

New

Ministry

Transportation and Economic Corridors

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Team Lead - North

Requested Class

Engineering & Related Level 4

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 Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

Reporting to the Director of Water Management Infrastructure the position is accountable for overseeing construction, rehabilitation/reconstruction of existing and new water management infrastructure located in the central and northern regions of the province. This role has direct oversight of projects as well as a team of engineers delivering projects. In addition, this role provides specialist review and construction expertise for new and rehabilitation water management infrastructure projects. This includes direct review of projects, mentoring staff, and oversight of updates to departmental guidelines and specifications.

Responsibilities

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

Lead your team to fulfill Alberta Transportation and Economic Corridor's mandate to deliver Water Management capital projects and non-operation maintenance for AGI in the central and northern Alberta. This will be achieved by:

1. Managing the implementation of water management projects in the central and northern area, taking full responsibility for the project scope, schedule, and cost including:

- Manage projects from inception through construction and commissioning.
- Liaise with the client ministry (AGI) to ensure projects meet their needs with the appropriate balance of capital construction cost, structural integrity, hydraulic efficiency, public safety, long term operating and maintenance costs, and environmental considerations at the lowest total life cycle cost.
- Retain services of consultants by developing project terms of reference, and leading the consultant selection process. Ensure consultants adhere to the Consultant Guideline in the management of design and construction phases.
- Ensure environmental evaluations, regulatory applications, and public consultations, are undertaken as required. Also ensure conditions of environmental permits are adhered to.
- Review conceptual, preliminary, and detailed designs for water infrastructure proposed by the engineering consultants.
- Provide leadership and supervision in administering contracts for the water management projects.
- Budget and forecast expenditures and approve payments/ change orders.
- Commission risk identification and mitigation plans, including developing innovative and cost effective approaches to address complex water management problems.

2. Provide specialist review and construction expertise to project managers and department staff including:

- Provide technical response to queries from external parties with concerns regarding impacts of water management infrastructure projects, and assist in assessing the role of the department in any required action.
- Provide technical expertise to department personnel working with water management projects involving construction activities and related specifications and guidelines.
- Oversee and participate in development of specifications, guidelines, and construction practices.

3. Provide leadership, mentoring, and support for your team.

4. Assist in coordination and implementation of the provincial water management capital and maintenance budgets.

Problem Solving

Typical problems solved:

This position administers and has direct oversight of the capital construction and rehabilitation program for AGI's water management infrastructure in central and northern Alberta. A strong civil engineering background, extensive experience, and excellent leadership is required to coordinate the program and oversee the design and construction activities that are contracted externally. The position requires knowledge and expertise in all areas of water management infrastructure and oversees all phases of projects from terms of reference development and preliminary engineering to construction and commissioning of the facilities. This includes decision making and providing direction to consultants and contractors, contract negotiation, and communication and coordination with the client ministry (AGI). The work performed in this position has a high degree of impact and influence on infrastructure operations and public safety. This position has direct authority over the day to day activities for the team delivering new and rehabilitation capital projects.

Types of guidance available for problem solving:

While established practices, guidelines, specifications, and policies are referenced, there is considerable variety in the problems encountered and their complexity. Evolving practices and new materials must be combined with technical creativity and innovative solutions in the daily delivery of the water management program. This position has considerable freedom to act, basing decisions on legislation and guidelines, engineering principles, and fiscal responsibilities. Some decision making is collaborative with input from contractors, consultants, the client, and manager.

Direct or indirect impacts of decisions:

This position is involved with water management projects of all sizes and complexity. These projects may

have major impacts on the provincial water supply, flood protection, drought mitigation, and interprovincial commitments. The projects can have a high degree of complexity as they include a wide range of structure types and configurations, requiring consideration of hydrotechnical, geotechnical, structural, mechanical/electrical, and environmental constraints with potential impacts on public safety, water supply, landowners, agriculture, economic development, and recreation. As a result, coordination of consultants, contractors, and stakeholders for the delivery of complex water management infrastructure projects is essential. The wide range of stakeholders requires innovative use of communication tools and methodologies, including additional support from within and outside the department. Each project has unique constraints requiring unique solutions based on available materials and construction practices.

Key Relationships

Major stakeholders and purpose of interactions:

Major stakeholders related to the position include:

- Agriculture and Irrigation, Water Infrastructure Operations Branch
- Forestry, Parks and Lands
- Environment and Protected Areas
- Consultants and contractors
- Department staff
- Other GOA ministry staff (Infrastructure, Indigenous Relations, Justice)
- Government of Canada (Fisheries and Oceans, Transport Canada)
- First Nations
- Landowners
- Municipalities
- General Public

The purpose of the interactions is for delivery of design and construction work for water management infrastructure. This may include seeking input on project design and impacts, providing direction to consultants, obtaining regulatory approvals for the work, or obtaining process advice from within the department or other ministries, to name a few examples.

This position has face to face contact with other department staff, consultants, and contractors for the purpose of providing direction, advice, and technical support. Contact with other government agencies is common on joint projects and where regulatory requirements and other stakeholder issues are involved. This position demands strong interpersonal skills and confidentiality when dealing with the public, such as private landowners or other affected stakeholders.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Civil engineering or related degree, with specialization in geo-technical, hydro-technical, or related plus a minimum of 10 years of relevant experience.

- Knowledgeable and experienced in water management infrastructure rehabilitation including project management, planning, design, and/or construction including regulatory processes as it applies to the work and utility relocation work.
- Knowledge of construction practices relating to heavy civil engineering projects, particularly for work carried out during the winter.
- Knowledge and understanding of construction contract documents and specifications and their interpretations.
- Knowledge and understanding of relevant legislation including but not limited to Occupational Health and Safety Act, Alberta Environmental Protection and Enhancement Act, Alberta Water Act,

Fisheries Act, Public Lands Act, Historical Resources Act, etc.

- Understanding of department guidelines, standards, specifications, and policies including Engineering Consultant Guidelines for Highway, Bridge and Water Projects (Volumes 1 and 2), Project Management Manual, Project Administration Manual, Water Control Structures Selected Design Guidelines, Guidelines on Extreme Flood Analysis, Civil Works Master Specification of Construction, and the Partnering Guidelines Manual.
- Effective communication skills to develop and maintain relationships with partners, the department, and other government ministries, municipalities, and the public.
- Experience working with Indigenous groups, utilities, and landowners is a significant asset.
- Effective critical thinking and problem solving skills.
- Strong, effective written and verbal communication skills.
- Strong interpersonal, leadership, and conflict resolution skills.
- Self motivated, able to prioritize work, establish and meet deadlines, and achieve expected results.
- Skilled Microsoft Office user.
- Eligible for registration with APEGA.
- Excellent organizational and relationship building skills with the ability to provide direction, technical advice, and monitor the work of contractors and consultants.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
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 	<p>Collaboration with client ministry to ensure optimal project outcomes.</p> <p>Mentor team to take total project view, encouraging creative thinking, when considering project outcomes.</p> <p>Promote partnering process for project construction phase.</p> <p>Use project management tools to include diverse input at key stages of the project cycle.</p>
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 	<p>Assess potential issues related to project complexity and develop approaches to achieve program and project goals.</p> <p>Respond to rapidly changing situations during construction. Use skills to</p>

		<p>others</p> <ul style="list-style-type: none"> • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	assess the situation, seek input, and provide direction.
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Seeks out learning and knowledge-sharing opportunities:</p> <ul style="list-style-type: none"> • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports 	<p>Considers performance and looks to make improvements based on experience with projects and managing their team.</p> <p>Provides feedback to direct reports and encourages their development. This may include looking for opportunities for staff to stretch their skills.</p>

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.