

**BENCHMARK POSITION DESCRIPTION – BM #38
MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE**

1. POSITION TITLE Senior Highway Planning Engineer	2. CLASSIFICATION LEVEL LSO 4
3. DIVISION Transportation Planning And Policy	4. BRANCH Planning and Programming
5. IMMEDIATE SUPERVISOR Manager, Highway Planning	6. LOCATION Victoria

Program Function	Describe the purpose of the program and organization in which the position operates.
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The Planning and Programming Branch leads the development of the transportation investment plan and related strategy, and the provincial highway plan, ensuring integration with other transportation modes and with provincial and regional land use and growth strategies and initiatives. The Highway Planning section is responsible for the overall highway planning framework for the Ministry, overseeing the development of road networks and for the provision of advice and support to the Ministry executive, Ministry managers and staff, and a wide variety of government and non-government organizations and individuals.

Purpose of Position and Summary of its Functions	This may be used for POSTING purposes.
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The position provides leadership and technical expertise in the development of improvement strategies, and systems, corridor, and project planning at the provincial and regional levels, and on highway performance monitoring and deficiency analysis. The position develops and provides professional direction and training on technical analysis methodologies, standards for the content of highway planning studies, and guidelines for highway performance measurement. The position also identifies management information needs to support highway planning and directs data collection requirements as necessary.

Organizational Structure and Working Environment	
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The position reports to the Manager, Highway Planning, which reports directly to the Executive Director, Planning and Programming. The position may function as a Project Manager and is responsible for members assigned to the project team.

Position's Specific Functions and How They Are Performed	
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1. 30% Provides leadership and technical expertise in highway performance monitoring, the development of improvement strategies, technical planning methodologies, and systems, corridor, and project planning at the provincial and regional levels by:

- Acting as the ministry expert on all technical aspects of highway planning, including system performance monitoring, corridor management planning, business case development, multiple account evaluation, and cost-benefit analysis
- Developing, modifying and applying methodologies to address planning problems
- Assessing completed highway planning studies and developing proposals in support of subsequent projects
- Developing evaluation techniques for highway planning
- Maintaining familiarity with different modeling techniques and their suitability for application
- Providing expertise, assistance and coordination to regional planning staff in the development and use of regional highway systems and corridor plans, major street network plans and other planning materials
- Providing policy and procedural interpretation, advice and guidance
- Project Managing technical planning studies or acting as a project team member

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2. 15% Develops standards, policies, procedures, guidelines and criteria for technical highway performance measurement and other planning functions by:

- Establishing and implementing a province wide highways functional classification framework with associated policy linkages
- Establishing procedures for provincial needs analysis and system monitoring
- Determining all requirements for technical highway performance measurements
- Developing and improving methods to undertake province wide deficiency analyses
- Developing and maintaining guidelines on planning procedures and technical analyses
- Identifying highway systems monitoring requirements and developing appropriate implementation
- Ensuring consistent application and maintenance of classification records
- Liaising with professionals in other branches

3. 20% Project manages and participates in the preparation and delivery of the Provincial Highway Plan by:

- Liaising with Ministry sources to ensure the Plan captures all of the Ministry activities
- Liaising with the Ministry Executive and Treasury Board to ensure that the requirements of government are met
- Leading the delivery of the Plan and its associated materials
- Supporting the maintenance and ongoing evaluation of the Provincial Highway Plan

4. 10% Represents the Ministry and prepares and presents technical reports, position papers, plans and correspondence by:

- Participating in federal and inter-provincial multi-modal transportation studies
- Attending meetings with, and responding to enquiries from, local and community representatives
- Writing technical critiques on reports and models prepared by consultants and other government agencies and making recommendations to senior officials

5. 10% Manages quality for Ministry planning processes and studies by:

- Developing criteria for planning studies
- Preparing and/or reviewing terms of reference
- Reviewing work done by consultants and ministry staff

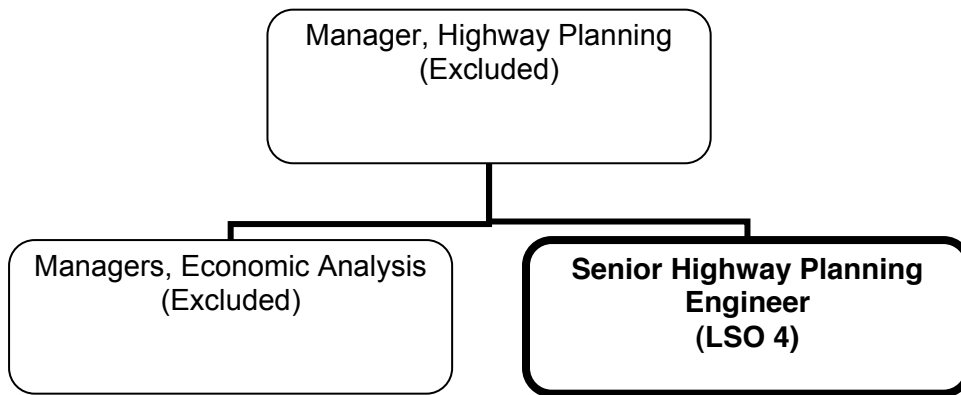
6. 10% Assesses consultant capabilities and provides related assistance to the Regions by:

- Reviewing application documents to determine the knowledge and skills of the consultant's planning staff and their past experience
- Maintaining contacts with the consultants to track the arrivals and departures of professional staff and to gain a clear appreciation of consultant capabilities
- Making recommendations to the Chief Highway Engineer regarding maximum fee levels and regarding changes in the definitions of RISP categories
- Assisting regions with making requests for RISP selections, and evaluating RFEI's (Requests for Expression of Interest) and RFP's (Requests for Proposal)

7. 5% Performs other related duties

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ORGANIZATION CHART – SR. HIGHWAY PLANNING ENGINEER



**BENCHMARK CLASSIFICATION RATIONALE – BM #38
MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE**

TITLE: Sr. Highway Planning Engineer

LEVEL: LSO 4

DIVISION/BRANCH: Transportation Planning and Policy/Planning and Programming

FACTOR	POINTS
<p><u>PURPOSE OF POSITION</u> The primary focus of this position is to provide leadership and technical expertise in corridor planning and the development of improvement strategies, methodologies, and systems at the provincial and regional levels. The position also develops standards, policies, procedures and guidelines and represents the Ministry at various federal and inter-provincial meetings and conferences.</p> <p><u>KNOWLEDGE</u> The work requires a broad knowledge of highway engineering with considerable depth and specialization in highway and corridor planning. The requirement to develop and modify methodologies, standards, evaluation techniques and criteria for use by seasoned licensed professionals calls for many judgements to be made based on extensive experience. The development of improvement strategies, methodologies, policies, procedures and guidelines, is considered to be highly analytical and highly interpretive work, given the variables associated with long term planning in a wide variety of diverse and/or complex urban settings.</p> <p>Requires registration as a Professional Engineer.</p>	E(2) 130
<p><u>JUDGEMENT</u> <u>Originality and Complexity:</u> The position develops standards, policies, specifications, procedures and techniques to address highway planning problems and highway performance measurement. The position identifies and resolves especially complex highway and corridor management problems encountered in the development of the provincial highway strategy and plan. This requires making major adaptations to previously developed methodologies and transportation planning solutions.</p> <p><u>Technical Supervision Received:</u> While proposed plans, policies and specifications are reviewed for overall conformity to ministry direction, much of the position's work output goes directly to clients when acting in the role as the Ministry's technical expert on highway planning and corridor management. As a result much of the work receives only a general review or spot check.</p>	C3 99
<p><u>ORGANIZATION AND PROGRAM ROLE</u> The primary role of the position is to provide advice, recommendations and/or consultative services to Ministry staff, and staff from other ministries and/or agencies.</p>	II(a) 43
<p><u>ADMINISTRATIVE SUPERVISORY RESPONSIBILITY</u> The position does not administratively supervise any staff.</p>	0

TOTAL POINTS 272

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