

## New

Ministry

Forestry and Parks

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Capital Systems Planner

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

Parks Division, SPCD/CIDI

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Capital Sys Planning

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

**Capital Systems Planning (CSP):**  
 Specialized technical staff with an engineering background analyze capital asset systems and specialized facilities. They assess infrastructure and utilize staff and stakeholder input to recommend refurbishment or replacement, and coordinate with site-level planning by the Capital Infrastructure Planning (CIP) team.

Reporting to the Capital Systems Planning (CSP) Manager, this role oversees the assessment, planning, and development of capital asset systems across Crown Lands. Responsibilities span asset systems related to specialized facilities, roads, utilities, and other outdoor recreation infrastructure province-wide.

#### Responsibilities

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

**1. Develop Capital Asset Project Plans**

Key Outcome: Produce comprehensive project plans to guide the replacement, refurbishment, or retirement of capital assets.

Key Activities:

- Collaborate with stakeholders to investigate project needs, gather input, determine priorities and

define project objectives.

- Review existing infrastructure assessments to identify refurbishment or replacement needs.
- Conduct infrastructure planning studies, feasibility assessments, and preliminary engineering evaluations, managing professional service agreements within allocated budgets and time lines.
- Liaise with stakeholders to review progress, address key issues, and resolve conflicts as necessary.
- Develop detailed project plans encompassing technical scope, schedule, budget, and resource requirements.
- Ensure consistent planning of capital asset development across various Crown land sites in accordance with legislation, policy, and organizational goals.
- Support Project Management & Delivery team during the design and implementation of the project plan to ensure intent and provincial consistency.

## **2.Support Provincial Capital Asset System Plans**

Key Outcome: Assist in the development of province-wide capital asset system plans led by CSP Manager.

Key Activities:

- Contribute expertise to assess and evaluate the condition and performance of capital asset systems throughout the province.
- Collaborate with stakeholders to identify common issues, constraints, and opportunities as they relate to capital asset systems.
- Ensure alignment of capital asset system plans with program objectives and regulatory standards.
- Foster collaboration with regional stakeholders, maintenance teams, and other CIDI capital teams to facilitate a unified planning approach.
- Perform field inspections to direct consultants and liaise with regional stakeholders to facilitate access for assessments.

## **3. Support Provincial Capital Asset System Projects**

Key Outcome: Define the scope of work for capital asset system projects and collaborate with Project Managers (PMs) to ensure proper sequencing of development with broader capital projects.

Key Activities:

- Based on capital asset system plans, assess and prioritize assets for future refurbishment or replacement, considering operating, maintenance, and improvement plans, to minimize risk and optimize performance and life cycle costs.
- Liaise Project Managers to ensure seamless integration of capital asset system projects into broader capital project implementation
- Develop comprehensive project charters and draft scope of work for Request for Proposals (RFP) for capital asset system projects.
- Provide on-site direction and supervision of consultants and contractors engaged in capital asset system project planning support functions.
- Coordinate with stakeholders to gather input and feedback on project requirements and priorities.

## **4. Technical Planning to Support Capital Infrastructure Planners**

Key Outcome: Execute technical planning tasks to support Capital Infrastructure Planners (CIPs) and ensure alignment with broader capital planning initiatives.

Key Activities:

- Analyze available information to provide technical guidance on capital asset systems to maintain alignment with provincial goals and regulations.

- Collaborate with CIDI teams and regional staff to identify and address capital asset system needs as they relate to other development or capital planning projects.
- Develop precise technical specifications and requirements to procure engineering services to conduct assessments, investigations, and studies essential for informed decision-making in capital infrastructure planning.
- Coordinate technical planning efforts to support the work of Capital Infrastructure Planners (CIPs), ensuring comprehensive analysis of infrastructure components and systems.
- Assess and analyze engineering reports and recommendations to guide decision-making, offering insights and recommendations regarding proposed solutions and their associated costs and complexities.

## 5. Project Management

**Key Outcome:** Manage professional services contracts within budgets, policies and procedures to ensure capital planning projects are designed and delivered efficiently and effectively.

**Key Activities:**

- Provide oversight in contract and project management for assigned projects, following CIDI processes for assessments, feasibility studies, concept designs, and construction monitoring.
- Define project scopes, schedules, and budgets to create Project Charters and Request for Proposals (RFPs) for assigned capital projects. Evaluate proposals and recommend selections to the CSP Manager and IPC Senior Manager.
- Manage project scope, cost, and schedule, employing effective planning and contracting procedures. Ensure adherence to contract documents, specifications, schedules, and procedures by contractors and consultants.
- Review consultant reports, recommendations, and cost estimates, offering feedback and input as necessary. Facilitate stakeholder review and input and ensure feedback is incorporated.
- Serve as the Department's representative in compiling progress payment reports and authorizing payments.
- Prepare monthly reports on project progress, schedule adherence, and budget utilization

## Problem Solving

Typical problems solved:

The position requires adept coordination of multiple tasks within tight deadlines, along with the ability to identify, analyze, and resolve issues effectively, considering diverse regulatory requirements. Constant exploration and integration of innovative technologies and practices are essential for achieving operational and performance goals, as well as meeting contracting and construction requirements. Creativity and innovation are necessary to address complex challenges across projects ranging from \$10k to \$5m.

Operating with a high degree of autonomy, the Capital Systems Planner conducts thorough investigations and analyzes potential options to provide well-documented recommendations for the long-term sustainability of Crown land assets. Solutions must align with the capital plan, divisional and ministry goals, and overarching frameworks.

Key responsibilities include developing feasible solutions for diverse projects with large scope and scale, balancing competing priorities across Crown land infrastructure development, and providing data-based solutions through structured decision-making and multidisciplinary analysis. This involves addressing various project implications, such as visitor experience, heritage preservation, public safety, and conservation, while meeting provincial objectives and expectations.

Types of guidance available for problem solving:

The role requires thorough exploration of overarching frameworks, management plans, legislation, policy, standards, regulatory requirements, budgetary considerations, as well as Division, Ministry, and GOA goals and expectations. Additionally, understanding government, department, and division goals, values, principles, policies, procedures, and practices is essential for effective application across various scenarios.

Direct or indirect impacts of decisions:

The position's work significantly shapes all major capital development endeavors, directly affecting diverse stakeholders. Capital system planning spans Crown land to support environmental, social, and economic outcomes across various levels. Decisions made in this capacity can positively or negatively impact stakeholders, with their effects magnified or mitigated through comprehensive analysis and alignment with stakeholder objectives. The decisions carry potential impacts at site, regional, or provincial levels, depending on the planning scope and scale.

### Key Relationships

Major stakeholders and purpose of interactions:

This role demands robust relationship-building skills to foster trust and credibility among diverse stakeholders. Collaborating closely with CIDI and regional teams, the position establishes and maintains strong inter-departmental relations across Parks and Lands divisions, with a particular focus on regional operation units. Effective communication is paramount in this role. To inform capital asset system planning, the position engages weekly with internal stakeholders, including CIDI teams, regional staff, and leadership, as well as external stakeholders such as the public, Indigenous people, and environmental and recreational groups. Additionally, the position maintains regular contact with various levels of government, including municipal, provincial, and federal bodies, as well as other GOA Ministries like Alberta Tourism and Sport, Alberta Culture, Alberta Environment and Protected Areas, and Alberta Transportation and Economic Corridors.

### Required Education, Experience and Technical Competencies

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

If other, specify:

Civil Engineering

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

The position requires a technical diploma or degree with 3+ years progressively responsible, related experience in the Civil Engineering or other engineering discipline. Specialization and experience in asset development and project management are required. The incumbent must possess a thorough knowledge of Occupational Health and Safety Legislation along with a good working knowledge of applicable building codes and federal and provincial Acts and Regulations related to buildings, water, wastewater, roads and watercourses. Ideally, knowledge in Acts, Regulations and Codes: Provincial Parks Act, Water Act and Regulations, Public Works Act, Occupational Health and Safety Act, National and Alberta Building Codes. Additional technical knowledge in Planning, Engineering and Landscape standards and design guidelines is an asset.

Strong analytical skills are required to identify problems and recommend appropriate courses of action. The position requires tactful communication and interpersonal skills to develop and maintain positive interaction with professionals, team leaders, staff and senior staff within the Ministry, other Municipal and Provincial Government Departments, outside professional consultants, approving agencies and the public.

### 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Observes and understands larger impact of role:	Serves as link between provincial asset

		<ul style="list-style-type: none"> <li>• Sees impact of work on organization; anticipates change in own area based on activities in other areas</li> <li>• Considers how own work impacts others and vice versa</li> <li>• Ask questions to understand broader goals</li> <li>• Aware of how organization adds value for clients and stakeholders</li> </ul>	development planning, master development planning, regional park/ site planning, and facility planning to ensure that system-wide strategic goals and site-specific operational needs are considered during the development of capital project plans and within medium range capital plans (5 Year Rolling Capital Plan Master List).
Creative Problem Solving	○ ● ○ ○ ○	<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>	Capability to coordinate a broad range of tasks simultaneously and within rigid time frames, along with the ability to manage issues, recognize, analyze, and resolve problems effectively is a requirement. The work of this position impacts integrated and innovative thinking about capital asset development and ultimately shapes the long-term capital asset development requirements for Alberta Parks and Public Lands for a coherent Crown Land system.
Develop Networks	● ○ ○ ○ ○	<p>Maintains collegial internal relationships and understands external network:</p> <ul style="list-style-type: none"> <li>• Seeks to understand perspectives and needs of others</li> <li>• Follows through, has integrity and respect for others</li> <li>• Helps and follows through</li> <li>• Keeps key stakeholders informed; is professional and respectful</li> </ul>	Building relationships and strong communication are critical components of this position. The Capital Systems Planner will work closely with the regions building and maintaining strong inter-departmental relationships across Parks Operations and Lands divisions with particular focus on both provincial and regional operating units.

Develop Self and Others	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Develops own career and reduces barriers for others: <ul style="list-style-type: none"> <li>• Creates development plan with supervisor and seeks feedback</li> <li>• Reflects on performance to identify areas of improvement</li> <li>• Offers knowledge and insight to others</li> <li>• Supports career development of direct reports</li> </ul>	This position shall take the initiative and research new and innovative means for asset development planning of parks and public lands for application within the Crown Land system. The position shall collaborate with and conduct cross jurisdictional reviews of other parks and public lands asset development systems to identify areas for improvement throughout the Crown Land system.
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**Benchmarks**

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

**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
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature