

**BENCHMARK POSITION DESCRIPTION – BM #16
MINISTRY OF ENVIRONMENT**

1. POSITION TITLE	2. CLASSIFICATION LEVEL
Inspector of Dikes and Head, Flood Safety Section	LSO 5
3. DIVISION	4. BRANCH
Water Stewardship	Management and Standards
5. IMMEDIATE SUPERVISOR	6. LOCATION
Director, Management Standards	Surrey

Program Function Describe the purpose of the program and organization in which the position operates.

The Management and Standards Branch provides leadership for the provincial Flood Hazard Management Program through the development of legislation, regulations, policies, procedures, standards and guidelines and, through the provision of technical advice and direction to Ministry staff and local authorities.

Purpose of Position and Summary of its Functions This may be used for POSTING purposes.

The primary function of this position is to direct and lead the provincial Dike Safety and Flood Hazard Management Programs and exercise the powers and authorities under current dike safety legislation. The position supervises and provides leadership to a team of licensed and unlicensed professional and technical and administrative support staff. The position also represents the Ministry and provides expert professional advice and support to Ministry staff, other governments and agencies, private industry and the general public on flooding and natural hazard engineering.

Organizational Structure and Working Environment

The position is one of five reporting to the Director, Management and Standards. The position supervises a seasoned level licensed professional and a senior technologist. The position also provides program direction to eight Deputy Inspectors of Dikes, who are regional staff designated by the ADM. The Inspector of Dikes receives limited operational guidance from the Director and the position's statutory decisions are appealable directly to the Minister.

Position's Specific Functions and How They Are Performed

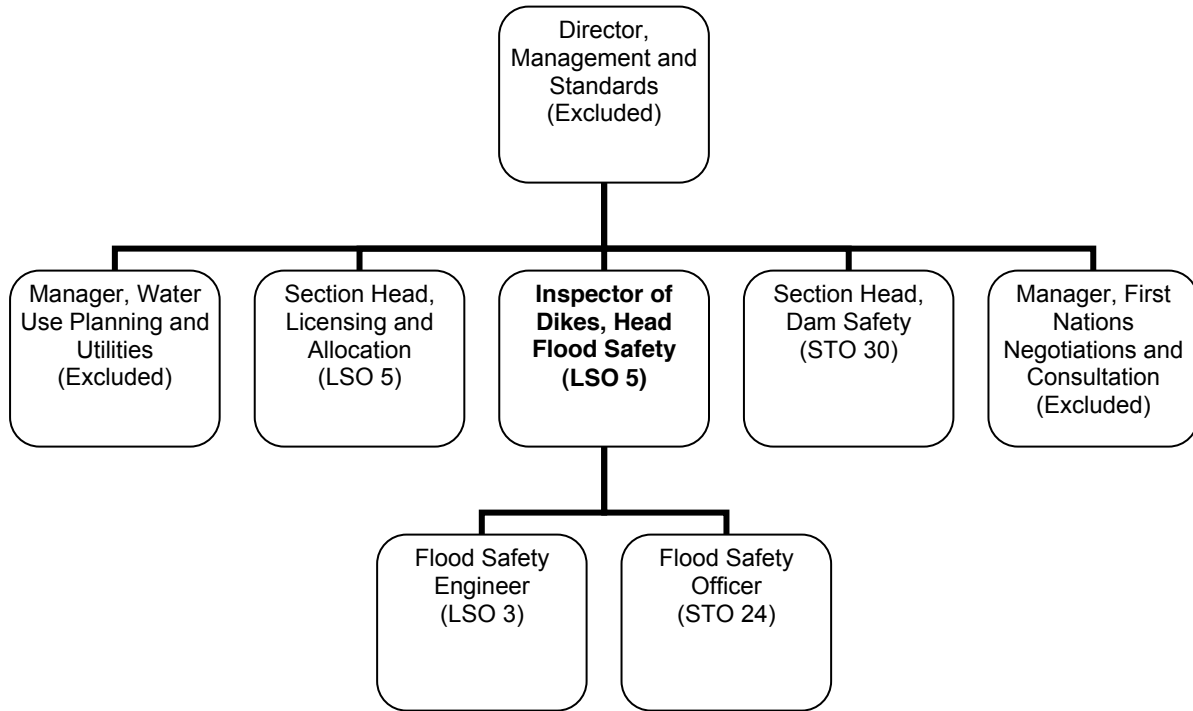
- 40% Directs and leads the provincial Dike Safety and Flood Hazard Management Programs by:**
 - Planning, developing and implementing the provincial Dike Safety Program strategies
 - Developing a province wide dike/structural works inspection program
 - Preparing budget submissions, managing the program budget and exercising spending authority
 - Developing, implementing and monitoring policies and procedures and establishing engineering and administrative standards for approving changes to dikes and dike safety
 - Guiding the safe operation and maintenance of dike systems throughout the province
 - Evaluating program effectiveness and preparing program evaluation reports, briefing notes, Minister's letters and Cabinet Submissions
 - Investigating emergency situations and providing expert engineering advice and/or direction
 - Developing work plans
 - Planning for and determining what projects will be by consultant professional services
 - Reviewing, editing and approving all technical reports, studies, plans specifications and publications related to dikes produced by program staff or by consultant licensed professional staff
 - Exercising, and reviewing, statutory authorities granted under current dike safety legislation including the issuance and enforcement of Orders and Audits
 - Recommending amendments to existing or proposed new legislation, regulations, policies and procedures, including floodplain management legislation and the provincial "Flood Hazard Area Land Use Management Guidelines"

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- Leading the ministry flood assessment role in response to events and participating with other ministries in the preparation of flood contingency plans, forecasting and monitoring flood events, and preparing flood damage assessments and restoration plans
2. **30% Represents the Ministry and provides expert professional advice and support to Ministry staff, other governments and agencies, private industry and the general public on flooding and natural hazard engineering by:**
- Chairing, or as a member of, internal, inter-ministerial and inter-jurisdictional committees and working groups
 - Attending technical conferences and inter-provincial meetings
 - Liaising with Ministry staff, staff from other ministries, public agencies and private companies
 - Interpreting standards, policies and procedures and providing expert technical advice to assist in planning and implementing emergency flood measures
 - Providing expert technical advice on geotechnical engineering issues such as landslides, identifying problems and remedial actions
 - Providing engineering and technical expertise in the design and construction of various river protection works
 - Directing specialized engineering studies
3. **25% Supervises and provides leadership to a team of licensed and unlicensed professional and technical and administrative support staff and provides technical supervision to consultant licensed professional staff by:**
- Determining work priorities and the assignment of duties and responsibilities
 - Providing technical guidance and resolving issues referred by staff
 - Conducting performance appraisals
 - Participating in the recruitment, training and development of staff
 - Taking disciplinary action
 - Reviewing and accepting or rejecting submissions and reports from external professional consultants
 - Preparing terms of reference, specifications and deliverables for consultant licensed professional work
 - Overseeing the preparation of and/or preparing contract documents
 - Ensuring all work is performed consistent with Ministry standards and policies
4. **5% Performs other related duties**

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ORGANIZATION CHART – INSPECTOR OF DIKES, HEAD FLOOD SAFETY



**BENCHMARK CLASSIFICATION RATIONALE – BM #16
MINISTRY OF ENVIRONMENT**

TITLE: Inspector of Dikes and Head, Flood Safety Section

LEVEL: LSO 5

DIVISION/BRANCH: Environmental Protection, Regional Operations

FACTOR	POINTS
<p><u>PURPOSE OF POSITION</u> The primary focus of this position is to lead and direct the Provincial Dike Safety Program. This includes planning the operational details of the program and directing a team of ministry licensed professional and technical staff and/or consultant licensed professionals, providing senior professional engineering advice and exercising primary statutory authority under current legislation.</p> <p><u>KNOWLEDGE</u> The work requires a broad knowledge of engineering with a considerable depth of knowledge in water related areas. This includes hydrology, open channel hydraulics, river engineering, geotechnical engineering and design and construction of flood protection structures. The development of Provincial Dike Safety Program strategies is highly analytical and highly interpretive work requiring many judgements to be made based on extensive experience.</p> <p>Requires registration as a Professional Engineer.</p>	<p>E(1)b 130 Or E(2)</p>
<p><u>JUDGEMENT</u> <u>Originality and Complexity:</u> The position functions as the highest level of technical planning within its organizational hierarchy. The position plans for the operational aspects of the program including developing and administering the budget, identifying what ministry and contracted resources are required and identifying work priorities.</p> <p><u>Technical Supervision Received</u> The position develops legislation, regulations, policy, procedures, standards and guidelines regarding the management of flood protection works. While some of the work output associated with these responsibilities would be reviewed, the predominant work receives only a general review.</p>	<p>D3 113</p>
<p><u>ORGANIZATION AND PROGRAM ROLE</u> The primary role of the position is to exercise technical supervision over ministry licensed professional staff and/or consultant licensed professionals.</p>	<p>III(b) 50</p>
<p><u>ADMINISTRATIVE SUPERVISORY RESPONSIBILITY</u> The position administratively supervises a staff of two.</p>	<p>1 – 4 4</p>

TOTAL POINTS

297

LEVEL	POINT RANGE
1	168 – 203
2	204 – 237
3	238 – 267
4	268 – 295
5	296 – 365