



Job Specification

Position Title: TECHNICAL SERVICES OFFICER
Job Code: OPSEU - District Eng Service Officer, 12974
Job ID: 37207

Purpose of Position:

To plan, coordinate and administer contracts and to coordinate utility relocations. To provide technical and administrative support to ensure regional contract delivery and compliance in provincial highways and unincorporated roads.

Duties/Responsibilities:

Under the direction of the supervisor, the incumbent:

1) Performs responsible engineering support services by:

- Preparing contracts and local tenders, and estimates, for regional contract delivery;
- Carrying out inspection on contracts;
- Preparing acceptance of work, performance reports and finalizing work for submission to Contract Management Office;
- Providing alignment and grade revision layout;
- Carrying out field investigations and/or surveys to recommend solutions, estimates of cost and assess performance;
- Preparing and submitting highway, road and equipment inventory;
- Assisting in monitoring ministry aggregate sources ensuring compliance with the Aggregate Resources Act;
- Compiling the required maintenance management plans (i.e., total needs, preliminary adjustment to match allocation, etc.); coordinating data between field and office supervisors, ensures plans are entered into computer and forwarded to Head Office as per defined schedule. Ensures corrections and distribution of plans and assists, as required, in the interpretation of data compiled;
- Attending stakeholder meetings, some of which may be held during evenings and weekends;
- Assisting in the preparation of the annual work plan and establishing a budget estimate for work projects and maintenance work, utilizing the maintenance work plans;
- Monitoring and updating reports generated from appropriate Ministry contract related systems and bringing discrepancies to attention of supervisor;
- Monitoring road network and providing input regarding preservation management projects.

2) Performs related administrative/clerical functions by:

- Maintaining fiscal control of contracts, projects and sundry funds;
- Preparing progress and final payment certificates;
- Maintaining an inventory of construction forms and equipment;
- Maintaining approved filing systems, storing all contract and project documents.

3) Performs utility relocation services by:

- Coordination of utility review, assessment and relocation;
- Reviewing utility relocation plans and estimates with utility companies and Planning and Design staff/consultants to determine accuracy of estimate as it relates to ministry utility relocation policies;

- Negotiating cost-sharing, in accordance with legislation, between ministry and utility;
- Maintaining applicable documentation

4) General Duties:

- Conduct oneself in compliance with the Occupational Health and Safety Act and any workplace practices as directed by the immediate supervisor. Report awareness of any hazards to immediate supervisor.
- Other duties as assigned.

Knowledge:

Demonstrated knowledge and experience in construction, maintenance, survey and road design.

Knowledge of engineering principles relating to construction, maintenance, road design and utility relocation of the administration/acceptance/preparation of tenders and contracts.

Knowledge of financial reporting procedures to maintain records, track budgets and forecast expenditures.

Knowledge of related policies, acts, regulations (e.g. applicable statutory acts and regulations), standards and specifications to interpret and assess legislative impacts related activities.

Knowledge of email, internet access and of computer software applications to complete reports and spreadsheets.

Staffing and Licensing Requirements:

Valid Class "G" driver`s licence and acceptable driving record.

Skills:

Oral and written communication skills to prepare reports and present findings as well as interpersonal skills to establish and maintain effective relations with various contacts both internal and external.

Analytical, evaluative and decision making skills to review, recommend and identify road rehabilitation alternatives and utility relocation.

Ability to plan, organize and monitor own work, i.e. determining work priorities and setting individual assignments

Ability to negotiate design and contract changes on behalf of the ministry in a productive and constructive manner.

Freedom of Action:

Job requires working in accordance with standard design, construction and maintenance principles.

Position works with the guidance of ministry policies and procedures to develop designs and tenders.

Job requires resolving unforeseen design and contract related problems.

Job requires working independently and refers matters outside of established procedures and practice to supervisor.