

New

Ministry

Jobs, Economy, Trade and Immigration

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Excavation & Trenching Safety

Requested Class

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

☐ 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:

The Excavation and Trenching Safety Specialist is a provincial specialist who provides subject matter expertise in support of projects, issues, publications, client responses, and front-line compliance and enforcement activities related to the Occupational Health and Safety (OHS) Act, Regulation and Code. The incumbent will:

Provide excavation and trenching expertise in reviewing and interpreting the OHS Act, Regulation and Code. Assist in anticipating, identifying, and assessing excavation and trenching hazards and recommend control measures in all types of provincially regulated workplaces.

Support OHS investigations in responding to reportable incidents by providing subject matter expertise including providing interpretations and opinions, preparing subject matter expert reports and appearing if required in legal proceedings as an expert witness.

Support OHS inspections by providing subject matter expertise, including offering OHS legislation interpretations, opinions, and guidance on compliance and industry best practices.

Provide advice and technical analysis of issues to the Ministry and stakeholders in industry, labour, government, and other agencies regarding a variety of excavation and trenching hazards.

As a subject matter expert, the incumbent is required to use their specialized knowledge to support the development of legislative provisions related to excavation and trenching .

This position is both critical to delivery of front-line services (enforcement of the OHS legislation, investigation of incidents) as well as government operations and priorities.

This position reports to the Safety Team Lead and is a technical member of the team supporting and collaborating with other team members as well as staff within the OHS Program Delivery branch.

Responsibilities

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

Support OHS Delivery officers and investigators in work related to excavations and trenching.

- Support inspections/investigations when requested by officers to provide advice and perspective on excavations and trenching related hazards and incidents.
- Provide expert opinions and support for investigations and attend court proceedings as an expert witness.
- Review reports and findings from field inspections and investigations. Advise on options, risks and next steps.
- Conduct proactive projects to address identified and emerging trends.

Participate in the regular review and revision of the OHS legislation and policies relating to excavations and trenching in accordance with the department regulatory review plan.

- Support regulatory review working groups.
- Review current literature to stay up-to-date on current developments, advances, issues and practices.
- Draft recommendations for changes in legislation and assist with legal drafting of changes.

Develop publications and discuss policy interpretations related to excavations and trenching.

- Draft explanations of the Occupational Health and Safety Code.
- Review or develop publication bulletins.
- Provide policy interpretations to stakeholders internally or externally.

Statutory Director

- As a Statutory Director, accept or reject proposals as meeting the intent of the legislation
- Review, evaluate and process applications for acceptances (variance) and approvals as mandated by OHS legislation
- Consideration of industry best practices and practices followed in other jurisdictions
- Approve technical standards recognized in other Canadian jurisdictions

Problem Solving

Typical problems solved:

- Determine if the employers have reviewed their work process for hazards and have eliminated or controlled the identified hazards.
- Attend accident scenes with investigators and review site related to potential causes of failure.
- Support inspections of work sites to determine the existence of health and safety hazards and to determine if these are being controlled.
- Review documentation related to complaints and investigations.
- Observe and document the identified health and safety hazards. Discuss with the employer the hierarchy of controls that may be applicable for the hazards presented at the worksite in order to meet minimum legislated standards.
- Obtain input from workers and employer representatives about the general health and safety status in the work environment.
- Issue client contact reports, outlining observations, & conclusions, detailing areas where minimum standards have not been met.

- Monitor and follow-up agreements to achieve compliance with Regulation and Code.
- Issue orders (compliance, stop work orders).

Types of guidance available for problem solving:

Requires excellent analytical, problem solving and decision-making abilities to identify hazards or potential hazards, to determine compliance to legislation and to find feasible solutions. The incumbent will approach the Director, Team lead and/or one of the experienced members to seek guidance and input.

Direct or indirect impacts of decisions:

The decisions of the incumbent will have a direct impact on employers, contractors, owners and suppliers who are unwilling to meet the legislative standards or are in direct contravention of those standards.

Will entail exposure to serious incident including; trench and excavation events, injured and fatally injured workers, and family members of deceased workers.

Key Relationships

Major stakeholders and purpose of interactions:

Internal and external stakeholders. OHS officers, investigators, policy staff, crown prosecutors, employers, and workers.

Required Education, Experience and Technical Competencies

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

If other, specify:

Preference for Professional Geologist with ability to register with APEGA, or Soil and Geotechnical Tech.

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

- Bachelor of Science degree in earth and atmospheric sciences, geology, engineering, geo-science, soil technician or technologist diploma plus experience or an equivalent combination of education and experience.
- 5+ years experience classifying soils, designing or overseeing trench and excavation work, determining slope, designing/constructing shoring or other trench safety devices and knowledge of soil mechanics and geo-technical analysis for trench stability.
- Knowledgeable in occupational health and safety.
- Strong problem-solving and interpersonal skills.
- Ability to use common office software to perform research, gather and analyze data, prepare reports, policy and program materials, education materials and correspondence.
- Demonstrated good work ethic with a willingness/ability to learn and be mentored on the job to update skills as required.
- Knowledge and ability to coordinate input and expertise from other divisions, departments, professionals as well as stakeholders on occupational health and safety issues, standards and policies.
- Knowledge and ability in planning and organizing to develop, coordinate and make recommendations in response to issues and questions.

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	○ ○ ● ○ ○	<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 addressing risks 	<p>Analytical, logic and problem-solving skills to design and execute valid research into policy and program content and develop policy and program content; and conduct sensitive assessments in the field and ensure their validity.</p> <p>Identifies opportunities for improvements and works with Ministry staff on their implementation.</p> <p>Time management skills, to balance competing demands at the OHS Delivery branch.</p>
Build Collaborative Environments	○ ○ ● ○ ○	<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 	<p>Remains apprised of trends, developments and advances in powered mobile and heavy equipment and related subjects, and consults with professionals inside the ministry and externally to remain current.</p> <p>Oral and written communication skills, listening and documentation skills, to obtain and communicate information and expert interpretations of policies and programs.</p> <p>Ability to conduct sensitive interviews; evaluate and report on assessment approaches/findings and next steps options to Managers and Directors.</p>

Systems Thinking	○ ○ ● ○ ○	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>Understanding of organizational theory related to relationship dynamics in the workplace in order to anticipate and respond to developments and issues sensitively and effectively.</p> <p>Knowledge of due process, confidentiality/privacy issues, and trends/developments in other areas to be able to evaluate and respond to emerging issues.</p> <p>Knowledge of, and a demonstrated ability to interpret and apply related legislation (occupational health and safety, Human Rights, FOIP), related policies and programs, and policy and program evaluation techniques, in order to research, develop and recommend policy and program options, and evaluate and report on policy and program effectiveness.</p>
Develop Self and Others	○ ○ ● ○ ○	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	<p>Committed to the career development, values, diversity and inclusion and lifelong learning with a desire to invest in the self development of the long term capability to meet changing industry demands.</p>

Benchmarks

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