



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Specification

Position Title: TRANSPORTATION TECHNICIAN
Job Code: OPSEU - Technician 1 Construction, 12930
Job ID: 14407

Purpose of Position:

To provide technical support in all technical areas of the region related to the design, construction and maintenance of provincial highways.

Duties/Responsibilities:

Incumbents of this position, independently or as a member of a project team, will work in various technical areas of the ministry including design, traffic, surveys, construction, maintenance and head office as periodically assigned by the employer on a rotational basis. The incumbents, under the supervision of more senior staff, will:

1. Conduct investigations, data collection and analysis and carry out technical reviews of contract documentation to support the highway planning and design process including conducting collision and capacity analysis, conducting on-site investigations to identify traffic operation, geometric and design deficiencies, and reviewing proposed designs to assess adherence to standards and constructability.
2. Assist in the preparation of preliminary and final contract documents and drawings by gathering and analyzing available data, determining appropriate design approach, calculating quantity and cost estimates for tender items, preparing layout and presentation of contract drawings and documentation and preparing design drawings/calculations in conformance with ministry standards. Prepare legal and engineering survey drawings and models and utilize computer software, such as AutoCAD systems, to carry out drafting and design activities.
3. Carry out various activities to support the administration of ministry contracts including such duties as: performing routine engineering survey work to control construction, conducting site inspections for construction and maintenance contract activities, conducting quality assurance sampling, testing and inspection, preparing contract progress reports and verifying documentation for payment to the contractor.
4. Assist with consultant acquisition processes (EOI, RFP, RFQ) by performing tasks such as: writing assignment requirements in accordance with ministry design, construction and maintenance requirements and reviewing consultants RFQ and RFP submissions to assess the consultants adherence to ministry's requirements.

Knowledge:

Basic knowledge of engineering survey, design, operation, construction, and maintenance as related to transportation to collect and analyze relevant design data, prepare preliminary and final documents and drawings, conduct traffic capacity and collision analysis, and prepare legal and engineering survey documents and plans to ministry requirements. Basic knowledge of contract administration to conduct on-site inspections and identify design and construction problems, conduct quality assurance sampling and testing, prepare contract progress reports and analyze consultant and contractor proposals for adherence to ministry requirements. Knowledge of computer technical software applications, such as AutoCAD systems, to prepare computerized designs, plans, statistics and a variety of correspondence, reports and presentations. Knowledge of mathematics to carry out calculations and geometric designs. Knowledge required for this position is typically acquired through a diploma in civil engineering technology.

Staffing and Licensing Requirements:

Valid Class G Drivers License

Skills:

Job requires analytical skills to assess data requirements for contract designs, investigate data sources, clarify data integrity with other staff and prepare preliminary and final contract documents and drawings in conformance with ministry standards. Job requires evaluative and problem solving skills to collect and analyze traffic capacity and collision statistics, identify traffic operation and geometric deficiencies, assess proposed designs for constructability and recommend modifications as required. Job requires skill in conducting engineering surveys to control construction progress, carry out quality assurance sampling, testing and inspection to ensure ministry standards are being adhered to and prepare contract progress reports to verify contract documentation for payment to the contractor. Job requires evaluative and project planning skills to prepare winter maintenance work plans, arrange for appropriate

equipment and labour and assess contractor performance, ensuring work meets contract criteria. Job requires skill in applying mathematical calculations in engineering surveying, sampling and testing, in carrying out design calculations and estimating quantities of materials for design and tendering documents. Job requires oral and written communication skills to explain ministry standards and design requirements to other technical areas and contract administrators and, as required, to discuss maintenance problems and emergency road situations with the public, municipal staff, police, etc. Job requires ability to work with other project members in a team environment and adapt and apply standards and procedures in different functional areas within defined scope.

Freedom of Action:

Under the supervision of more senior staff, judgement is used to assess data requirements for contract designs, investigate data sources and clarify data integrity with other staff. Judgement is required in collecting and analyzing traffic capacity and collision statistics, identifying traffic operation and geometric deficiencies, assessing proposed designs for constructability and recommending modifications as required. Job requires judgement in dealing with external service providers and assessing the need and timing of maintenance activities. Job requires judgement in conducting engineering surveys to control construction progress, assessing quality assurance sampling, testing and inspection results to ensure ministry standards are being adhered to and verifying contract documentation to ensure accuracy of contractor payments. Job requires judgement to determine winter maintenance work plan requirements, including arranging for appropriate equipment and labour, and assess contractor performance, ensuring work meets contract criteria. Job requires judgement in applying correct mathematical calculations in engineering surveying, sampling and testing and estimating quantities of materials for design and tendering documents.

Work is assigned on a project basis with work assignments identified and processes established by more senior staff/project manager. Completed work is usually accepted as technically accurate and is reviewed by more senior staff at various stages of completion for accuracy and adherence to established time lines and ministry standards and procedures. Incumbent refers to the supervisor all matters of conflicting priorities and decisions that require deviation from established standards and practices.

The position is accountable for conducting investigations and data collection, preparing design drawings and documents and carrying out field inspection, surveying and maintenance activities to support the administration of ministry contracts. Commitments are made in the allocation of own time and in providing accurate technical information to more senior staff, contract administrators and contractors within established procedures and time frames. Some latitude for decision-making exists in: determining data requirements and approach for:

I have classified this position in accordance with the Civil Service Commission Classification Standards for the following reasons (state at least 3 reasons for evaluation):

- A. Position provides technical support in all areas of the Ministry related to design, construction and maintenance of provincial highways.
- B. Position supports the administration of ministry contracts by performing routine engineering survey work to control construction, conducting site inspections for construction and maintenance contract activities, conducting quality assurance sampling, testing and inspection, preparing contract progress reports and verifying documentation for payment to the contractor.
- C. Work is assigned on a project basis with work assignments identified and processes established by more senior staff/project manager. Completed work is usually accepted as technically accurate and is reviewed by more senior staff at various stages of completion for accuracy and adherence to established time lines and ministry standards and procedures.