

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:

This position has developed and changed over the years as RU has been moved into different ministries with different priorities and staff complements.

The focus has now shifted completely to natural gas with a greater focus on pipeline safety to support the Chief Officer. More technical experience is required as it pertains to natural gas. A candidate with education and experience in engineering and low-pressure pipeline experience will be heavily favoured and likely required to do this job. Current employee has learned material over 35 years but the new candidate will need previous experience to bring to the role.

Responsibilities Removed:

Electricity, water and GIS responsibilities removed.

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director of Rural Utilities and Chief Officer, this position uses their knowledge of natural gas utilities and pipeline safety to ensure the delivery of key components of the programs of the Rural Utilities Branch in support of the regulatory requirements in the Rural Utilities Act and Regulations, as well as the Gas Distribution Act so that the rural gas co-ops are operating safely and reliably. This position is expected to be the expert in natural gas codes and the Gas Distribution Act.

Responsibilities

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

This position reports to the Chief Officer with advice and relevant documents for the administration of Rural Gas Franchises in accordance with the Gas Distribution Act and the Municipal Government Act by:

- Referencing relevant statutes;
- Preparing the formal franchise documents for the Chief Officer's signature
- Providing advice to natural gas distributors regarding rural gas franchises regarding the Acts as well as the requirements and processes for amendments.

This position is responsible for key safety and technical program delivery for natural gas distributors to ensure distribution integrity and safety of the systems by:

- Reviewing and approving all Leak/Damage incident reports submitted to the branch;
- Analyzing the incident reports for trends in pipe failures or ground disturbance practices or repetitive causes of damage;
- Providing summary reports and recommendations to the Director on issues, and;
- Implementing strategies to reduce preventable Leak/Damage incidents;
- Preparing summary reports of the fusion tickets issued each year for the Director;
- Administering the Quality Management Program to ensure the natural gas distributors are accountable for the quality and maintenance of their distribution systems. Agreements are prepared and signed that are concise in the obligations and expectations of a rural gas distributor to maintain quality management using relevant legislation, standards and policies, and;
- Maintaining current content of the Technical Standards and Specification Manual for Gas Distribution Systems to stay current with CSA standards and provincial legislation, standards and policies and distributing updates to all clients.

This position is responsible for working with co-op boards to ensure that proper governance and operations of the associations are adhering to the stipulations of an incorporation under the Rural Utilities Act and Regulations by:

- Auditing annual returns prior to submission to Corporate Registries;
- Providing advice to association boards on incorporating or dissolving an association under the Rural Utilities Act, and;
- Communicating with associations when they are in contravention of requirements under the Act.

Problem Solving

Typical problems solved:

- Solves complex problems with respect to the low-pressure natural gas distribution system.
- Responds to stakeholder inquiries and requests related to natural gas.

Types of guidance available for problem solving:

- The position works with minimum supervision other than setting direction and priority of work plans and activities.
- The specialist will communicate regularly with the Chief Officer to help set work priorities, understand the organizational culture; strategic direction, mission, vision and outcomes and core values of the NRMB and Government of Alberta (GOA).

Direct or indirect impacts of decisions:

Impacts gas distributors and gas consumers across the province by working through issues and challenges that are raised.
Assists the decision making of the Chief Officer through research and analysis and priority setting.

Key Relationships

Major stakeholders and purpose of interactions:

Work with key stakeholders that include several private sector parties, Federation of Rural Gas Coops, ATCO, APEX, engineers, other government departments (Alberta Energy) and the Alberta Energy Regulator.

Interact throughout the year with other government departments like Alberta Energy and the Alberta Energy Regulator. Gas Co-ops, their agents or engineers and the Alberta Federation of Gas Co-ops, investor-owned utilities and industry partners pertaining to natural gas service.

Interact with Gas Co-ops in relation to the Safety Programs delivered by the branch

Interaction with utility customers regarding inquiries or issues relating to rural gas utilities.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Other

2nd Major/Minor if applicable

Engineering

Designation

Other

If other, specify:

Candidates with education in engineering will be given priority.

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

This position requires extensive knowledge of the standards of practice in the installation of pipelines in a gas distribution system along with industry standards and safe practices in support of the Technical Standards Manual, the Digital Mapping Standards and the Safety Programs in order to provide accurate guidance to clients and ensure effective program delivery.

Requires the ability to understand and interpret legislation in support of the branch's programs in order to provide accurate information, advice and guidance to gas distributors.

Must possess excellent communication skills (written and verbal) in dealing with clients, industry partners, and other government departments so that the branch's programs can be delivered clearly and concisely.

Requires strong organizational skills and well-developed research, analytical and problem solving skills.

The ability to work independently, meet critical timelines and anticipate issues and act proactively.

Proficiency in Microsoft Office products and Adobe Acrobat Pro. Knowledge in PhotoShop is an asset.

Considered Assets:

Experience working with a utility preferably a gas utility
working with or for a gas co-op

Experience with Canadian Standards Association (specifically, Z662 : Oil and gas pipeline systems)

Experience with pipeline inspections

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		
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 	Leads and contributes to the conditions and environments that allow people to work collaboratively and productively to achieve outcomes.
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 	Builds networks and trusting relationships with stakeholders.
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 addressing risks 	Assesses options and implications in new ways to achieve outcomes and solutions.
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 	The work done within the APS is part of a larger integrated and inter-related environment. It is important to know that work done in one part of the APS impacts a variety

		<ul style="list-style-type: none"> • 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 	of other groups/projects inside and outside the APS. Systems thinking allows us to keep broader impacts and connections in mind.
Agility	○ ○ ● ○ ○	<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 	Anticipates and readily adapts to changing priorities, manages resilience in times of uncertainty and effectively works in a changing environment.

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

DM Name

Date yyyy-mm-dd

DM Signature