

Update

Ministry

Transportation and Economic Corridors

Describe: Basic Job Details

Position

Position ID

50009748

Position Name (30 characters)

Operations Engineer

Current Class

Engineering & Related Level 2

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

C&M/Peace Region/Grande Prairie District

☐ 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:

None - updating for recruitment purposes

Responsibilities Removed:

None - updating for recruitment purposes

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Operations Manager, this position provides advanced technical support for delivery of departmental programs, with key responsibilities in the areas of budget control, financial reporting and program development, administration of maintenance contracts, implementation and upkeep of information technologies, and assistance to field staff. The Operations Engineer position is responsible for assisting with the day-to-day administration and delivery of

the highway maintenance program, roadside development control functions and providing technical support for the preparation and administration of small contracts/service agreements for projects such as highway lighting, traffic signals, etc. Working within the district, the Operations Engineer assists the Operations Manager by providing the leadership, technical support and expertise required to ensure that the highway maintenance program and other small projects are delivered within the expected scope, cost, time, and quality, and within a safe work environment. The position also provides recommendations and solutions for issues regarding conflict resolution, problem solving and decision-making.

This position must be able to recognize and react to growth pressures and may be required to assist in the various components of work and programs in the construction, bridges, and infrastructure management business areas via special projects assignments.

Responsibilities

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

Responsibility

Assist the Operations Manager in administering the Highway Maintenance Contracts. Ensure levels of service requirements are being met and the work is being completed within Alberta Transportation and Economic Corridors' standards and budgets.

Activities

- Assist the Operations Manager to ensure that road maintenance contractors perform in accordance with the terms of the Highway Maintenance Contract.
- Contribute to development and revision of maintenance specifications, budgets and forecasting.
- Provide assistance in matters involving dispute resolution, problem solving, decision making, field design changes, traffic accommodation, etc.
- Monitor performance of the transportation system.

Responsibility

Collect, verify, analyze, and submit budget expenditure information on a monthly basis to account for the use of public resources in a timely fashion and to assist Programming Branch with overall program budget control and timing of project releases. Submit data supporting annual budgeting and programming requirements and forward project expenditure approval requests in a timely manner to assist Programming Branch with long term budgetary and programming plans. Ensure funding is in place for current projects to be undertaken by Maintenance Contract Inspectors and others.

Activities

- Check reasonableness of expenditure information received from Maintenance Contract Inspectors, Field Support Technologists, and others through a reality check based on experience and by comparison to historical data.
- Check for appropriate distribution of expenditures by others and charging of expenditures to correct job numbers.
- Update internal budget tracking systems and monthly budget reports used to evaluate final project expenditures and predict deviance from initial budget allocations.
- Update the Department's PMA (Maintenance) within five working days of the end of each month.
- Assure compliance to departmental financial forecasting and reporting procedures, investigate discrepancies, and initiate corrective action when required.
- Check eligibility criteria for identified maintenance needs/projects and determine appropriate funding sources.
- Complete project expenditure approval requests, attach supporting data, track progress, and advise of funding availability and Programming Branch decisions.
- Ensure 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.
- Maintain an updated priority list for seal coat, major maintenance, and pavement rehabilitation and construction programs.

Responsibility

Provide engineering support to Operations Manager for roadside development. Ensure land development controls along the highways within the service area maintain the integrity of the provincial highway system by providing Development Control staff with engineering opinion specific to "road operations and maintenance".

Activities

- Review technical issues related to proposals for subdivisions impacting the highway.
- Provide liaison for improvements to highways as a result of developments.
- Assist in providing engineering opinion on development and signing which are in contravention of established guidelines.
- Assist in providing engineering opinion for the development of agreements for major private subdivision development.
- Assist in providing engineering opinion on permits issued for commercial highway development, i.e. pipeline well sites, power and telephone lines.
- Assist in providing engineering opinion on the review and co-ordination of development of access to properties
- Monitor all developments in proximity to the highway to ensure conformity with department guidelines and provincial acts.

Responsibility

Provide technical support to the Operations Manager for roadway operations, new projects, and programming. Provide input and evaluate roadway operations, new projects, and programs to ensure the highway network is meeting the department's expectations for level of service.

Activities

- Review designs from a highway operations and traffic engineering perspective. Assist with the assessment of location route surveys, consultant engineering projects and engineering proposals for future operational feasibility and the probability of associated problems.
- Suggest improvements in design, signals, lighting, signing, pavement markings, geotechnical and slope stability problem areas to the Operations Manager.
- Prepare estimates and compile quantities for contracting purposes.
- Review field designs to ensure conformity with current standards.
- Assist the Operations Manager in formulating input for all transportation program development.
- Participate in cross-functional departmental teams to develop maintenance standards/contracts specifications to ensure that standards/specifications are practical and achievable through accepted maintenance.

Responsibility

Assist the Operations Manager in dealing with the public and municipal authorities. Ensure the public and municipal authorities are dealt with in an effective and amicable manner.

Activities

- On behalf of the Operations Manager, liaise and respond to other agencies, deal effectively and amicably with public concerns, and attend meetings with various local authorities, municipalities and interested groups as department representative.
- On behalf of the Operations Manager and upon the request of counties, municipal districts and other municipal jurisdictions, provide engineering advice for the maintenance of roads, streets, and other public works. Inspect work carried out on road construction grant programs by municipal districts and counties to ensure proper standards and value for funds allocated.

Responsibility:

When requested to do so, and under the direction of the Operations Manager, respond promptly to Action Requests and draft suggested responses, to ensure that citizens and businesses of Alberta receive honest, timely responses to their questions and concerns.

Activities

- Identify the real issue or key question being asked and ensure that the response fully addresses that issue/question.
- Research and investigate background information using historical files, previous responses, co-workers, other branches of the Department, other departments and local municipal staff as resources.
- Anticipate and document likely follow-up questions and identify any local sensitivity surrounding the issues/questions.
- Prepare responses following guidelines established by the Minister's office.

Problem Solving

Typical problems solved:

- Prioritize work activities and allocate resources for the priority works to meet budget allocation as developed by the Department annually.
- Mediate and negotiate for dispute resolutions with highway maintenance contractors, the general public, municipal officials and other government officials.

Types of guidance available for problem solving:

- With reference to highway maintenance contract specifications, Department level of service and best practice documents and general guidance from the Operations Manager, the Operations Engineer is expected to assess and resolve problems in the field as they come up.
- Due to the high traffic volume and political sensitivity attributed to these major highways, exceptional communications and interpersonal skills will be required.

Direct or indirect impacts of decisions:

Decisions made by the Operations Engineer will impact the final outcome of the annual provincial highway maintenance program and subsequent satisfaction of the motorists, residents and municipalities in the service area.

Key Relationships

Major stakeholders and purpose of interactions:

- Day-to-day administration and delivery of the highway maintenance program, roadway development control program and contractor performance management program of primary highways within the Peace River District of the Peace Region.
- Requires strong liaison and communication role.
 - Stakeholders include: Counties, municipal districts, towns, contractors, consultants, general public private agencies and other governmental departments.
 - Collaboration with staff and conversing with various internal and external stakeholders. Work in partnership with highway maintenance contractors and the consulting industry.

Required Education, Experience and Technical Competencies

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

If other, specify:

Eligibility for membership in APEGA.

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

- Due to the high traffic volumes on certain roadways and the political sensitivity attributed to this position, the position demands exceptional communication and interpersonal skills.
- Creative and innovative solutions to implement initiatives and solve complex maintenance problems.
- Class 5 Driver's License.
- Effective written and verbal communication and public relations skills. Ability to prepare recommendations and present information to departmental managers in verbal or written format in a clear and concise manner for decision making purposes.
- Extensive knowledge of highway maintenance, operations and construction procedures.
- A solid working knowledge/expertise in engineering and roadway operations engineering.
- Well developed decision making skills to order, accept, reject and audit maintenance activities. Must be able to provide recommendations/solutions and mediate for issues regarding conflict resolution and problem solving.

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"/>	<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 	
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	
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"> • 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 	
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"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input 	

		into change initiatives • Maintains stakeholder relationships	
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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.