

TITLE: REGIONAL INFRASTRUCTURE MAINTENANCE COORDINATOR
CLASSIFICATION: TECH 5
ORGANIZATIONAL CONTEXT

Regional Operations Branch is the front-line service delivery branch within Parks Division of the department of Forestry and Parks. Regional Operations is responsible for enabling outdoor nature-based recreation across over 260 high-value sites and facilitating the use of approximately 12 million visitors annually. Regional Operations consists of a peak summer operating season team of over 700 permanent and seasonal staff, and is responsible for the delivery of an eclectic range of front-line public services ranging from safe water plant operation to engaging interpretation stage shows.

The Regional Infrastructure Maintenance Coordinator operates within the Maintenance and Municipal Services Stream to ensure appropriate proactive preventative maintenance, inspections and management of regional infrastructure assets occur. Effectively managing Parks assets will increase their operable life and ensure that visitor experience is maintained or enhanced.

The Infrastructure Maintenance Coordinator falls under the following organization:

MINISTRY: FORESTRY AND PARKS
DIVISION: PARKS
BRANCH: REGIONAL OPERATIONS
WORK UNIT: GEOGRAPHIC REGION
JOB OVERVIEW

The Regional Infrastructure Maintenance Coordinator is a role within Regional Operations that helps ensure that Alberta Parks sites, infrastructure, and assets are regularly maintained so that a high-quality park visitor experience is available for Albertans. This position contributes to protecting the health and safety of park visitors and staff and in maximizing the life span of park infrastructure through effective asset management programming.

The Regional Infrastructure Maintenance Coordinator is directly responsible for the development, implementation and ongoing improvements to the Asset management strategy for the region. This position will lead and coordinate technical and condition assessment inspections for the regional assets, prepare asset condition reports based upon inspection results and support the implementation of corrective actions. This role works with regional maintenance and utilities teams to determine effective preventative maintenance processes, frequencies and actions for the region.

The position also provides input and expertise into the development of lifecycle and replacement planning, oversees the Asset Management program for the region and supports the development of Capital Maintenance Renewal (CMR) project requests. In conjunction with Capital Infrastructure, Development and Implementation unit (CIDI). The work of this role includes ensuring manuals and operating procedures are up to date for regional assets.

In addition, the Regional Infrastructure Maintenance Coordinator supports the Regional Infrastructure Specialists in the development and delivery of supply purchases and contracted services to support the implementation of preventative maintenance services.

Career Group:
Job Class:
Job Stream:
Bargaining Unit

Occ Code:
Job Code:
Revised Date: July 2023

The work performed must meet required quality standards, be reflective of visitor needs and organizational priorities, comply with applicable regulatory requirements, divisional and departmental guidelines and policies, and be completed in accordance with OHS policies and regulations.

ACCOUNTABILITIES

1. Technical Inspections and asset condition programming

- Schedule and conduct regional technical inspections for facilities, inclusive of buildings, roads, utilities, and other supporting infrastructure (ie. playgrounds) to develop condition ratings for assets to assist in the development of a prioritization matrix.
- Where technical expertise does not exist within the department, supervises contractors conducting the technical inspection work.
- Develops, coordinates and maintains an accurate inventory of infrastructure assets and associated data for the region in conjunction with the Capital Infrastructure Development and Implementation unit (CIDI).
- Provides recommendations for resource allocation based on asset condition, lifecycle and replacement planning priorities.
- Collaborate with stakeholders to establish asset management strategies and guidelines.

2. Works closely with various internal and external stakeholders to develop and support the implementation of preventative maintenance programming for capital assets (facilities and equipment) to ensure that assets remain functional and safe and achieve projected life expectancy:

- Determining the preventative maintenance task requirements of various capital assets in the region, including buildings, roads, playgrounds, docks, electrical, water/wastewater, gas and other site utilities.
- Developing optimal preventive maintenance schedules.
- Responsible for continuous improvement of Park preventative maintenance programming in the region.
- Track PM compliance at the regional level and provide recommendations to continually improve on PM completion rate.
- Assist in training maintenance staff on preventative maintenance program implementation.
- Update preventive maintenance program after refurbishment, new construction, or replacement projects to reflect the current requirements.
- Manage data within the current maintenance management system as related to preventative maintenance.

3. Supporting the Lifecycle and Capital Maintenance and Renewal programming by:

- Utilizing technical inspection data to develop lifecycle and Capital Maintenance and Renewal plans for the region.
- Develop renewal, replacement plan with required stakeholders intended to address immediate requirements to rehabilitate, improve and repair ageing assets.
- Work with Capital Infrastructure, Development and Implementation to ensure project close out on all major projects is complete, including as-builts, maintenance documentation, spare parts inventory and sufficient maintenance training.
- Coordinate the repository and housing of maintenance manuals, drawings and schematics for the region in consultation with other regional subject matter experts.

4. Ensuring maintenance equipment is maintained to required standards in order to ensure safe and efficient operation by:

- Developing equipment preventative maintenance and site servicing schedules in conjunction with provincial guidance.

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- Coordinating the tracking and inventorying of regional maintenance equipment in conjunction with supporting program staff.
- Identifying equipment replacement needs for the region to allow for budgeting and contribute to replacement equipment requests

5. Providing expert advice, technical assistance and in-person support to site-based maintenance staff and other internal stakeholders across the region to ensure timely and effective asset management, facility preventative maintenance programming, completion of special projects and providing input into a variety of infrastructure related planning initiatives by:

- Prioritizing and responding to requests for assistance as necessary.
- Provide input into the development of maintenance standards and operating procedures, asset management and condition rating training.
- Provide input into the development of facility operating agreements or similar partnership agreements where facility operation and maintenance is performed by third parties.
- Participate in infrastructure related planning initiatives and provide subject matter input as assigned.

6. Coordinate the completion of assigned life-cycle maintenance regional projects by:

- Developing a project plan detailing how the project will be completed within the established budget, timelines and applicable parameters.
- Once project plan is completed, seek and obtain approval from the Regional Infrastructure Team Leader (supervisor) to proceed with the project.
- As required, procure the required contract the service provider(s) such as various trades to complete project work.
- As the contract manager, oversee completion of work by contractors and take corrective actions as necessary to remedy any issues that may occur.
- Collaborating closely with the site operations staff to ensure the impacts of project related work have least impact on visitors and operations.
- Ensure project closeout, complete vendor invoicing and remedy and outstanding issues.

JOB REQUIREMENTS

Required Education: Two Year Technical Diploma in a related field, Certified Engineering Technologist (CET), or Certified Project Manager plus five years of related experience; or equivalent as described below:

Directly related education or experience considered on the basis of: 1 year education for 1 year experience, or 1 year experience for 1 year of education.

- Strong leadership skills and the ability to work with diverse staff and contractors
- Ability to operate light equipment and various tools
- Working knowledge of plumbing, electrical, carpentry, and mechanical systems
- Knowledge of legislation in relation to potable water and wastewater discharge
- Knowledge of Preventative maintenance programming
- Good working knowledge of applicable building codes, and federal and provincial Acts and Regulations related to buildings, water and wastewater
- Knowledge of Occupational Health and Safety legislation, policy, and guidelines
- Well-developed organizational and time management skills
- Good written and verbal communication skills
- Knowledge of and ability to use computers, mobile devices, and apps
- Knowledge of contracting process and ability to supervise contractors

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- Valid Class 5 driver's license

BEHAVIOURAL COMPETENCIES

Creative Problem Solving- Level C

- Engages the community and resources at hand to address issues:
- Engages perspective to seek root cause
- 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

Agility- Level D

- proactively incorporates change into processes:
- Creates opportunities for improvement
- Is aware of and adapts to changing priorities
- Remains objective under pressure and supports others to manage their emotions
- Proactively explains impact of change on roles, and integrates change in existing work
- Readily adapts plans and practices

Drive for Results- Level D

- Works to remove barriers to outcomes, sticking to principles:
- Forecasts and proactively addresses project challenges
- Removes barriers to collaboration and achievement of outcomes
- Upholds principles and confronts problems directly
- Considers complex factors and aligns solutions with broader organization mission

Develop Self and Others- Level C

- Plans according to career goals and regular development:
- 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

Systems Thinking- Level C

- Takes a long-term view towards organization's objectives and how to achieve them:
- 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