

**BENCHMARK POSITION DESCRIPTION – BM #22
MINISTRY OF FORESTS AND RANGE**

1. POSITION TITLE	2. CLASSIFICATION LEVEL
Head, Radio Engineering Operations	LSO 4
3. DIVISION	4. BRANCH
Information Management	Radio Engineering Operations
5. IMMEDIATE SUPERVISOR	6. LOCATION
Director, Client Services and Operations	Victoria

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

Information Management is responsible for the provision, maintenance and security of the Ministry's corporate data and provision of province wide communications services for ministry field staff. The section provides the first point of contact for information technology support on infrastructure, workstations, and application support. The section also develops radio and wireless communications policy, planning and standards.

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

The position's primary responsibility is to design radio, wireless, and other communications systems. The position is also responsible for developing and implementing wireless policy, standards and guidelines and training requirements for the installation and servicing of Ministry communication systems and equipment. The position administratively supervises technical staff and provides technical direction to consultant licensed professionals.

Organizational Structure and Working Environment

The Ministry's field safety/emergency network, the largest of its kind in Canada, is a major Ministry program. The position is one of five reporting to the Director, Client Services and Operations. In a high profile, frequently stressful work environment, the position functions as the lead for critical communications engineering. Technology change is constant and rapid and the position works with other provinces, the Federal Government and other stakeholders and international stakeholders.

Position's Specific Functions and How They are Performed

- 1. 60% Designs and/or oversees the design of radio, wireless, and other communications systems by:**
 - Serving as the Ministry lead, technical expert and policy developer for the field safety and emergency network
 - Planning, developing and implementing the testing of hardware, software and other technologies, and evaluating results
 - Undertaking feasibility studies of alternative radio networks
 - Developing long term, multi-year, project plans including the use of consultant licensed professionals
 - Setting out deliverables, specifications and all design requirements
 - Preparing terms of reference for consultant and professional service contracts
 - Monitoring the work of, and providing direction and supervision to, private consultant licensed professionals
 - Reviewing existing infrastructure capabilities and identifying program and system shortfalls
 - Reviewing communication failures to identify causes and developing and implementing corrective action
 - Developing and implementing innovative telecommunications and wireless communication solutions
 - Undertaking a variety of tests and running various analysis programs and models to prevent radio interference and analyzing the results
 - Selecting and visiting transmitter locations and selecting frequencies

**BENCHMARK POSITION DESCRIPTION – BM #22
MINISTRY OF FORESTS AND RANGE**

- Negotiating with private and government agencies to acquire shared building space, frequencies and infrastructure
- Approving specifications, designs and licenses for radio communications systems
- Reviewing the design and development of equipment specifications and ensuring they are technically correct and are compatible with the latest technology
- Research, investigate and evaluate the latest communications technologies, hardware and software used or developed by other jurisdictions

2. 10% Develops and implements wireless policy with Federal and Provincial regulatory agencies by:

- Negotiating with Federal Government authorities to develop and modify regulations
- Ensuring system licensing is compliant with regulatory codes, policy and other regulatory requirements
- Ensuring ministry technical and professional staff operate within the codes and regulations
- Participating in the development of, and proposing changes to, legislation and regulations

Note: This position is the ministry's 'registered representative' under current legislation and makes decisions which affect supervised and other ministry staff performing duties and functions under this legislation.

3. 10% Develops and implements plans, standards, guidelines and training for the installation and servicing of Ministry communications systems and equipment by:

- Developing and implementing standards for communications facility construction
- Developing and/or overseeing the development, evaluation, updating and distribution of technical standards
- Identifying training needs and requirements
- Designing and overseeing the development and presentation of technical and safety training programs and presenting seminars and workshops
- Coordinating formal training with Ministry training specialists
- Developing the content and overseeing the preparation of the Ministry's Radio Handbook
- Developing field repair policies and technical bulletins

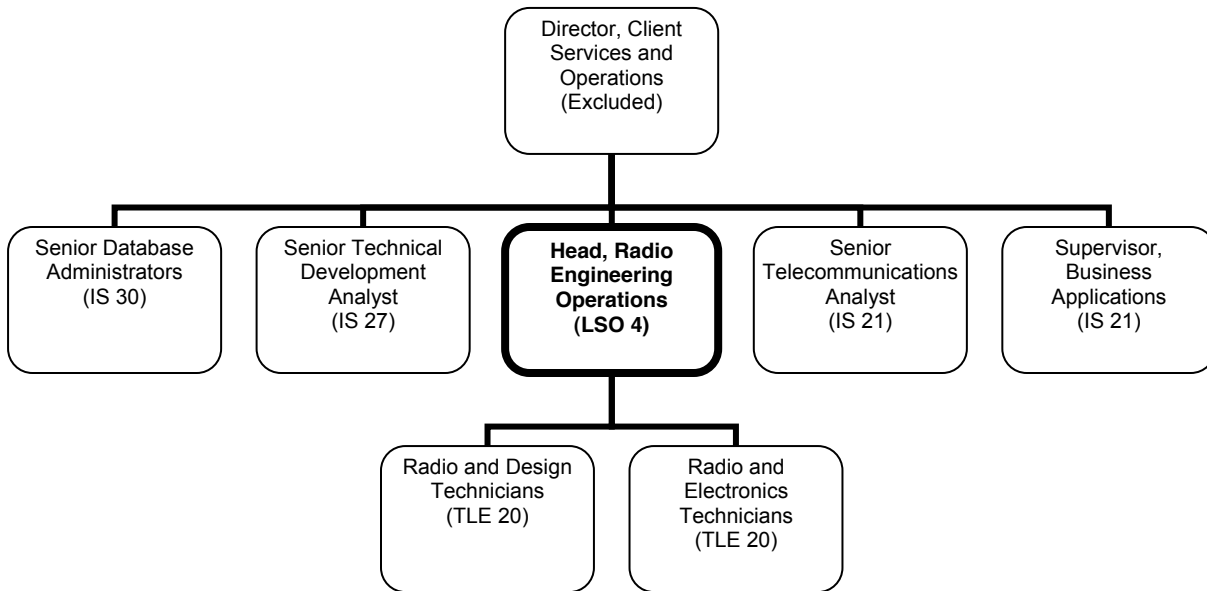
4. 15% Manages the section by:

- Developing the section's budget
- Determining priorities and preparing annual expenditure estimates
- Tracking and controlling budgeting and expenditures for projects and equipment maintenance and repair
- Interviewing, selecting and training subordinate staff
- Developing performance plans and evaluating employee performance
- Taking disciplinary action

5. 5% Performs other related duties

**BENCHMARK POSITION DESCRIPTION – BM #22
MINISTRY OF FORESTS AND RANGE**

ORGANIZATION CHART – HEAD, RADIO ENGINEERING OPERATIONS



**BENCHMARK CLASSIFICATION RATIONALE – BM #22
MINISTRY OF FORESTS AND RANGE**

TITLE: Head, Radio Engineering Operations

LEVEL: LSO 4

DIVISION/BRANCH: Corporate Services/Information Management

FACTOR	POINTS
<p><u>PURPOSE OF POSITION</u> The primary focus of this position is to design and/or oversee the design of radio, wireless and other communications systems. The position will also develop and implement wireless policy, standards and guidelines and is responsible for supervising technical staff and consultant licensed professional staff.</p> <p><u>KNOWLEDGE</u> The work requires a broad knowledge of electrical engineering with a considerable depth in satellite and digital wireless systems to plan for the design and development of the Ministry's radio, wireless and other communication systems. The requirement to plan, engineer, construct and maintain the Ministry's radio communication systems and all wireless communications infrastructures is highly analytical work requiring the position to make many judgements based on extensive field experience.</p> <p>Requires registration as a Professional Engineer.</p>	E(2) 130
<p><u>JUDGEMENT</u></p> <p><u>Originality and Complexity:</u> The work involves making major adaptations to previously developed communication solutions to meet the specific needs and circumstances of the Ministry. The position assigns, reviews, and accepts or rejects the work of consultant licensed professionals.</p> <p><u>Technical Supervision Received:</u> Much of the position's work involves direct delivery in the construction and installation of systems and equipment and the supervisor is not required to have the same depth of knowledge in electrical engineering as this position and as such, the technical content of the work receives only a general review.</p>	C3 99
<p><u>ORGANIZATION AND PROGRAM ROLE</u> The position provides technical supervision to consultant licensed professionals and to ministry technical support staff.</p>	III(b) 50
<p><u>ADMINISTRATIVE SUPERVISORY RESPONSIBILITY</u> The position supervises six subordinate staff.</p>	5 – 9 6

TOTAL POINTS 285

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