

**BENCHMARK POSITION DESCRIPTION – BM #39  
MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE**

<b>1. POSITION TITLE</b> Highway Design Consultant Liaison Engineer	<b>2. CLASSIFICATION LEVEL</b> LSO 3
<b>3. DIVISION</b> Highways	<b>4. BRANCH</b> South Coast Region
<b>5. IMMEDIATE SUPERVISOR</b> Sr. Highway Design Engineer	<b>6. LOCATION</b> Burnaby

<b>Program Function</b>	Describe the purpose of the program and organization in which the position operates.
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The primary functions of the Engineering Branch are to provide a complete range of services in highway survey, highway design, traffic design, consultant design liaison, highway and traffic design audit, safety audit, engineering plan preparation and general engineering services to the Region. The principle functions of the Highway Design and Survey Engineering Section include field surveys, assessing feasibility and constructability, determining the optimum location for highways, and preparing preliminary designs, including the extend and scope, for all classifications of highways within the Region.

<b>Purpose of Position and Summary of its Functions</b>	This may be used for POSTING purposes.
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The principle function of this position is to prepare Terms of Reference (TOR) and commission engineering consultants to perform highway design projects. The position monitors, audits and evaluates the performance of engineering consultants to ensure quality management has taken place, negotiates the resolution of contractual disputes, represents the Region on the Registration, Identification, Selection and Performance Evaluation (R.I.S.P.) committee and assists with adjudication of Consultants for registration.

<b>Organizational Structure and Working Environment</b>	
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The position resides in the Highway Design and Survey Engineering Section which is one of several engineering disciplines reporting to the Regional Manager, Engineering. The position reports directly to the Senior Highway Design Engineer.

<b>Position's Specific Functions and How They Are Performed</b>	
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**1. 40% Prepares Terms of Reference (TOR) and commission engineering consultants to perform highway design assignments by:**

- Defining the objectives of the engineering assignment that contain all input from the various areas of expertise (Geometric Highway Design, Traffic Systems design, Geotechnical and Materials Design, etc)
- Estimating associated costs
- Requesting appropriate engineering consultant names from the RISP system
- Requesting and evaluating proposals from engineering consultants
- Researching and reviewing the professional expertise, past performance and capabilities of engineering consultants
- Negotiating and accepting the fees and schedule of payments to be made
- Preparing consultant agreements
- Negotiating any additional fees to be paid for subsequent amendments or additions specified during the course of the assignment

**2. 40% Monitors, audits and evaluates the performance of engineering consultants to ensure quality management has taken place by:**

- Making visits to the consultant's offices
- Conducting Consultant Performance Evaluations coinciding with the completion of previously agreed deliverables or milestones

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- Examining engineering consultant's work to ensure that they have performed their work in conformance to agreed and approved quality management plans, including quality control and quality assurance
- Monitoring the engineering consultant's management of their assignment plan, schedule and use of resources
- Evaluating various other aspects of performance
- Determining the extent to which the consultant has met the objectives of the deliverables and is in compliance with the requirements of the Terms Of Reference
- Authorizing payments for work completed satisfactorily or withholding payment until completion
- Submitting completed Consultant Performance Evaluations to the RISP administrator along with recommendations whether or not the consultant should be considered for future commissioning

**3. 5% Negotiates the resolution of contractual disputes by:**

- Dealing quickly with any disagreements or disputes presented by the engineering consultants
- Applying seasoned professional engineering judgement to resolve disputed issues pertaining to the appropriateness or acceptability of engineering design issues
- Considering and evaluating any items of work performed that were alleged to have been beyond the scope of the Terms of Reference
- Responding to all disagreements in a formal manner with Ministry's position and/or decision

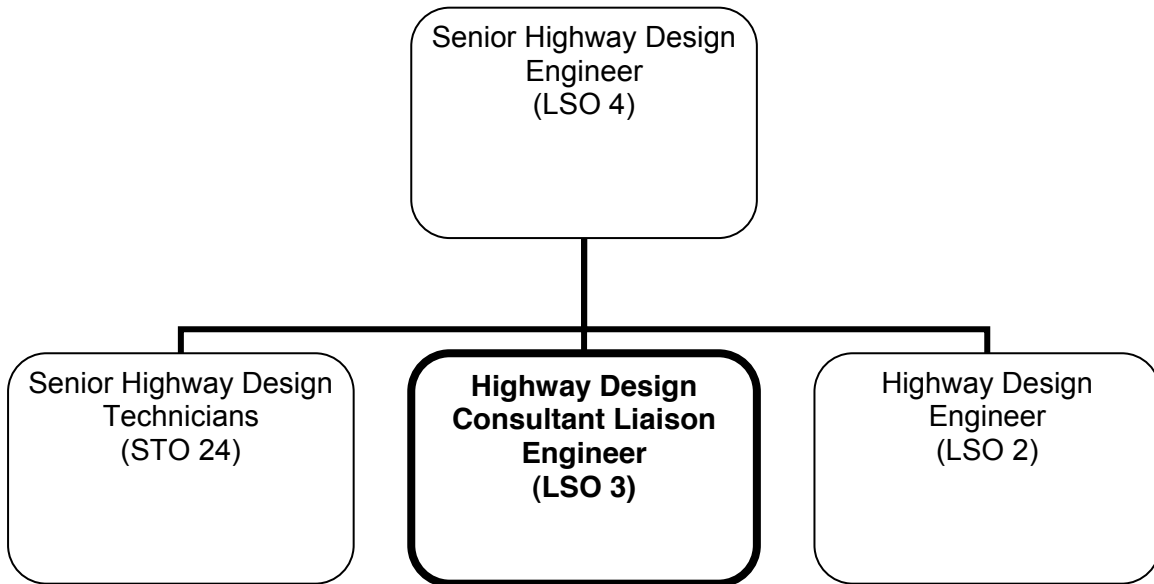
**4. 10% Represents the Region on the Registration, Identification, Selection and Performance Evaluation (R.I.S.P.) committee and assists with adjudication of Consultants for registration by:**

- Participating in periodic RISP committee meetings to represent the Region's interests with respect to Highway Design
- Participating in the adjudication of new engineering R.I.S.P. registration applications to determine their maximum capability of delivering professional services of various types
- Assessing the ongoing effectiveness of the RISP program and recommending any changes and improvements

**5. 5% Performs other related duties**

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**ORGANIZATION CHART – HIGHWAY DESIGN CONSULTANT LIAISON ENGINEER**



**BENCHMARK CLASSIFICATION RATIONALE – BM #39  
MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE**

**TITLE: Highway Design Consultant Liaison Engineer**

**LEVEL: LSO 3**

**DIVISION/BRANCH: Highway/South Coast Region**

FACTOR	POINTS
<p><b><u>PURPOSE OF POSITION</u></b> The primary focus of this position is to prepare Terms of Reference and commission engineering consultants to undertake highway design projects and to monitor, audit and evaluate their performance to ensure quality management has taken place. The position will also negotiate the resolution of contractual disputes and represent the region on various committees.</p> <p><b><u>KNOWLEDGE</u></b> The work requires a considerable depth of knowledge of highway design to develop terms of reference and evaluate the work of consultant licensed professionals.</p> <p>Requires registration as a Professional Engineer.</p>	D(1) 113
<p><b><u>JUDGEMENT</u></b> <u>Originality and Complexity:</u> The position reviews the work of consultant licensed professionals and requires making major adaptations to previously developed design solutions to ensure that the objectives and deliverables of projects can be met. The position also resolves controversial issues associated with contractual disputes through negotiation with consultant licensed professionals.</p> <p><u>Technical Supervision Received:</u> The position reports to the Sr. Highway Design Engineer and the results of the position's work would be reviewed upon completion to ensure that the projects are consistent with program objectives.</p>	C2 86
<p><b><u>ORGANIZATION AND PROGRAM ROLE</u></b> The primary role of the position is to oversee the work of consultant licensed professional engineers.</p>	III(b) 50
<p><b><u>ADMINISTRATIVE SUPERVISORY RESPONSIBILITY</u></b> The position does not administratively supervise any staff.</p>	0

**TOTAL POINTS 249**

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