regulations. The position must be able to recognize and react to growth pressures and local sensitivities within the context of Departmental policy and applicable legislative framework, and may be called upon to represent the Department at various planning, budgeting, development, appeal and review meetings with developers, contractors, local municipalities, planning authorities, provincial agencies, and the general public. The position focuses on budget control and financial accountability, improved planning, operation, management and safety of the provincial highway network, enhancing efficiency and effectiveness through partnerships and facilitation of economic development and growth in the province.

## Responsibilities

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

**1. Collects, verifies, analyses, and submits budget expenditure information on a monthly basis to account for the use of public resources in a timely fashion and to assist Operations Manager with overall program budget control and timing of project releases.**

### Activities:

- Review expenditure information received from Maintenance Contract Inspectors, Field Support Technologists, and others through checks based on experience and by comparison to historical data.
- Checks for appropriate distribution of expenditures by others and charging of expenditures to correct job numbers.
- Updates internal budget tracking systems and monthly budget reports used to evaluate final project expenditures and predicts deviance from initial budget allocations.
- Updates the Department's Program Management Applications (PMA-Maintenance and PMA-Delivery) as required throughout the year meeting the timelines given.
- Assures compliance to Departmental financial forecasting and reporting procedures, investigates discrepancies, and recommends corrective action when required.

**2. Arranges collection, verifies, quantifies, and submits data supporting annual budgeting and programming requirements and forwards project expenditure approval requests in a timely fashion to assist the Department with longer term budgetary and programming plans and to ensure that funding is in place for current projects to be undertaken by Maintenance Contract Inspectors and others.**

### Activities:

- Checks data supporting budgetary and programming requests by comparison with historical, appurtenance and /or surface condition data and testing.
- Checks eligibility criteria for identified maintenance needs/projects and determines appropriate funding sources.
- Completes project expenditure approval requests, attaches supporting data, tracks progress, and advises of funding availability and Programming Branch decisions.
- Ensures that carry-over projects are identified prior to fiscal year end and that appropriate job numbers and funding are available at the start of the new fiscal period.
- Maintains an updated priorities list for seal coat, major maintenance, pavement rehabilitation, and construction programs.
- Assures compliance to Departmental programming and funding request procedures, investigates discrepancies between funding requests and supporting data, and recommends corrective action when required.

**3. Support the Development and Planning Technologist on development control activities to protect the future vitality of the highway network.**

### Activities:

- Conducts site inspections of proposed and in-progress developments.
- Co-ordinates the caring for Alberta's Highway Program.
- Reviews, prepares recommendations, and tracks hay permit applications.
- Inspects and approves event proposals along provincial highways as per the Traffic Control Standards.
- Prepares fatal accident reports and drawings and reviews them for potential highway safety deficiencies and accuracy.
- Responsible for the annual highway clean-up event.

**4. Provides technical support in the area of maintenance contract administration to ensure consistent interpretation and application of maintenance contract specifications, to ensure maintenance contractors are treated fairly, and to ensure they receive timely payment for that to which they are entitled.**

### Activities:

- Assists Maintenance Contract Inspectors and Field Support Technologists with interpretation of maintenance contract specifications
- Provides various technical reports, drawings, plans and information to Maintenance Contract Inspectors, Operations Engineer, and Operations Manager.
- Responds to head office information requests regarding maintenance contract activities such as timeliness of work order completion, plow truck hours of operation and Sand/Salt utilization.
- Creates and runs Impromptu reports on PMA-M (Program Management Application - Maintenance), analyzes the data for errors in payment, trends and areas requiring improvement or special monitoring.
- Provides technical assistance in the use and maintenance of PMA-M software and creates job number, segment, inflation, value adjustments, bid item and supplemental bid item tables for the Operations Manager, Operations Engineer, and Maintenance Contract Inspectors.
- Partners with maintenance contractors to co-ordinate timely flow of work order and crew sheet information and establish mutually agreeable progress estimate payment dates.
- Generates progress estimates using PMA-M and reviews and resolves any apparent anomalies with Maintenance Contract Inspectors prior to finalizing payment. Prepares and applies any value adjustments required to each progress estimate.

**5. Supervises the technical services work unit to co-ordinate technical support services for internal and external clients, to provide support for training and development of skills and to foster an environment based on teamwork.**

**Activities:**

- Prioritizes and assigns work to members of the technical services work unit, monitors progress and ensures continuity of work flow.
- Coaches, communicates and receives feedback and clarifies expectations for the technical services work unit.
- Approves leaves, time exceptions, expense claims, and P-Card transactions of the technical services work unit.
- Identifies and recommends training and arranges appropriate work assignments to enhance the unit's learning and development.
- Completes performance agreements with the technical services work unit and conducts in-year reviews.
- Participates in interviews and selection of new employees.
- Provides orientation to new employees and assists technical services staff with performance goal setting activities.

**6. Provides technical leadership in the area of Information Technology and organizes data management activities to ensure that up-to-date information and information management tools are available to staff in their day-to-day activities.**

**Activities:**

- Supports development and implementation of new software or processes through the participation on the working committees.
- Co-ordinates collection, entry, verification, and submission of traffic signal, railway crossing, and roadside appurtenance inventory data.
- Downloads surface condition data as required to support operations decision making processes.
- Downloads major capital and rehabilitation construction program data on a regular basis and ensures distribution to the Operations Manager, Operations Engineer, Maintenance Contract Inspectors, Field Support Technologists and Development and Planning Technologists to keep them apprised of the latest proposed three, five and ten year highway and bridge construction and rehabilitation programs.
- Identifies software and hardware requirements and areas of deficiency/bottlenecks, and submits IT (Information Technology) requests for improvement/purchases to the IT support group.
- Provides support and assistance to staff encountering problems in the use of either software programs or computer hardware.
- Ensures that the latest Acts, Regulations, Ministerial Orders, construction plans/mosaics, contracts, administration manuals, contract manuals, technical manuals, planning manuals, safety manuals, development control and signing manuals, aerial photographs, video logs, hard copy maps and digital parcel mapping files are available in the office library.

**Problem Solving**

Typical problems solved:

- Makes extensive use of networking, teamwork and partnering as many of the activities in the areas of budget control, financial reporting and program development, roadside management and development control and administration of maintenance contracts rely on an exchange of information with co-workers, peers, staff members from other areas of the Department or from other departments, contractors, developers, municipal officials and the public in general.
- Uses prioritization and multi-tasking to manage the diverse responsibilities of the position, many of which have timelines attached to them. For instance, financial reporting must be complete within five working days of the end of every month, subdivisions must be responded to within the timelines established by the referring agency, and development permits and approvals must meet Departmental standards but are more typically processed to meet the client's more stringent expectations. Similarly, contractor progress estimate payments must be processed on predetermined dates to ensure cash flow and Action Request responses usually have very tight timelines.
  - Provides timely financial forecasting and programming information to Programming Branch, and devises processes to test the accuracy of that information. With an overall District budget of approximately \$20 million, a 1% error in forecasting (\$200,000)

- could make the difference between funding an additional project or tendering or not tendering an additional contract.
- Supports the Development and Planning Technologist on subdivision, planning and development control activities. This may include working with other subdivision, planning and development control agencies to ensure local and provincial consistency in application of legislation.
  - Reviews highways in advance of major construction or operations projects for the opportunity to improve access management. Approaches landowners and discusses options to gain consent for improvements deemed necessary.
  - Identifies instances of non-compliance and determines what action to take with the individual or developer responsible for non-compliant development. Alternatives include corrective action, education or enforcement action to the degree permitted by legislation and acceptable under Departmental policy.
  - Meets with members of local government(s), industry, other department agencies and the general public to discuss operational issues, to explain and educate regarding the Department's philosophy and approach, to diffuse potentially contentious issues, and to promote co-operation.
  - Acts as a resource and provides assistance to internal and external clients on technical issues in a manner that can be understood by all parties. Understands the programs delivered by the Department and communicates how they are delivered to stakeholders in the contracting, consulting and property development industries, other government departments, municipal agencies and the general public.
  - Designated as a level VI (6) Expenditure Officer under the Financial Administration Act, with payment signing authority on the complete range of District job numbers. Issued a government procurement card under the Direct Purchase Regulation.
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Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

## Key Relationships

Major stakeholders and purpose of interactions:

Position communicates with the following personnel:

- Field Support Technologists on a daily basis to discuss and assign job duties and tasks
- Finance Administrator as required for completion of specific tasks.
- Local Maintenance Contract Inspectors as required for completion of specific tasks.
- Local Maintenance Contractor staff as required for checking of contract related work.
- Operations Engineer / Manager on a frequent basis for District / Department updates.
- Other Department staff on an infrequent basis as required.

## Required Education, Experience and Technical Competencies

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

If other, specify:

**Two-year technical diploma in a related field plus six years related experience; or equivalent as described**

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

**Two-year technical diploma in a related field plus six years related experience; or equivalent as described below.**

Directly related education or experience considered on the basis of: 1 year of education for 1 year of experience; or 1 year of experience for 1 year of education

### Knowledge

- Basic understanding of the Public Highways Development Act, Highway Development Control Regulation, Subdivision and Development Regulation and Alberta Land Use Policies. Understands the intent and application of the legislation, the context in which it is to be applied, and the flexibility provided to work out solutions without compromising intent.
- Extensive/working knowledge of applicable sections of the Highway Traffic Act, Government Organization Act, Restricted Development Area Regulation, Municipal Government Act, Pipeline Act, Pipeline Regulation, Water, Gas and Electric Companies Act, Telecommunications Act (Federal and Provincial) and Exploration Regulation. Understands fully the responsibilities and

obligations given to the Department by these sections, and ensures that the Department fulfils its role and protects its interests to the extent permissible by the legislation.

- Functional knowledge of applicable sections of the City Transportation Regulation, Off-Highway Vehicle Act, Off-Highway Vehicle Regulation, National Energy Board Act, Alberta Energy and Utilities Board Act, Natural Resources Conservation Board Act, Environmental Protection and Enhancement Act, Water Act, Rural Utilities Act, Hydro and Electric Energy Act, Occupational Health and Safety Act, General Safety Regulation, First Aid Regulation, Chemical Hazard Regulation, Financial Administration Act, Direct Purchase Regulation, Freedom of Information and Protection of Privacy Act, Commissioners for Oaths Act and Alberta Evidence Act. Understands the application of this legislation to the Department's day-to-day operations, fulfils various functions under applicable sections and structures activities to ensure compliance.
- Broad range of practical knowledge and experience (minimum 5 to 7 years) in business planning, financial control, land use and subdivision planning, utility installation and roadside development construction industry best practices, contract administration, highway construction and maintenance practices and procedures, and information technology data management. Technical diploma in Civil Engineering (or equivalent) is required.
- Extensive/thorough knowledge of content, application and technical principles of various financial administration, development control, contract administration, highway construction, highway maintenance, safety and information technology manuals, policy documents and current user guides (IMAGIS, PMA-M, PMA-D, Development and Planning Technologist's Manual, Alberta Transportation Utility Guidance Manual, Alberta Highway Signing, Urban Guide and Information Sign Manual, Manual of Uniform Traffic Control Devices for Canada, Traffic Control Standards, Traffic Accommodation in Work Zones, Highway Geometric Design Guide, Contract Administration Manual Highway and Bridge Maintenance, Highway Maintenance Specifications, Highway Maintenance Guidelines and Level of Service Manual, Alberta Highway Pavement Marking Guide, Maintenance Management System Manual, Standard Specifications for Highway Construction, Geometric Design Guide for Canadian Roads (Part 1 and 2), Engineering Consultant Guidelines for Highway and Bridge Projects (Vol. I and II), Pavement Design Manual).
- Maintains a network of professional and business relationships. When solutions to requests for technical assistance from internal and external clients are not to be found in personal experience, manuals, policy documents or user guides, knows where to look and who to contact for the answers.
- Requires a valid Alberta Operator's Licence.

### Skills and Abilities

- Ability to demonstrate an understanding of the departmental overall direction and philosophies when making decisions, issuing permits and approvals, negotiating with planners and developers, and supervising and planning technical services work unit assignments. Consideration is given to precedence setting and the spirit and intent of applicable legislation. Decisions are not made in isolation and strive for equity, consistency and defensibility.
- Ability to project a knowledgeable, trustworthy and professional image that is seen to be fair, tactful and respectful in presenting and defending the Department's philosophies, policies and concerns in an uncompromising manner. Requires excellent written, verbal and interpersonal communication skills, and the ability to explain technical concepts or details in precise, simple terms that can be understood by non-technical clients.
- Maintains an awareness of local sensitivities and political issues, and applies this awareness when preparing suggested responses to Action Requests. Displays a good understanding of government process and is astute regarding protocol in various political environments.
- Ability to recognize local socio-economic trends and predict development pressure points with sufficient lead-time for the Department to be proactive rather than reactive in terms of mitigative measures.
- Tact, fairness and firmness to communication (orally and in writing) efficiently and effectively with the public.
- Ability to comprehend, analyze, and interpret technical engineering drawings, reports and circumstances and make decisions or recommend solutions under pressure. Uses resourcefulness and sound professional judgement in making decisions.
- Ability to be self-directed, with good organizational and time management skills. Must be able to multi-task, set priorities, and plan and co-ordinate resources to meet timelines.
- Ability to supervise and lead the technical services work unit, and contribute to the overall performance of the team.
- Possesses strong computer skills and a good working knowledge of the Department's information technology system(s). Must be able to communicate problems and suggest enhancements to the IT support group.

### 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain	

		<p>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>	
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"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<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>	
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	