

Ministry

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

Position ID

Position Name (30 characters)

Current Class

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:

Water Infrastructure Operations Branch is responsible for a significant amount of land which is connected or adjacent to water management infrastructure. Administration of this land base in the best interest of the province requires a specialized Land Management Technologist who understands the administrative role within the context of Infrastructure Operations, Maintenance, Surveillance, Public Safety and Emergency Response.

The role is accountable for land use decisions based on existing guidelines, contributions to the overall management plan policy, receiving and processing applications, contributing to other agency referrals and coordinating responses to public inquiries.

This position reports to the Land Management Coordinator and has a Technologies 4 colleague peer.

**Responsibilities**

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

- 1) Administration of land use applications or referrals from various agencies.
  - Search land registry systems to obtain registered plans and other interests.
  - Interpret land title and other documented information to identify potential land use conflicts.
  - Inform applicants and referral agencies of Departmental policy and WIOB Land Use Guidelines.

- Coordinate internal staff to provide input or insight to applications.
- Make recommendations on the next steps for the approval or referral.

## 2) Administration of Land Use Agreements.

- Be the point of contact for administration of grazing, haying or other land use agreements between the branch and other private interests.
- Prepare appropriate Land Use Agreements for further processing.
- Prepare and communicate appropriate responses or recommendations.

## 3) Contribute to or prepare Land Use requests to other agencies.

- Search and prepare forms and applications for land use activities which the branch has interest in. This may include purchase, sale or occupation of land.
- Collect and organize supporting information when interacting with Public Lands, Parks, Forestry, Environment, Municipal Governments or other agencies.

## 4) Assist with identifying and addressing unauthorized activity within or near Provincially-owned land

- Identify areas of encroachment.
- Document the extent of encroachment.
- Identify through research, technical or enquiry the parties responsible for unauthorized activity or encroachment.
- Communicate or seek resolution with the responsible parties.
- Engage with Compliance or Enforcement groups when necessary.

## 5) Conduct field inspections related to environmental or land use concerns.

- Coordinate or lead inspections and assessments for land and environmental protection.
- Assist in inspections for reservoir shoreline erosion.
- Document inspection results, make recommendations and follow through with program evaluation.

## 6) Contribute to maintaining and improving an effective Land Management Program.

- Utilize specialty software like ESRI ArcGIS to analyze and present data for informed decision making.
- Access tools and resources from the GOA Alberta Geo-spatial Unit (AGSP).
- Contribute to efforts for data reconciliation of Land Use related records, drawings, maps and plans across multiple data sources.
- Interact with Public Lands staff on a continuous basis to align goals and maintain a close and beneficial working relationship.

### **Problem Solving**

Typical problems solved:

Competing land use objectives among various groups influence how the land base around water infrastructure is administered. Using available tools, knowledge, guidance from others combined with the defined methods and gained experience in the position, this role makes decisions or recommendations on agreements, guidelines or policy.

Based on the needs of the department, this role provides insight to agreements between others which can have influence on how the department will approach land use problems or partnerships.

Types of guidance available for problem solving:

Best practices and guidance has been developed for many broad and related activities. For those which have not been previously determined, general guidance of will form the basis of approval or recommendation for modifying an application. This guidance is internal and supported through the Land Management Team and is accountable to the Operations Support Sr Manager and the Southern Operations Director.

Direct or indirect impacts of decisions:

Application recommendations or decisions can commit the Department to legal conduct or agreements.

**Key Relationships**

Major stakeholders and purpose of interactions:

**Operations & Infrastructure Managers:**

- Consultation on various Land Use requests for information
- Provide current or historical information related to current or planned projects

**Branch Staff:**

- Consultation on various issues.
- Lead discussion on administration of agreements.

**Other Alberta Government departments:**

- provide information.
- produce agreements.
- communicate decisions, input or recommendations.

**Private Interest Parties**

- Update or renew agreements (grazing, haying, occupancy, use).
- Complete invoicing, receive payment.
- Process applications from utility providers, private companies, oil and gas companies and others.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

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

GIS experience, Technical Writing skills, Environmental or Land services

**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 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>	

