

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:

permits for private developments occurring near provincial highways. Manages long range functional planning assignments along provincial highways, to assist with future planning and corridor protection. The position also provides support to the regional municipalities for the delivery or any municipal infrastructure funding programs available through Alberta Transportation.

To achieve these, the position allocates resources, and plans and schedules activities to ensure program delivery within allotted budgets and timeframes.

Responsibilities

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

- Identifying improvements to the provincial highway network to ensure the safe movement of people and goods. This is achieved by engineering analysis, monitoring collision statistics, roadway condition data and public concerns to enable timely programming and appropriate priority setting for upgrading or rehabilitation of regional infrastructure.
- Accountable for the delivery of preliminary engineering assignments and planning studies through consultants. This is achieved by engaging best-value consultants and managing them in an effective manner. Planning strategies are communicated to other department staff to ensure consistency throughout the development control, access management, property disposition/acquisition, construction and maintenance processes.
- Accountable for the delivery of municipal funding assistance programs including:

- Strategic Transportation Infrastructure Program (STIP)
- Alberta Municipal Water/Wastewater Program (AMWWP)
- Water For Life (W4L)
- Federal Gas Tax Fund (FGTF)

Accomplished by timely application review to allocate of funds and assisting municipalities with program guidelines, technical decisions and other information which enables them to engage best-value consultants and contractors. Payments to municipalities are validated and processed in a timely manner to ensure stakeholders' satisfaction.

Manages the Development Planning Technologists' review and approval of development permits within the region.

Assignment of personnel and projects to ensure knowledge transfer and skills development across the engineering and technical resources in the regions to support knowledgeable owner status and longer term succession planning.

- Financial management and control of grant or other funding sources through agreements or contracts with municipalities and consultants.
- Municipalities, consultants, stakeholders and the public use this position as their "one-window" departmental contact for information and problem resolution related to municipal programs and any other transportation-related planning, programming, or safety issues.
- Contribution to the management of the Region.

Knowledge Required:

- Objectives for program development and the role of the department, municipalities and stakeholders
- Eligibility criteria for municipal grant programs (STIP, AMWWP, W4L, FGTF, etc.)
- High level of Organizational Awareness (key personnel, business functions, procedures and specifications)
- Political issues, governmental mechanisms, processes and levels of authority
- Legislation, policies, guidelines, standards and technical manuals
- Scientific/engineering principles
- Department' design manual and grant program guidelines, as well as roadway classification system, contract administration manual, consultant selection and evaluation criteria, and human resources hiring practices

Skills Required:

- Sound engineering background in transportation construction and planning
- Value engineering skills for complex or multiphase projects
- Excellent interpersonal skills
- Excellent written and verbal communication
- Team player
- Tact and impartiality in negotiations
- Public consultation
- Planning, scoping and organizing of projects
- Financial management and administration
- Partnering and consensus building

- Problem solving and mediation to address complex issues
- Mature judgement and independent decision making when appropriate.
- Meeting protocol
- Personnel management and administration
- Leadership
- Strategic thinking
- Time management

Education / Work Experience Required:

- Eligibility for membership in APEGGA (P.Eng. or P.L. (Eng.))
- B.Sc. in Civil Engineering with 8 or more years of directly related experience **or** a diploma in Civil Engineering Technology with 10 or more years of directly related experience
- Experience in diverse areas with a broad knowledge of transportation planning or programming, and experience in highway design, construction, maintenance or contract administration
- Sound knowledge of roadway planning or programming, and related experience in highway design, construction, maintenance or contract administration
- Extensive supervisory skills in a technical environment
- Managing employees, administering programs, dealing with municipal councils, consultants, elected officials and the public including special interest groups.
- Valid Class 5 driver' license
- The regional construction and rehabilitation program is multi-faceted, and the Infrastructure Manager is responsible for the development, prioritization and coordination of the programs to be provided to regional working groups. This involves determining the priorities of each maintenance district, as well as the construction and bridge groups and, after extensive consultation, arriving at a list of regional priorities for comparison with the ranked list of projects developed by the province-wide ranking system. Once projects are identified and programmed, there is an ongoing responsibility to resolve and/or re-evaluate planning preliminary engineering issues that resurface and could otherwise delay the delivery process.
- Take the lead role and responsibility in coordinating regional programming/priority setting as input to the overall provincial highway program.
- Issues management is an important element of this position. With a diverse range of responsibilities, the Infrastructure Manager must be able to understand the issues and implications of any decision. Consistency is critical to maintaining credibility and ensuring fairness throughout both the region and the province.
- Coordinates and organizes the effective and economic delivery of the Region' programs which affects the entire department and outside clients with some impact on other departments.

Problem Solving

Typical problems solved:

- Infrastructure Manager must consider and evaluate priorities from a variety of individuals and data sources. Once the direction and program is established there is an ongoing responsibility to revisit decisions and make modifications to address issues that might delay or compromise delivery.
- Negotiations with municipal governments or industry on such issues as cost-share arrangements, annexations, or special projects in order to be consistent, yet flexible enough to accommodate the circumstances while adhering to established policies and government regulations.
- Resolving conflicts between program “uidelines”and “ntent” Situations such as whether to allow a municipality to use its own equipment on a streets improvement project presents a dilemma between assisting a municipality and furthering the objective of the provincial government to allow private sector competition for public works.
- Working as the project sponsor with consultants and other department staff to resolve complex functional planning problems. Major projects often require complex solutions because they involve balancing the fiscal restraints and needs of the department with the interests of the MLA(s), landowners, motorists, municipal officials and administrators, and local ratepayers. At the same time, there are constraints imposed by economics, engineering standards, safety requirements, construction practicability, permitting requirements, and possible implementation commitments.
- Ongoing development of processes and practices to improve delivery of services provided to other functional areas, stakeholders and municipal clients.

Types of guidance available for problem solving:

Assistance is sought when a precedent might be set i.e. assistance from the Regional Director through to Divisional Executive after checking with managers in the Twin Atria as well as other Infrastructure Managers in other regions. Consultation and verification of information with other Regional Managers is a normal way of doing business (open communication).

Direct or indirect impacts of decisions:

- Responsible for the direction and achievement of varied regional activities ranging from programming to planning studies, and preliminary engineering assignment; from the delivery of the urban and rural grant programs to the day-to-day management of issues arising from municipal administrators or councillors, special interest groups, consultants, and other stakeholders or the public.
- Requires a high level of coordination with other regional managers and their work groups to align with their construction, rehabilitation and maintenance priorities. From a programming perspective, both capital and operating, an in-depth understanding of the activities of the entire region is required, as well as knowledge of the data and expertise available from central office staff.
- Manages and utilizes infrastructure staff in the region by assigning resources to meet seasonal variation in work load i.e. fiscal year end for grants programs; project identification and prioritization during the spring/summer to meet varying programming demands throughout the year; continuous emphasis on planning studies and preliminary engineering assignments to meet ongoing action plan requirements and operational deficiencies; effective utilization of administrative support staff in the grant delivery process to offset the constant demand for advise on engineering and eligibility requirements, problem solving/issues resolution, and payment approvals at the technical level.

Key Relationships

Major stakeholders and purpose of interactions:

Internal Management and staff - Daily and weekly - Keep Regional Director, Managers and staff informed of work activities, discuss issues, etc.
 Regional Managers group - Monthly - Address broader issues that interact with the Region internally and externally.
 Interdepartmental: Technical Standards Branch, Program Management Branch, Professional Services - 3 to 4 times per month - Coordinate work activities, administer budgets, decision making, and discuss issues.
 External Elected and administrative officials from counties, municipal districts, towns, villages, summer villages and cities within the Region - 2 to 3 times per week - Achieve mutual benefit from department programs by providing program details on eligibility and reporting requirements, and obtaining progress reports and financial updates.
 Engineering Consultants - 3 to 4 times a week - Guide them to achieve completion of various preliminary engineering assignments (geometric assessments, safety assessments, etc.), feasibility studies (for programs such as AMWWP) and planning studies. Stay involved in design and tender review with construction and programming staff, and report on progress of various projects from a planning / preliminary engineering perspective.
 Public or elected officials - 5 to 10 times per week – telephone inquiries 4 times per year – open houses/meetings - To deal with programming, planning or pre-construction issues or land use concerns, and elaborate on department policies and procedures.
 Print, television and radio media - 1 time per month - To clarify department's position on various infrastructure issues, proposed costs and timing of projects.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Engineering	Other	

If other, specify:

Land Use Planning

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

Land use planning, highway planning, design, construction and maintenance, public consultation.

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		
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks:	

		<ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	
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"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	
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 	
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while 	

Benchmarks

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

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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