

**BENCHMARK POSITION DESCRIPTION – BM #41
MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE**

1. POSITION TITLE District Program Engineer	2. CLASSIFICATION LEVEL LSO 3
3. DIVISION Highways	4. BRANCH Regions
5. IMMEDIATE SUPERVISOR District Manager	6. LOCATION Various Districts

Program Function	Describe the purpose of the program and organization in which the position operates.
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The District provides for the planning and provision of services and maintenance of an integrated highway system. The Engineering Section supports this by identifying and planning operations and facilities that will improve safety and facilitate growth and reviewing access and subdivision permits for projects and new developments adjacent to highways within the District.

Purpose of Position and Summary of its Functions	This may be used for POSTING purposes.
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The primary function of this position is to develop and maintain the multi-year District program and to deliver facility design, construction, supervision and approval of projects in the District's Rehabilitation Program.

Organizational Structure and Working Environment	
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The Highways Department is made up of three Regions, 11 Districts and five Headquarters Branches. The District Manager reports to the Regional Director, and the number of Districts varies between Regions. The District Program Engineer reports directly to the District Manager and oversees the work of ministry professionals and consultants on a project basis. The position maintains a close working relationship with other professionals within various other engineering groups within the ministry. Some District Program Engineers do not administratively supervise any subordinate staff while others may administratively supervise technical support staff or a fully experienced Engineer.

Position's Specific Functions and How They Are Performed	
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- 1. 20% Undertakes District program planning, evaluation and project identification and secures project funding by:**
 - Development and maintenance of the multi-year District program (rehabilitation, construction and safety)
 - Identifying project parameters and recommending which projects should be managed by the Region and which should be managed by the District
 - Identifying, assessing and prioritizing projects based on safety, traffic and maintenance considerations and inputs from a variety of external stakeholders
 - Ensuring that district maintenance and traffic requirements are included in the design and construction of projects managed by Region or Headquarters
 - Ensuring that the District program needs regarding funding are communicated to the Region
 - Negotiating cost sharing agreements with municipalities, stakeholders, developers and utility companies
 - Conceptualizing and costing technical solutions to engineering problems

- 2. 55% Provides District project management services by:**
 - Acquiring services for design, geotechnical investigation, environmental review and other support at Region
 - Preparing contract tenders and/or requests for proposals
 - Overseeing the work performed by Regional staff assigned to District Projects and/or consultant licensed professional staff
 - Reviewing the technical content and quality of work and authorizing payment

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- Resolving a variety of engineering issues by obtaining input or direction of regional or headquarters specialists in circumstances that are outside of standards or area of technical expertise

3. 10% Reviews development proposals for traffic impacts, geometric concerns and other engineering issues by:

- Accepting and reviewing designs for roadways under grant programs
- Ensuring designs conform with any protocol agreement guidelines
- Approving designs
- Ensuring all technical components for a project are correct and complete

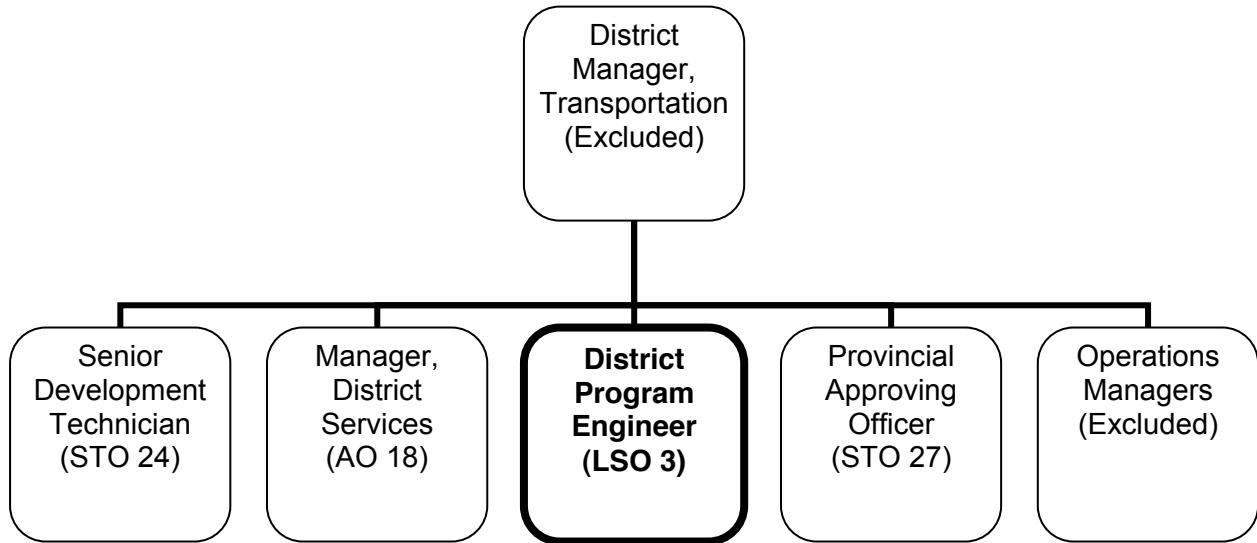
4. 10% Acts as a Professional Resource by:

- Attending public meetings to receive input into District Highways projects and provide information
- Responding to a variety of technical questions from ministry staff, the public and other stakeholders
- Providing advice and recommendations in support of District programs and initiatives

5. 5% Performs other related duties

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ORGANIZATION CHART – DISTRICT PROGRAM ENGINEER



**BENCHMARK CLASSIFICATION RATIONALE – BM #41
MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE**

TITLE: District Program Engineer

Level: LSO 3

DIVISION/BRANCH: Highways/Regions

FACTOR	POINTS
<p><u>PURPOSE OF POSITION</u> The position's primary focus is the planning, management and delivery of District engineering projects (construction and rehabilitation). This includes securing project funding; negotiating cost sharing agreements; and acquiring services for design, geotechnical investigation, environmental review and other resources necessary for the delivery of the project. The position manages District projects which may be contracted to private consulting firms and/or undertaken by other Ministry professionals and technical staff.</p> <p><u>KNOWLEDGE</u> The work requires a fairly broad knowledge of engineering, with some depth in various areas, including geometric design, construction engineering, traffic engineering, and geotechnical engineering to develop the District's multi year program. Identifying engineering requirements over a multi year period is analytical work. The work requires the ability to make some judgements based on considerable engineering experience in order to provide technical direction to Ministry and/or consultant licensed professionals.</p> <p>Requires registration as a Professional Engineer.</p>	<p>D(1) 113</p> <p>OR</p> <p>D(2)</p>
<p><u>JUDGEMENT</u> <u>Originality And Complexity</u> The position develops deliverables and assigns work to consultant licensed professionals and conducts detailed reviews of completed work to ensure it meets Ministry and engineering standards in order to sign off as approved. The position may also oversee the work of Ministry technical and professional staff who are assigned to District projects from time to time. While the work involves making major adaptations of engineering solutions to resolve complex problems in the field, the position's primary role is the overseeing of assigned project staff.</p> <p><u>Technical Supervision Received</u> The work is reviewed upon completion for adequacy and completeness to ensure that the projects are consistent with overall regional program objectives. While the position's supervisor may not have or require as much expertise in some aspects as the topic position, the work is reviewed by regional staff for overall conformity to regional plans. Technical details are not checked.</p>	<p>C2 86</p>
<p><u>ORGANIZATION AND PROGRAM ROLE</u> The position's primary role is to provide technical supervision over consultant licensed professionals who are beyond the training level.</p>	<p>III(b) 50</p>
<p><u>ADMINISTRATIVE SUPERVISORY RESPONSIBILITY</u> The position does not administratively supervise any staff.</p>	<p>0</p>

TOTAL POINTS 249

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