

**BENCHMARK POSITION DESCRIPTION – BM #33
MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE**

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| 1. POSITION TITLE Manager, Electrical Engineering | 2. CLASSIFICATION LEVEL LSO 5 |
| 3. DIVISION Highways | 4. BRANCH South Coast Region |
| 5. IMMEDIATE SUPERVISOR Regional Manager, Engineering | 6. LOCATION Burnaby |

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| Program Function | Describe the purpose of the program and organization in which the position operates. |
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The Electrical Engineering Section provides support to all regions related to electrical and control systems engineering practices. The Section provides field-based training and expert technical advice and consultation on advanced electrical and control systems technology. The Section is responsible for improving and enhancing road system safety and effectiveness through ongoing systems maintenance and rehabilitation.

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| Purpose of Position and Summary of its Functions | This may be used for POSTING purposes. |
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The primary function of the position is to develop, lead and implement the provincial Electrical Engineering Program. The position provides leadership to Ministry and other staff on electrical engineering issues and supervises, manages and leads a team of professional and technical staff.

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| Organizational Structure and Working Environment | |
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The Electrical Engineering Section is one of six reporting to the Regional Manager who in turn reports to the Regional Director. This position is responsible for a provincial program delivered from a regional location.

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| Position's Specific Functions and How They Are Performed | |
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- 1. 30% Develops, leads and implements the provincial Electrical Engineering Program by:**
 - Evaluating and analyzing program requirements
 - Developing detailed project plans and annual program plans for the delivery of provincial electrical engineering services
 - Developing recommendations for new and/or modifications to existing electrical engineering standards and policies
 - Evaluating program effectiveness and developing and implementing plans and strategies to improve program delivery
 - Providing planning, design and project management services to all regions for electrical/electronic and video control systems
 - Determining the need for the engagement of private consultant licensed professionals to support program delivery goals and objectives
 - Preparing annual program budget estimates and administering the budget

- 2. 45% Provides leadership to Ministry and other staff on a variety of electrical engineering issues by:**
 - Monitoring electrical and video control system engineering designs prepared by consultants, engineering and technical staff
 - Evaluating electrical and video control systems work
 - Providing guidance and direction to consultant licensed professionals and ministry staff on the interpretation and application of existing or new ministry policies, standards and specifications
 - Providing or overseeing the provision of field based technical training and professional development
 - Providing guidance in problem solving and solutions for unusual or unique electrical engineering or video control systems issues
 - Analyzing the electrical and video control system engineering aspects of failures, accidents and complaints, developing and/or recommending solutions and preparing reports on findings

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- Facilitating the development of provincial electrical/electronic standards and technology transfer to municipalities
- Providing litigation support and developing and recommending litigation reduction measures
- Participating on various committees

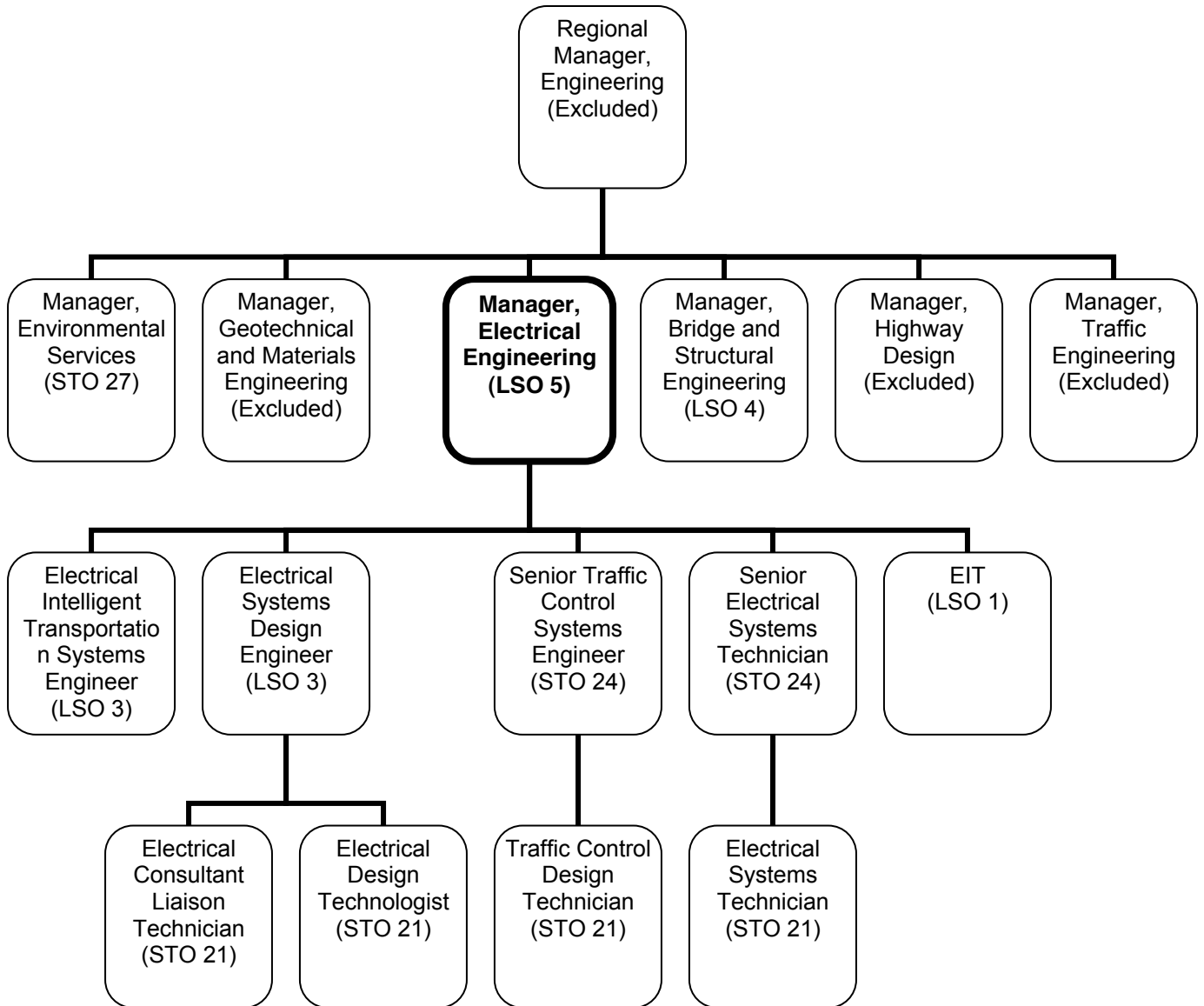
3. 20% Supervises and provides leadership to a team of licensed professional and technical staff and provides technical supervision to consultant licensed professionals by:

- Determining work priorities and the assignment of duties and responsibilities
- Providing technical guidance and resolving issues referred by staff
- Developing performance plans and conducting performance appraisals
- Participating in the recruitment, training and development of staff
- Reviewing and accepting or rejecting submissions and reports from consultant licensed professionals
- 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 – MANAGER, ELECTRICAL ENGINEERING



**BENCHMARK CLASSIFICATION RATIONALE – BM #33
MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE**

TITLE: Manager, Electrical Engineering

LEVEL: LSO 5

DIVISION/BRANCH: Highways/South Coast Region

| FACTOR | POINTS |
|---|----------------------------------|
| <p><u>PURPOSE OF POSITION</u> The primary focus of this position is to develop, lead and implement the provincial Electrical Engineering Program. The position will also provide leadership to Ministry and other staff on electrical engineering, plan for the engagement of consultant licensed professionals in support of the Electrical Program delivery and manage a team of licensed professional and technical staff.</p> <p><u>KNOWLEDGE</u> The work requires a broad knowledge of electrical engineering with a considerable depth in specialized traffic control and video control systems in order to plan, develop and implement the Electrical Engineering Program. Evaluating program delivery, developing and implementing plans and strategies to improve program effectiveness and developing proposals for new and/or modifications to existing electrical engineering standards is highly analytical and highly interpretive work in an area of rapidly advancing technology.</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 and development within this organizational hierarchy as the position develops the plans for the operational delivery of the electrical engineering program. The position determines resource requirements and prioritizes and distributes work between ministry and consultant licensed professionals.</p> <p><u>Technical Supervision Received:</u> The position reports to the Regional Manager, Engineering who has the responsibility for 5 distinctly different professional groups and is not required to have as much depth of electrical engineering knowledge as this position. As a result, the technical content of the work is subject only to a very general review.</p> | <p>D3 113</p> |
| <p><u>ORGANIZATION AND PROGRAM ROLE</u> The primary role of the position is to provide technical supervision to a group of licensed professionals and unlicensed science officers and consultant licensed professionals.</p> | <p>III(b) 50</p> |
| <p><u>ADMINISTRATIVE SUPERVISORY RESPONSIBILITY</u> The position supervises a staff of 11.</p> | <p>10+ 8</p> |

TOTAL POINTS 301

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