

Technologies - Subsidiary 12

APS Benchmark Listings

| Sub.No. | Bench- mark | Department | Working Title Job Title | Know-How | | | | Creativity/ Problem Solving | | Responsibility | | Total Points |
|---|-------------------------|---------------------------|---|-----------------|---------------|----------------|--------|-----------------------------------|--------|----------------|--------|-----------------|
| | | | | Prof./ Cont. | Comp. Div. | H.R. Skills | Points | % | Points | Profile | Points | |
| Technologies 7 (Point Range 371 - 438) | | | | | | | | | | | | |
| 012 | 128TN02 | Transportation | Maintenance Contractor Inspector | E | I+ | 2 | 230 | 33 | 76 | R1 | 87 | 393 |
| 012 | 128TN01 | Agriculture & Forestry | Tech. Suprv, Breeding & Genetics | E+ | I | 2 | 230 | 33 | 76 | R1 | 87 | 393 |
| Technologies 6 (Point Range 314 - 370) | | | | | | | | | | | | |
| 012 | 127TN07 | Agriculture & Forestry | Regional Supervisor | E | I | 2 | 200 | 33 | 66 | R2 | 87 | 353 |
| 012 | 127TN06 | Environment & Parks | Sr. Geomatics Tech. | E+ | I | 1 | 200 | 33 | 66 | R1 | 76 | 342 |
| 012 | 127TN05 | Transportation | Project Coordinator | E | I | 2 | 200 | 33 | 66 | R1 | 76 | 342 |
| 012 | 127TN04 | Transportation | Sr. Bridge Technologist | E | I | 2 | 200 | 33 | 66 | R1 | 76 | 342 |
| 012 | 127TN03 | Environment & Parks | Conservation & Reclamation Insp. | E | I | 2 | 200 | 29 | 57 | R2 | 76 | 333 |
| 012 | 127TN02 | Agriculture & Forestry | Triticale & Winter Wheat Breeding Tech. | E | I | 2 | 200 | 33 | 66 | B | 66 | 332 |
| 012 | 127TN01 | Environment & Parks | Unit Leader, Geomatics Unit | E | I | 2 | 200 | 29 | 57 | R1 | 66 | 323 |
| Technologies 5 (Point Range 269 - 313) | | | | | | | | | | | | |

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|---|-------------------------|------------------------|----------------------------------|----|---|---|-----|----|----|----|----|-----|
| 012 | 126TN07 | Environment & Parks | Water Admin. Tech. | E- | I | 2 | 175 | 33 | 57 | R1 | 66 | 298 |
| 012 | 126TN06 | Environment & Parks | Sr. Dam Safety Tech. | E | I | 1 | 175 | 33 | 57 | R1 | 66 | 298 |
| 012 | 126TN05 | Environment & Parks | Surface Water Data Tech. | E | I | 1 | 175 | 33 | 57 | R1 | 66 | 298 |
| 012 | 126TN04 | Justice & Sol. Gen. | Toxicology Tech. | E | I | 1 | 175 | 33 | 57 | R1 | 66 | 298 |
| 012 | 126TN03 | Agriculture & Forestry | Analytical Chemistry Technician | E- | I | 2 | 175 | 29 | 50 | R1 | 57 | 282 |
| 012 | 126TN02 | Transportation | Field Support Tech. | D+ | I | 2 | 175 | 29 | 50 | R1 | 57 | 282 |
| 012 | 126TN01 | Environment & Parks | ADEPT Technical Support | E- | I | 2 | 175 | 29 | 50 | B | 50 | 275 |
| Technologies 4 (Point Range 228 - 268) | | | | | | | | | | | | |
| 012 | 125TN11 | Agriculture & Forestry | Meat Inspector | D | I | 2 | 152 | 29 | 43 | R2 | 57 | 252 |
| 012 | 125TN10 | Justice & Sol. Gen. | Sr. Forensic Pathology Tech. | D+ | I | 1 | 152 | 29 | 43 | R1 | 50 | 245 |
| 012 | 125TN09 | Environment & Parks | Sr. Cartographic Tech. | D+ | I | 1 | 152 | 29 | 43 | R1 | 50 | 245 |
| 012 | 125TN08 | Environment & Parks | Land Conveyance/Plan Exam. Tech. | D+ | I | 1 | 152 | 29 | 43 | R1 | 50 | 245 |
| 012 | 125TN07 | Infrastructure | Electronics System Specialist | D+ | I | 1 | 152 | 29 | 43 | R1 | 50 | 245 |
| 012 | 125TN06 | Infrastructure | Operations Supervisor | D | I | 2 | 152 | 29 | 43 | R1 | 50 | 245 |
| 012 | 125TN04 | Agriculture & Forestry | Irrigation Tech. | D+ | I | 1 | 152 | 25 | 38 | R1 | 43 | 233 |
| 012 | 125TN03 | Agriculture & Forestry | Histology Laboratory Tech. | D+ | I | 1 | 152 | 25 | 38 | R1 | 43 | 233 |
| 012 | 125TN02 | Environment & Parks | Geographic Info. Tech. | D+ | I | 1 | 152 | 25 | 38 | R1 | 43 | 233 |
| 012 | 125TN01 | Transportation | Bridge Engineering Support Tech. | D+ | I | 1 | 152 | 25 | 38 | R1 | 43 | 233 |
| Technologies 3 (Point Range 192 - 227) | | | | | | | | | | | | |
| 012 | 124TN05 | Justice & Sol. Gen. | Forensic Pathology Tech. | D | I | 1 | 132 | 29 | 38 | R1 | 43 | 213 |
| 012 | 124TN04 | Agriculture & Forestry | Media Technician | D | I | 1 | 132 | 25 | 33 | R1 | 38 | 203 |
| 012 | 124TN03 | Environment & Parks | Air Photo Repository Tech. | D | I | 1 | 132 | 25 | 33 | R1 | 38 | 203 |

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|---|-------------------------|------------------------|----------------------------------|----|---|---|-----|----|----|----|----|-----|
| 012 | 124TN02 | Transportation | Roadway Info. Tech. | D | I | 1 | 132 | 25 | 33 | R1 | 38 | 203 |
| 012 | 124TN01 | Energy | GIS Technologist | D | I | 1 | 132 | 25 | 33 | R1 | 38 | 203 |
| Technologies 2 (Point Range 161 - 191) | | | | | | | | | | | | |
| 012 | 123TN02 | Agriculture & Forestry | Special Crops Tech. | D- | I | 1 | 115 | 22 | 25 | R1 | 29 | 169 |
| 012 | 123TN01 | Agriculture & Forestry | Research Tech. - Barley Breeding | D- | I | 1 | 115 | 22 | 25 | R1 | 29 | 169 |
| Technologies 1 (Point Range 135 - 160) | | | | | | | | | | | | |
| 012 | 122TN02 | Agriculture & Forestry | Food Science Lab. Tech. | C | I | 1 | 100 | 19 | 19 | R1 | 22 | 141 |
| 012 | 122TN01 | Agriculture & Forestry | Fruit & Vegetable Crops Asst. | C | I | 1 | 100 | 19 | 19 | R1 | 22 | 141 |

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Subsidiary 12

Benchmark Evaluation - 128TN02

Identification Section

Working Title: Maintenance Contract Inspector
Department: Transportation
Division, Branch/Unit: North Central Region, Sherwood Park
Reports To: Operations Manager
Levels to D.M.: 4
Job Description: [128TN02](#)
Minimum Recruitment Standard: See the [Minimum Recruitment Standard](#) for Technologies
Job Code: [128TN](#) - Technologies 7

Comments on Role

Position is responsible for overseeing the Provincial Highway Maintenance program in a contract area. Contractors, whose work is directed and monitored by this position, carry out the majority of road maintenance. Position has input into establishing standards, determining the maintenance work necessary for the area and administering a budget of \$3-5 million.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| EI+2 230 | 33% 76 | R1 87 | 393 |

Comments on Evaluation

Knowledge:

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Requires extensive knowledge of road maintenance, budget control, vegetation management and knowledge of a wide variety of legislation, standards and guidelines. Overall, this position requires considerable leadership skills to coordinate the highway operations and maintenance program which includes determining the maintenance required, budget and contractor allocations and reallocations, resulting in a I+ rating in Complexity. Requires a high level of communication skills to direct and negotiate with contractors and deal with complaints from the public, RCMP, municipalities and other government departments.

Creativity/Problem Solving:

Position works with significant independence to deal with the considerable variety of situations encountered. Position has significant latitude to resolve problems with the road maintenance program and will determine whether contractor work is acceptable.

Responsibility:

This position is focused on the delivery of the road maintenance program for a contract area.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 128TN02

Identification Section

| | |
|-------------------------------|-------------------------------------|
| Working Title: | Maintenance Contract Inspector |
| Department: | Transportation |
| Division, Branch/Unit: | North Central Region, Sherwood Park |
| Reports To: | Operations Manager, Manager |
| Levels to D.M.: | 4 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Maintenance Contract Inspector administers the provincial highway maintenance program for a contract area, ensuring the safety and convince of the motoring public. Determines work required and oversees work carried out by Contractors to ensure the work is in accordance with the contractual agreement. This position is responsible for an annual maintenance budget of 3-5 million. Monitors/Assists with collection, compiling and analyzing information for the department's asset management programs is a responsibility of this position. (ROMARA - road maintenance and rehabilitation application and TIMS - Transportation Infrastructure Management System). This position deals with concerns/complaints from the public, RCMP, other governments and other levels of government. Position may assist in monitoring minor construction projects.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Inspecting area highways to observe conditions, assessing needs and determining work required. Issues work orders authorizing and outlining work to be completed, monitoring,

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contractor's performance (adherence to specifications) and accepts/rejects work (verifies quantities and quality). Initiates any required corrective action of substandard work. Provides payment information to Operations Manager. Responsible for preparing and monitoring budget for area (3 to 5 million).

2. Prepares estimates for work not covered by contract and negotiates the cost and scope of work with the contractor.
3. Prepare current and future work programs, priority lists and schedules for contracted or department operated functions. Authorizes work to be done by other contractors under service agreements to the department and accepts completed work (traffic signal repair lighting repairs).
4. Meet regularly with public, local municipalities, RCMP and other government departments to discuss address concerns/complaints.
5. Monitors development adjacent to provincial highways to ensure they conform to regulations.
6. Assess problems and deficiencies in standards, specifications, methods and techniques. Recommend required changes.
7. Prepare current and future work programs, priority list and schedules for contracted or department operated functions.
8. Monitors (audit)/collects and maintains data for the asset management system (TIMS, ROMARA).

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

This is a senior technical position that oversees the work of contractors who provide highway maintenance in a geographical contract area. The work involves any work within the highway right of way and determines what work is necessary and monitors contractor performance. The position has regular contact with the public, RCMP, municipalities and other departments and is expected to address concerns raised (drainage, weed complaints, road conditions).

This position is subject to emergency call-out.

Contacts

(Main contacts of this position and the purpose of those contacts.)

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Position will provide direction to contractors who provide highway maintenance. Will also deal with the public, RCMP, municipalities and other government departments concerning their complaints. Position also provides information to the Consulting industry to be used in project designs.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Requires extensive knowledge of highway maintenance, budget control, vegetation management and must be able to supervise contractors providing highway maintenance. Requires the ability to work with minimal supervision and to plan and schedule work within budget. Requires effective communication skills to deal directly with maintenance contractors, the public and external groups. This position can be in conflict resolution situations.
- This position requires knowledge of the Public Highways Development Act, Alberta Signing Manual, Pavement Marking Guide, and Traffic Accommodation in Work Zones, Uniform Traffic Control Devices for Canada Maintenance Standards and Guidelines, MCMS, Level of Service Guidelines.
- This position requires a related Technical School Diploma and six years of directly related experience with one year at a supervisory level or an equivalent combination of education and experience.

Organization

(Working titles of positions reporting directly to this position.)

Position does not have direct supervisory responsibility on an ongoing basis. Supervision is exercised over a crew that may involve maintenance staff or technologists who are monitoring/inspecting contract projects. Position provides directing to contractors on an ongoing basis.

Organizational Chart

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| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|-----------------------------|
| Working Title: | Regional Director |
| Classification: | Executive Manager 1 (M6100) |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|------------------------|
| Working Title: | Operations Manager |
| Classification: | Senior Manager (M4200) |

| PEER POSITION | |
|----------------------|----------------------------------|
| Working Title: | Similar position for each region |
| Classification: | Technologies 7 |

| BENCHMARK POSITION | |
|---------------------------|--------------------------------|
| Working Title: | Maintenance Contract Inspector |
| Classification: | Technologies 7 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|--|
| Working Title: | |
| Classification: | |

Last Review / Update: 2016-03-11

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Subsidiary 12

Benchmark Evaluation - 128TN01

Identification Section

Working Title: Technical Supervisor, Breeding and Genetics
Department: Agriculture and Forestry
Division, Branch/Unit: Crop Diversification/Field Crop Development Centre/Cereals
Reports To: Plant Breeder
Levels to D.M.: 5
Job Description: [128TN01](#)
Minimum Recruitment Standard: See the [Minimum Recruitment Standard](#) for Technologies
Job Code: [128TN](#) - Technologies 7

Comments on Role

Working closely with the scientific team, this senior position provides technical leadership in all aspects of a large complex and advanced breeding research program with major emphasis on barley breeding. Position has a high level of coordination and management responsibilities.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| E+I2 230 | 33% 76 | R1 87 | 393 |

Comments on Evaluation

Knowledge:

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Position requires extensive knowledge of plot and field research methodology as well as basic knowledge of genetics, plant breeding and seed production techniques. Extensive knowledge of plant anatomy and breeding methods with cereals. Job is also part of an internationally recognized research team. The breadth of knowledge and skills required in combination with the technical depth results in the E+ rating. Position has considerable leadership for the planning, coordination and implementation of the technical components of research trials. Also has responsibility to supervise a number of permanent and seasonal technical staff. Plays an influencing role with seasonal staff, industry and producers.

Creativity/Problem Solving:

Guided by research objectives, provides technical leadership making all decisions relating to the implementation and operation of the technical team. As part of the scientific team, the position is credited on published scientific papers as a co-author.

Responsibility:

Position is responsible for implementation and day-to-day operation of the technical team.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 128TN01

Identification Section

| | |
|-------------------------------|--|
| Working Title: | Technical Supervisor Breeding and Genetics |
| Department: | Agriculture and Forestry |
| Division, Branch/Unit: | Crop Diversification/Field Crop Development Centre/Cereals |
| Reports To: | Plant Breeder |
| Levels to D.M.: | 5 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Working closely with the scientific team. The job provides technical leadership in all aspects of a large, complex and advanced breeding program. The job is charged with planning, coordinating and implementing the technical components of research trials with major emphasis in the barley program. The position has a high level of coordination and management responsibilities. Providing leadership to a large technical team.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Directs the planning, planting, maintaining and harvesting of all research projects related to the barley breeding program. Oversees all technical aspects of a broad range of scientific disciplines comprised of genetic recombination, microbiology, pathology and agronomic research.

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2. Supervise all yield trial testing and seed multiplication. Supervises harvest and data collection of all breeding nurseries. Analysis and verification of data. Development of procedures related to field operation, seed cleaning and data collection methodology.
3. Supervise breeder seed production for existing varieties and advanced materials for both the barley and triticale programs. Consult with industry as to production requirements.
4. Ensures that the new and existing varieties developed by the Field Crop Development Centre are the intellectual property of the province, meet federal regulation under the seeds act and plant breeder's rights legislation.
5. Coordinates cooperative nurseries with similar institutions in Alberta, British Columbia, Saskatchewan, Manitoba and international nurseries in United States and Mexico.
6. Works alongside the scientist in selection of genetic and breeding lines in the barley program.
7. Supervises 5 permanent technical staff plus several temporary positions.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

A senior technical agricultural position responsible for all technical support provided to the barley breeding research. Guided by project objectives, position is responsible for coordination of a large number of individual projects. The job provides technical leadership to a wide variety of scientific disciplines both internal and external (this position responds to 5 scientists). The job has the authority to make all decisions relating to the implementation and day-to-day operation of the technical team. Also participates in hiring junior technical staff. The job is part of an internationally recognized research team and is credited on published scientific papers as a co-author. The job is also given credit when a variety is released.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Position supervises permanent employees and several summer staff. Position takes direction from a scientific team and works most closely with the Barley Breeders. Methodology and project objectives are discussed. Will conduct field tours and participate in field days for the public, scientific symposiums and workshops. Scientists in Agriculture and Agri-Food Canada, Universities and Industry.

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Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Typically requires an agricultural related technical diploma with a minimum 8 years experience.
- Requires extensive knowledge in field plot techniques as well as a basic knowledge of genetics, plant breeding and seed production techniques.
- Excellent knowledge of plant anatomy and breeding methods with cereals.
- Good abilities in electronic data collection and scientific analysis using SAS programming.
- A very good understanding of farming practices and the use of farm equipment.
- Strong leadership and management abilities.

Organization

(Working titles of positions reporting directly to this position.)

Supervises five Lab Techs as well as temporary technical staff, wage staff or summer staff assisting with the program.

Organizational Chart

| BENCHMARK'S 2 ND LEVEL OF SUPERVISION | |
|--|----------------------|
| Working Title: | Unit Leader, Cereals |
| Classification: | Senior Manager |

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| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|----------------|
| Working Title: | Plant Breeder |
| Classification: | Senior Manager |

| PEER POSITION | |
|----------------------|--|
| Working Title: | Statistical Analysis/Database Technologist |
| Classification: | Technologies 4 |

| BENCHMARK POSITION | |
|---------------------------|--|
| Working Title: | Technical Supervisor Breeding and Genetics |
| Classification: | Technologies 7 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|--|
| Working Title: | Research Technicians |
| Classification: | 2 Technologies 4 3 Technologies 3 3 Technologies 2 |

Last Review / Update: 2016-03-11

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Subsidiary 12

Benchmark Evaluation - 127TN07

Identification Section

| | |
|--------------------------------------|---|
| Working Title: | Regional Supervisor |
| Department: | Agriculture and Forestry |
| Division, Branch/Unit: | Regulatory Services Division, Meat Inspection Branch |
| Reports To: | Area Manager |
| Levels to D.M.: | 5 |
| Job Description: | 127TN07 |
| Minimum Recruitment Standard: | See the Minimum Recruitment Standard for Technologies |
| Job Code: | 128TN - Technologies 6 |

[Organization Chart](#)
(requires login)

Comments on Role

The Regional Supervisor is responsible for maintaining continued excellence in food safety and ensuring Alberta's licensed meat facilities are in compliance with relevant legislation and policies of the Regulatory Services Division and their meat products are fit for human consumption.

Reporting directly to the Area Manager, the Regional Supervisor provides front-line supervision and leadership to a group of Meat Inspectors (15-20) for the effective, efficient and consistent delivery of the Meat Inspection Program and other related regulatory functions. There are 4 Regional Supervisors across the province.

The Regional Supervisor conducts supervisory inspections of meat inspection staff at licensed meat facilities to ensure ongoing compliance to the Meat Inspection Act (MIA) and Regulations, Directives and Procedures and Meat Facility Standards, including food safety processing control systems (i.e. Hazard Analysis Critical Control Point).

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Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| EI2 200 | 33% 66 | R2 87 | 353 |

Comments on Evaluation

Knowledge:

Professional/Content Knowledge:

E: Work requires a base of technical knowledge in animal health or animal science, obtained by a technical diploma from a recognized agricultural college. Position requires in-depth knowledge of the Meat Inspection Act and other related animal health, human health and meat inspection legislation and regulations to guide Meat Inspectors in their application and interpretation; and oversee the delivery of the Meat Inspection Program for the region. Based on this knowledge, position will also recommend new policies or regulations to be adopted into the Meat Inspection Program. The Regional Supervisor must also have thorough knowledge of food safety principles, Hazard Analysis Critical Control Point (HACCP) principles, and Good Manufacturing Principles (GMPs). The depth of technical knowledge acquired through post secondary training as well as considerable on the job training experience is applied to a specific functionally related area – meat inspection and food safety of those meat inspection facilities and supervision of Meat Inspectors – supporting the E rating.

Complexity and Diversity:

I: Position is an individual contributor who must understand the operations of meat processing, the role of Alberta Agriculture & Rural Development in its regulatory function, and the purpose behind legislation and regulation in order to apply them to inspection services.

Human Relations Skill:

2: The Regional Supervisor has formal supervisory duties including the training, coaching, and performance management of staff. The supervisor will also work with clients on situations that have escalated from the front line Meat Inspectors due to conflict and continued non-compliance.

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Creativity/Problem Solving:

33%: As a supervisor, the position determines how the Meat Inspection Program is delivered in their region (i.e. staffing levels, staff schedules, and guidance given to Meat Inspectors). They are often called upon to resolve problems between clients and staff, and are the first point of contact for complex issues or difficult policy interpretations. The Regional Supervisor is accountable for proposing new policies and regulations, as they are in a primary position to gather trends from the concerns/observations of their staff about meat processing operations, including the use of new equipment or techniques being utilized in the industry. Solutions should still be found within the Regional Supervisor's body of knowledge and experience, and may rely on Area Managers for support.

Responsibility:

R2: The position has the authority to enter and inspect provincially licensed meat facilities to ensure compliance with the Meat Inspection Act and Regulations, and Meat Facility Standards, including food safety processing control systems (i.e. HACCP). The Regional Supervisor has the authority as a certified inspector to suspend inspection services for lack of regulatory compliance and to condemn carcasses and processed meat products.

Last Reviewed: March, 2010

Last Review / Update: 2016-03-11

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Subsidiary 12 Benchmark Job Description - 127TN07

Identification Section

| | |
|-------------------------------|--|
| Working Title: | Regional Supervisor |
| Department: | Agriculture and Forestry |
| Division, Branch/Unit: | Regulatory Services Division, Meat Inspection Branch |
| Reports To: | Area Manager |
| Levels to D.M.: | 5 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Regional Supervisor is responsible for maintaining continued excellence in food safety and ensuring Alberta's licensed meat facilities are in compliance with relevant legislation and policies of the Regulatory Services Division and their meat products are fit for human consumption.

Reporting to the Area Manager, the Regional Supervisor provides front-line supervision and leadership to the meat inspection staff for the effective, efficient and consistent delivery of the Meat Inspection Program and other related regulatory functions. The Regional Supervisor conducts supervisory inspections of meat inspection staff at licensed meat facilities to ensure on going compliance to the MIA and Regulations, Directives and Procedures and Meat Facility Standards, including food safety processing control systems (i.e. HACPP).

The position is responsible for achieving the program's goals by supervising, planning, guiding, assigning, monitoring, and evaluating the work of up to 20 regional staff while operating within the confines of regulatory requirements and the bargaining unit Collective Agreement. The position participates in the Branch Audit Program; organizes inspector scheduling; oversees inspector training; and provides coaching, and mentoring for trainees and inspection staff. This position also supervises staff involved in the Regional Mobile Butcher Inspection program, completes special projects on behalf of the Regional Manager, and is expected to have input into the development of branch policies and procedures.

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Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. **Regional Supervisor provides front line supervision for the effective and efficient delivery of the Meat Inspection Program and other related regulatory functions.**
 - Supervises the regional scheduling of all Meat Inspection staff within current Regulatory Services Division (RSD) and bargaining unit policies ensuring efficient deployment of Meat Inspection Branch (MIB) human and financial resources. Supervises, leads, plans, assigns, monitors and evaluates the work of up to 20 regional inspection staff.
 - Leads the regional MIB Supervisory Visit Program to ensure that meat inspectors are achieving the branch's goals and are operating within the requirements of the Meat Inspection Act and Regulation, the Livestock Identification and Brand Act, The Animal Protection Act, Livestock and Livestock Products Act, The Livestock Diseases Act, The Meat Facility Standards, the RSD Manual of Directives and Procedures and other relevant provincial or federal legislation.
 - Conducts follow up activities/visits to ensure that deficiencies identified during supervisory visits are corrected and ongoing satisfactory performance is achieved.
 - Provides policy interpretation and guidance to Meat Inspectors on how to handle complex situations with meat facility management. Mediates contentious issues between inspection staff and meat facility owner/operator that arise in the course of routine daily operations.
 - Completes performance appraisals and provides coaching and mentoring to regional inspection staff.
 - Make recommendations on improvements to the MIB Supervisory Visit Program in order to maintain its relevance, efficiency and effectiveness.

2. **Participates in the MIB Branch Audit Program.**
 - Schedules and conducts Corrective Action Plan (CAP) meetings with licensed meat facility operators to review and address compliance issues identified on Annual and Partial Licensed Meat Facility Audits.
 - Monitors compliance timelines established with meat facility operators at CAP meetings.
 - Initiates corrective actions at licensed meat facilities if established compliance timelines have lapsed.

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- Participates in the improvement and maintenance of the MIB Branch Audit Program by recommending improvements.
3. **Supervises the Licensed Mobile Butcher Inspection Program according to branch protocols on a regional basis.**
- Conducts supervisory on-site inspections of licensed Mobile Butcher facilities.
 - Monitors adherence to the requirements for Mobile Butchers set out in the Meat Inspection Act, Meat Inspection Regulation, and Meat Facility Standards.
 - Oversees the submission of prescribed data by Mobile Butchers.
 - Contributes to the MIB Licensed Mobile Butcher Inspection Program by making recommendations for improvements.
 - Conducts interviews of persons requesting to be licensed as Mobile Butchers to ensure they are aware of regulatory requirements.
4. **Supervises the MIB Training Program in licensed meat facilities.**
- Provides written performance evaluations for entry-level inspectors and makes recommendations during their probationary period to the Area Manager.
 - Assigns and designates individual inspectors to provide in-facility training for entry-level inspectors.
 - Contributes to the MIB Training Program by making recommendations for improvements.
5. **Oversees the collection and reporting of data from the daily inspection reports required by Branch Directives and Procedures.**
- Provides direction and assistance to working level staff on data entry.
 - Ensures daily inspection reports reflect actual operating conditions within the licensed meat facility.
 - Coordinates the submission of samples and specimens in a timely and effective manner for all the division's surveillance programs within the region.
 - Monitors the Inspector Checklist Program to ensure that meat inspection staff is effectively implementing the program.
6. **Completes additional projects and duties.**
- Ensures that licensed meat facility owner/operators have timely inspection service as required by the Meat Inspection Act and Regulation.
 - Interviews veterinarians requesting appointment under the Meat Inspection Act and makes recommendations on their appointment to the Area Manager and Division Director.

- Provides direction, support and assistance to veterinarians performing meat inspection duties in provincially licensed meat facilities.
- Initiates and make recommendations to the Regional Manager regarding enforcement action when appropriate.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

This position is part of a meat inspection team responsible for the protection of the public from diseased food animals or unsafe meat products including both raw and cooked products derived from food animals.

- The position deals with a high number of legislated and regulated procedures, along with Hazard Analysis Critical Control Point (HACCP) principles, standard operating procedures, and internal policies.
- Incumbents of this position regularly encounter situations that deal with a high emotional intensity, requiring conflict resolution skills. They will need to deal with varying personalities, may be called on to resolve issues between staff and facility owners/operators, and create situations where there is education and buy-in for compliance before moving to enforcement.
- Must be able to work in an environment that constantly changes from controlled to unstructured.
- Requires on the spot science-based risk assessment and can develop innovative solutions so that facilities meet legislative requirements, while keeping food safety at the forefront.
- The Meat Inspection Supervisor will initiate immediate actions to address critical food safety issues and notify operator, Regional Manager and inspection staff of deviations and actions taken. The position requires the use of judgement and discretion when exercising authority that could result in the withdrawal of inspection services in ARD licensed meat facilities.
- Participates in the development of Policies and Directives for Regulatory Services Division.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Internal Areas:

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Regulatory Services Division staff:

- This position is responsible for projects, programs, and functions that impact up to 20 front line Meat Inspectors.
- Contributes to achieving the Regulatory Services Division (RSD) work plan goals within RSD Operations Plan and Business Strategy.
- Provides inspection staff with job performance in a uniform manner throughout the region.
- Provides briefings on problems and sensitive issues to other Regional Supervisors, Area Manager(s), the Branch Head of Meat Inspection, Meat Inspection Auditors, the Manager of the Audit Program, and the Branch Head of Inspection/Investigation.
- Works with the other Regional Supervisors, Area Managers and Branch Head (and possibly other RSD units and branches) to ensure programs are being delivered in a consistent manner across the province

Food Safety Division: Agri-food Systems Branch (AFSB) and Agri-food Laboratories Branch (AFLB)

- Agri-food Laboratories will test samples that Meat Inspectors or auditors collect from processing facilities
- Agri-food Systems Branch will test pathology samples that meat inspectors submit to identify various pathological conditions to help determine the disposition of carcasses.

External Areas:

- Provincially Licensed Meat Facilities - the position has the authority to enter, audit and inspect facilities to ensure compliance with the Meat Inspection Act and Regulations and Meat Facility Standards, including food safety processing control systems (i.e. HACCP). The Supervisor may initiate sampling of products, testing, and review records.
 - The position has the authority to suspend inspection services for lack of regulatory compliance by the license holder and to condemn carcasses and processed meat products.
 - This position is responsible for projects, programs, and functions that impact up to 40 licensed meat facilities and 45 mobile butchers spread over several hundred kilometres.
- Canadian Food Inspection Agency, Alberta Health & Wellness (AHW), Livestock Identification Services (LIS), ASPCA, CCIA, other affiliated regulatory bodies, and agencies such as the Society for the Prevention of Cruelty to Animals and 4-H – works with these external bodies when there are issues of mutual concern, be it a specific problem or general procedural practices.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Two-year technical diploma in a related field (i.e. Animal Science or Animal Health Technology Diploma from a recognized agricultural college), plus six years of related experience.
- Directly related experience can come from related service within ARD, working in the Canada Food Inspection Agency (CFIA) with EG-3 status, completion of Agriculture and Rural Development's in-service Provincial Meat Inspection Training Program (internal training program), meat industry experience, or combination thereof.
- Supervisory skills - managing the schedules & time of staff, managing performance, being able to give constructive feedback, training, coaching and mentoring.
- Well-developed skills in mediation, tact and negotiating are required when addressing facility operators and staff. The position requires objectivity, calmness and a professional approach in heated and pressure situations.
- Thorough knowledge of organoleptic inspection techniques including a thorough knowledge of the lymphatic and circulatory systems in red meat animals and a sound knowledge of anatomy, physiology and gross pathology in order to make animal, carcass and portion evaluations relating to fitness for human consumption.
- Extensive knowledge of the Meat Inspection Act and Regulations and Divisional Directives, as well as, knowledge of specific aspects of affiliated legislation: The Public Health Act (Food Regulation), The Livestock Identification and Brand Inspection Act, The Animal Protection Act, Livestock and Livestock Products Act, Livestock Industry Diversification Act, Consumer Packaging and Labelling Act, Food and Drug Act, Fish and Wildlife Act and the Health of Animals Act (Federally Reportable Diseases).
- HACCP Level 4 certification is required. Extensive knowledge of HACCP principles, concepts and prerequisite programs and Good Manufacturing Practices (GMPs).
- Ability to monitor meat facility food safe practices and procedures during processing of a large variety of meat products using a variety of processing methods.
- Valid Alberta Driver's License and ability to travel using a vehicle within the Province of Alberta is a requirement.

Organization

(Working titles of positions reporting directly to this position.)

Meat Inspector positions within the assigned region. Position will also have supervision of trainee positions in the region.

Last Review / Update: 2016-03-11

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Subsidiary 12 Benchmark Evaluation - 127TN06

Identification Section

| | |
|--------------------------------------|---|
| Working Title: | Senior Geomatics Technologist |
| Department: | Environment and Parks |
| Division, Branch/Unit: | Strategic Corporate Services, Resource Data/Data Management |
| Reports To: | Unit Leader, Spatial Database Development |
| Levels to D.M.: | 5 |
| Job Description: | 127TN06 |
| Minimum Recruitment Standard: | See the Minimum Recruitment Standard for Technologies |
| Job Code: | 128TN - Technologies 6 |

Comments on Role

This senior technical position is responsible for making data available for base mapping, land use and natural resource inventory in a format suitable for use in departmental business systems. Position trains and coaches divisional staff in the use of GIS technology. Plays a business analyst role and as a functional specialist will provide direction to contractors to ensure standards and project requirements are met.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| E+I1 200 | 33% 66 | R1 76 | 342 |

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Comments on Evaluation

Knowledge:

Position requires a thorough understanding of the field of geomatics, survey positioning methodologies, and air photo and satellite imagery capabilities along with specialized knowledge of provincial base mapping, land use and natural resource inventory data. The requirement for broad knowledge of systems and the specialized knowledge in the field of Geomatics and its applications results in the E+ rating. While the position is an individual contributor, it must have an appreciation of how the Geographic Information System (GIS) will assist the department and its stakeholders. Position plays a coaching role within the department and provides training and assistance to industry requiring the exchange of information.

Creativity/Problem Solving:

Position is a senior technical specialist in the field of geomatics expected to work independently to develop, implement and maintain data standards, quality control procedures and guidelines.

Responsibility:

The position is responsible for delivering complete, accurate and accessible geographical data for usage in department business systems.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

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Subsidiary 12 Benchmark Job Description - 127TN06

Identification Section

| | |
|-------------------------------|---|
| Working Title: | Senior Geomatics Technologist |
| Department: | Environment and Parks |
| Division, Branch/Unit: | Strategic Corporate Services, Resource Data/Data Management |
| Reports To: | Unit Leader, Spatial Database Development |
| Levels to D.M.: | 5 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Senior Geomatics Technologist is responsible for providing technical expertise in support of the management of base mapping, land use and natural resource inventory data and assistance in the design, implementation and application support related to the development of provincial spatial data repositories. Responsibilities also include the development, implementation and maintenance of standards, specifications, quality control processes and methodologies to load and update the provincial spatial data repositories, the development of data conversion work plans, the development of contract specifications, and the review and quality control of contractor submissions. In summary, the Senior Geomatics Technologist is responsible for making base mapping, land use and natural resource inventory data available in a format suitable for use in departmental business systems (such as ADEPT, FIRES, BSOD, FMIS, etc.), other Government of Alberta ministries and private industry, according to identified stakeholder requirements.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

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1. Provides input into the preparation of work plans for the development and loading of spatial data repositories, and develops timeframes for meeting goals and priorities according to identified stakeholder requirements. These work plans are monitored through provision of reports, spreadsheets and/or statistics to supervisor detailing progress, priorities and project status.
2. Develops, implements and maintains data standards, quality control procedures and guidelines for the conversion and loading of base mapping, land use and natural resource inventory data into provincial spatial data repositories, according to stakeholder requirements.
3. Provides operational support for the conversion, update, maintenance and loading of base mapping, land use and natural resource inventory data into provincial spatial data repositories. Responsible for the design, development, testing and evaluation of supporting software to ensure integrated, consistent, seamless provincial data coverages. Participates in the development, monitoring and quality control of data conversion contracts. Participates in the conversion and loading of spatial data as required, and is responsible for performing the final quality control of data loaded into the spatial data repositories, for use in departmental business applications.
4. Responsible for reviewing appropriate use of existing application software, hardware and IT network infrastructure in support of the management of the department spatial data, identifying and recommending alternative solutions and developing processes to enhance the efficiency and quality of data conversion and loading.
5. Provides technical expertise in the appropriate use of base mapping, land use and natural resource inventory spatial data in automated decision support applications within the department, provides assistance in the display, interpretation and analysis of derived results and mapping products, and trains staffing the use of newly developed tools and applications in support of mapping, data update and quality control.
6. Provides custodial role for data residing in the provincial data repositories through liaison with data authorities in the department, other Government of Alberta ministries, and the federal government to resolve complex issues related to interpretation of shared boundary definitions, inconsistencies in data attribution and inconsistent spatial line work.
7. Provides technical and geomatics expertise in support of responding to specialized requests for the conversion, extraction and delivery of spatial data, according to identified stakeholder requirements.
8. Prepares and delivers technical workshops demonstrating use and availability of spatial data to users in government and private industry.
9. Maintains knowledge in the field of Geomatics and Information Technology to ensure that advances in geomatics technology and spatial data management are leveraged and implemented appropriately.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position is a senior technical specialist in the area of geomatics and provides technical support for the management of provincial base mapping, land use and natural resource inventory data. This data is provincial in extent and provides the foundation for departmental automated decision support systems, and is made available through access via departmental spatial data repositories. This base mapping, land use and natural resource inventory data must be maintained and provided to stakeholders in a consistent format and meet stakeholder requirements for accuracy, currency and quality requiring the management of this data in provincial spatial data repositories. Stakeholders include departmental staff (headquarters and regions), other Government of Alberta ministries, the federal government and increasing involvement and participation with private industry.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Facilitates discussion with departmental staff (regions and headquarters), contractors, other Government of Alberta ministries, the federal government and external private industry stakeholders regarding the development, interpretation and modification of provincial base mapping data models and standards. Liaises with these same contacts to resolve complex data issues (shared boundary definitions, data attributes and inconsistent line work) for data residing in the provincial data repositories. Train and coach departmental staff in the appropriate use of technologies related to the management of base mapping, land use and natural resource inventory data.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Requires a broad understanding of departmental business requirements, and a specialized knowledge of provincial base mapping, land use and natural resource inventory data.
- A thorough understanding of the field of geomatics as applied to coordinate systems and transformations, survey positioning methodologies, and air photo and satellite imagery capabilities and characteristics is required to develop data models and standards.
- Requires a thorough understanding of the suitability, use and capabilities of provincial base mapping, land use and resource inventory data to support automated decision

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support systems, and the use of Geographic Information System theory and application for data manipulation and conditioning.

- Requires working level knowledge and understanding of database software technology and systems design methodologies to support application development activities.
- Position utilizes extensive consultative, research, analysis and problem-solving skills to identify and resolve complex issues with of base mapping, land use and natural resource inventory data.
- Requires Technical Diploma with Geographical Information Systems/Geomatics specialization or extensive related experience.

Organization

(Working titles of positions reporting directly to this position.)

This is specialized technical support position, with no supervisory responsibilities. However, this position is expected to function in a team environment and as a result is required to work collaboratively with peers and subordinates to deliver according to developed work plans. A mentoring role is provided to peers and subordinates on the appropriate use of base mapping, land use and natural resource inventory data, spatial data management methodologies and related use of Geographic Information System technology to meet departmental business requirements.

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Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|-------------------------------|
| Working Title: | Section Head, Data Management |
| Classification: | Senior Manager |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|--|
| Working Title: | Unit Leader, Spatial Data Base Development |
| Classification: | Engineer |

| PEER POSITION | |
|----------------------|-----------------------------|
| Working Title: | Unit Leader, Land Base Data |
| Classification: | Technologies 6 |

| BENCHMARK POSITION | |
|---------------------------|-------------------------------|
| Working Title: | Senior Geomatics Technologist |
| Classification: | Technologies 6 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|--|
| Working Title: | |
| Classification: | |

Last Review / Update: 2016-03-11

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Subsidiary 12

Benchmark Evaluation - 127TN05

Identification Section

Working Title: Project Coordinator
Department: Transportation
Division, Branch/Unit: Technical Services/Site and Environmental Services
Reports To: Director of Site and Environmental Services
Levels to D.M.: 3
Job Description: [127TN05](#)
Minimum Recruitment Standard: See the [Minimum Recruitment Standard](#) for Technologies
Job Code: [128TN](#) - Technologies 6

Comments on Role

Position is responsible for planning, budgeting and delivery of assigned municipal and environmental engineering projects related to environmental assessments and site development. Position determines the scope of the work required, and oversees consultants and/or contractors to ensure work is completed in accordance with contractual agreements, municipal by-laws and environmental legislation.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| EI2 200 | 33% 66 | R1 76 | 342 |

Comments on Evaluation

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Knowledge:

Position requires extensive knowledge in the management of construction projects, project management and contract administration. Also requires broad knowledge in the areas of environmental investigation and remediation, as well as municipal engineering practices and related legislation and by-laws. The position must have a strong understanding of the impact of projects on the health and safety of users and adjacent landowners. Position requires a high level of communication skills to allow for negotiation and resolution of issues within the department and externally with contractors/consultants and municipalities.

Creativity/Problem Solving:

Established legislation, regulations and guidelines guide the position, however, the scope of the work is quite broad requiring innovative solutions to complex problems.

Responsibility:

The focus of this position is project management and, even though it also provides consultative/advisory services, the position is focused on program delivery.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 127TN05

Identification Section

| | |
|-------------------------------|---|
| Working Title: | Project Coordinator |
| Department: | Transportation |
| Division, Branch/Unit: | Technical Services/Site and Environmental Services |
| Reports To: | Director of Site and Environmental Services, Senior Manager |
| Levels to D.M.: | 3 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Project Coordinator is responsible for planning, budgeting and delivery of assigned municipal and environmental engineering projects including demolition and land related projects for the department. Determines the scope of the work required and oversees consultants and/or contractors to ensure work is completed in accordance with contractual agreements, municipal by-laws and environmental legislation.

This position is also responsible for providing site development and environmental consultative services to other branches to ensure a safe and healthy environment at government owned sites.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. For civil and municipal projects develops project scope to meet the user needs, prepares project budgets, recommends consultants for approval, develops terms of reference, obtains and reviews consultant proposals, and negotiates fees as required and finalizes consultant agreements.

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2. For environmental engineering projects, conducts site review for potential contamination of adjacent lands and develops strategy for site assessments in conjunction with Alberta Environment staff. Arranges for access agreements for non-government lands in conjunction with facility managers and realty services staff. Develops budget and recommends consultants for approval, obtains proposals and finalizes consultant agreements.
3. Works with the consultants for development of contract specifications and documents for construction, demolition and environmental remediation projects. Attends start up meetings with contractors, makes regular site visits to monitor contractor and consultant performance and recommends change orders, resolves construction disputes, recommends and certifies construction progress payments and consultant invoices. Monitors budget and timelines. Issues completion and final acceptance certificates for contracts.
4. Ensures projects comply with legislation, regulations and occupational Health and Safety standards. Works with the enforcement organizations to resolve disputes and accidents. Pays special attention to handling and disposal of hazardous materials.
5. Assists facility managers in arranging meetings with adjacent landowners to explain environmental contamination issues and remediation alternatives. These meetings often involve resolution of claims for the damage to adjacent properties.
6. Provides advisory services related to site development, environmental issues, site selection, design reviews, maintenance of municipal infrastructure such as water supply, sewage disposal, parking, roadways and sidewalks, investigations of problems and recommendations.
7. Provides land related advisory and project management services to Realty Services and others for legal surveys, sub-division of land, sale and purchase of land, granting or obtaining easements and right of ways, evaluation of local improvements adjacent to government owned lands and prepayment of local improvement charges to the municipalities.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

The position is responsible for consultant agreements and construction contracts, which affect delivery of projects to meet the needs of clients and users, within budget and timelines. Health and safety of users and adjacent landowners is of prime concern as projects may impact facility water supply, ground, water, sanitary sewage, roadways and sidewalks. Must ensure that remediation work is coordinated with adjacent farmers and landowners where their land is contaminated as a result of operation on government owned sites. Advisory and consultation services to Learning and Health Facilities branches may influence schools and hospital projects.

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Contacts

(Main contacts of this position and the purpose of those contacts.)

External contacts include consultants, contractors, adjacent landowners, municipal and government officials, lawyers and members of the public. Internal contacts are project managers, facility managers, realty staff and other technical experts in the department.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- The Project Coordinator requires extensive knowledge in the management of construction projects, project management and contract administration. The position requires an ability to work with minimal supervision and to work within a project budget. The incumbent works at a level of experience that allows for innovative and creative solutions to complex problems. Knowledge of government organization, related legislation and by-laws for a variety of disciplines is imperative. It is also necessary to possess analytical and computer skills.
- The Project Coordinator must have excellent presentation skills to allow negotiation, debate and resolution of best practices. Knowledge of relevant environmental legislation and municipal by-laws pertaining to projects being undertaken is required.

Organization

(Working titles of positions reporting directly to this position.)

The position has no staff supervisory responsibilities.

Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|---|
| Working Title: | Executive Director, Technical Resources and Standards |
| Classification: | Executive Manager 1 (M6200) |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|---------------------------------------|
| Working Title: | Director, Site Environmental Services |
| Classification: | Senior Manager |

| PEER POSITION | |
|----------------------|---------------------------------------|
| Working Title: | Several similar positions in the Unit |
| Classification: | Technologies 6 |

| BENCHMARK POSITION | |
|---------------------------|---------------------|
| Working Title: | Project Coordinator |
| Classification: | Technologies 6 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|--|
| Working Title: | |
| Classification: | |

Last Review / Update: 2016-03-11

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Subsidiary 12 Benchmark Evaluation - 127TN04

Identification Section

| | |
|--------------------------------------|---|
| Working Title: | Senior Bridge Technologist |
| Department: | Transportation |
| Division, Branch/Unit: | Central Region, Regional Bridge Services |
| Reports To: | Bridge Manager |
| Levels to D.M.: | 4 |
| Job Description: | 127TN04 |
| Minimum Recruitment Standard: | See the Minimum Recruitment Standard for Technologies |
| Job Code: | 127TN - Technologies 6 |

Comments on Role

Position performs highly complex technical work in support of the Bridge Construction Program by assisting with the development, delivery and monitoring of the bridge construction, rehabilitation, maintenance and inspection programs. Oversees the work of contractors and assists with reviewing consultant services.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| EI2 200 | 33% 66 | R1 76 | 342 |

Comments on Evaluation

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Knowledge:

Requires extensive technical knowledge in the area of bridge engineering (civil engineering) as well as knowledge of the impact of the environment on bridge maintenance. While the position does not supervise, it provides direction and oversees the work of Contractors. Requires a high level of human relations skills to direct and monitor the work of Contractors.

Creativity/Problem Solving:

This position assists in all phases of the regional bridge program and has considerable independence on assigned projects. Considerable variety in the problems this position encounters requires technical creativity and innovative solutions.

Responsibility:

This position is focused on the delivery of the regional bridge engineering program.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 127TN04

Identification Section

| | |
|-------------------------------|--|
| Working Title: | Senior Bridge Technologist |
| Department: | Transportation |
| Division, Branch/Unit: | Central Region, Regional Bridge Services |
| Reports To: | Bridge Manager |
| Levels to D.M.: | 4 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting to the Bridge Manager, this senior technical position assists with the development, delivery and monitoring of the bridge construction, rehabilitation, maintenance and inspection programs within the region. The position requires knowledge/skill in bridge inspections, assessments, contract tendering and contract administration. The position also requires strong interpersonal skills required to liaise and coordinate with consultants, contractors, department officials, municipal officials and environmental agencies.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Oversee regional bridge inspection completed by consultants and municipalities and coordinates the completion of specialty inspections. Reviews inspection data and makes decisions regarding appropriate action. Will perform level 1 and 11 inspections and will represent the Department on final and warranty inspections for contract work that is administered by consultants. Continually monitors BIS inventory and reviews database updates to ensure data base integrity.

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2. Assist in regional bridge program development by identifying and prioritizing maintenance, rehabilitation and construction requirements, recommending repair/replacement alternatives, and providing cost estimates and schedules. Ensures programs and projects are delivered within budget. Ensure compliance to recognized standards, specifications, and regulations, in addition to developing new techniques and strategies.
3. Prepare Terms of Reference for consultant services, review proposals, participate in consultant selection, and review consultant performance. Consultants provide designs, tenders and projects related to the regional bridge program.
4. Project Administration during the construction phase of highway projects. Review progress estimates, expenditure reports and invoices. Perform contract administration. Review design, drawings and tender during the design phase of highway projects. Also, reviews and audits traffic accommodation strategies and Eco plans. May halt operations of others if unsafe or harmful to the environment.
5. Assess and define the scope of bridge maintenance projects. Oversee contractors as they deliver the regional maintenance program.
6. Conduct front-line condition assessment of damaged bridges. Assess and recommend and initiate appropriate action/repair. This involved liaising with contractors, consultants, Subrogation Inc. group and Disaster Services.
7. Provide technical expertise to department staff and external stakeholders.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position is a senior technical position that assists with the delivery of the regional bridge program. Services are largely contracted and this position oversees the delivery of those services. The position requires extensive knowledge and expertise in all areas of bridge constructing, maintenance and rehabilitation and involves all phases of the project right from the preliminary engineering phase to final completion. Technical creativity and innovative solutions are used on an ongoing basis in the daily delivery of the regional bridge maintenance, rehabilitation and construction programs.

Contacts

(Main contacts of this position and the purpose of those contacts.)

The position has contact with consultants and contractors for the purpose of providing direction and advice. Contact with Municipalities is also required acting as a liaison between the department and

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the local road authority in all areas of bridge infrastructure. Contact with other government agencies is also required on an ongoing basis, involving joint projects, regulatory requirements and various stakeholders. Contact with the general public is also required on a regular basis as well as private landowners and affected stakeholders. Media contact also is necessary at times to ensure accurate reporting.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Requires extensive knowledge in the area of bridge engineering and construction as well as practical field based expertise in those areas. Normally requires a strong civil engineering background (technical diploma) and many years of related experience. BIM inspector certification is desirable.
- Requires good analytical skills to help identify course of action on projects. Assists the development and analysis of new procedures and technologies.
- This position assists in all phase of the regional bridge program, and has considerable independence on assigned projects. Must have excellent organizational and public relation skills. Position provides direction, advice and oversees the work of junior department technical staff, contractors and consultants.
- Must have good, tactful communication skills to develop and maintain relations with partners, the department, other government agencies, and the public. Position influences direction, type of procedure to be used and outcome of projects.
- Position also requires experience in job costing and cost-benefit-analysis and a good understanding of government programming priorities and financial accountability.

Organization

(Working titles of positions reporting directly to this position.)

This position may supervise department employees and provide direction to junior department technical staff, co-op students, contractors and consultants.

Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|---|
| Working Title: | Regional Director, North Central Region |
| Classification: | Executive Manager 1 (M6200) |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|------------------------|
| Working Title: | Bridge Manager |
| Classification: | Senior Manager (M4200) |

| PEER POSITION | |
|----------------------|-----------------------------------|
| Working Title: | Several similar positions in TC&E |
| Classification: | Technologies 6 |

| BENCHMARK POSITION | |
|---------------------------|---------------------|
| Working Title: | Bridge Technologist |
| Classification: | Technologies 6 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|--|
| Working Title: | |
| Classification: | |

Last Review / Update: 2016-03-11

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Subsidiary 12

Benchmark Evaluation - 127TN03

Identification Section

Working Title: Conservation and Reclamation Inspector
Department: Environment and Parks
Division, Branch/Unit: Regional Service, Compliance Section
Reports To: District Compliance Manager
Levels to D.M.: 5
Job Description: [127TN03](#)
Minimum Recruitment Standard: See the [Minimum Recruitment Standard](#) for Technologies
Job Code: [128TN](#) - Technologies 6

Comments on Role

Position insures that industrial activities involving land disturbance are constructed, operated and reclaimed in accordance with environmental legislation, regulations and Codes of Practice for a region of the province. Disturbances include well-sites, pipelines, telecommunication systems, mines, pits, quarries or plants, roadway construction and mineral exploration. Provides education to the public and supervises Local Authority Inspectors.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| EI2 200 | 29% 57 | R2 76 | 333 |

Comments on Evaluation

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Knowledge:

Position must have thorough knowledge of physical, chemical and biological properties of soils in order to assess both soil and site conditions to determine whether an activity is environmentally suitable for the proposed location. While the position is primarily an individual contributor, it has to understand how the reclamation will effect current and future land use. Position works with other government departments in resolution of issues and has considerable interaction with industry, regional authorities and the public to educate in proper land use and reclamation.

Creativity/Problem Solving:

Working independently, the position exercises judgement when assessing the capability of reclaimed lands. While there are documented parameters, actual situations require a subjective assessment.

Responsibility:

Inspector responsibilities include issuing Environmental Protection Orders, Reclamation Certificates and investigating and resolving complaints as well as directing reclamation efforts. Has an investigative/regulatory focus.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 127TN03

Identification Section

| | |
|-------------------------------|--|
| Working Title: | Conservation and Reclamation Inspector |
| Department: | Environment and Parks |
| Division, Branch/Unit: | Regional Service, Compliance Section |
| Reports To: | District Compliance Manager |
| Levels to D.M.: | 5 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Conservation and Reclamation Inspector ensures that industrial activities specified in the Environmental Protection and Enhancement Act that result in land disturbance are constructed, operated and reclaimed to the objectives set by the act, regulations and applicable approvals, criteria, guidelines and Codes of Practice. Disturbances include well-sites, pipelines, telecommunication systems, mines, pits, quarries or plants, roadway construction and mineral exploration. Responds to public complaints with respect to land disturbances and conducts inspections of specified activities to ensure proper procedures are being followed.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Conducts formal inquiries and performs audits for reclamation certification purposes. Renders decisions on the completeness of reclamation activities, and issues Reclamation Certificates.

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2. Conducts inspections of specified activities to support complaint investigations and resolution. May issue Emergency Environmental Protection Orders to cease operations or direct the work necessary to conserve and reclaim specified land.
3. Position monitors and inspects conditions of Approval, Codes of Practice and applicable criteria and guidelines. Supervises reclamation projects funded by the department.
4. Review reports to assess conservation and reclamation criteria required for issuing approvals or reclamation certificates.
5. Has contact with public, industry and intergovernmental staff regarding certification applications, construction approvals and complaints. Provides educational training to the public and supervises Local Authority Inspectors.
6. Completes reports for all inspections conducted in connection with issuance of Reclamation Certificates.
7. Coordinate local Authority inspectors & work experience students when required.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Responsible for monitoring and approving industrial land use for a region. Will monitor and enforce conservation and reclamation requirements. Provides technical expertise on C&R matters.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Position has considerable contact with industry and the public ensuring that they understand the legislative requirements of industrial land use. Must enforce conditions with industry. Works with other government departments in resolution of issues. May be required to testify before the Environmental Appeal Board.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and

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skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Requires a thorough knowledge of physical, chemical and biological properties of soils and must have the ability to assess disturbed soils. Must have the ability to assess both soil and site conditions to determine whether an activity is environmentally suitable for the proposed location.
- Requires good verbal and written communication skills and working knowledge of related legislation.
- Requires a technical diploma.
- Requires knowledge of land management and environmental planning.
- Considerable interpersonal skills are required in dealing with the public and industry in this capacity.

Organization

(Working titles of positions reporting directly to this position.)

Position will provide direction and will supervise reclamation activities funded by the department.

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Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|-----------------------------|
| Working Title: | Regional Compliance Manager |
| Classification: | Senior Manager |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|-----------------------------|
| Working Title: | District Compliance Manager |
| Classification: | Senior Manager |

| PEER POSITION | |
|----------------------|--|
| Working Title: | Conservation and Reclamation Inspector |
| Classification: | Technologies 6 |

| BENCHMARK POSITION | |
|---------------------------|--|
| Working Title: | Conservation and Reclamation Inspector |
| Classification: | Technologies 6 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|-----|
| Working Title: | N/A |
| Classification: | |

Last Review / Update: 2016-03-11

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Subsidiary 12 Benchmark Evaluation - 127TN02

Identification Section

| | |
|--------------------------------------|---|
| Working Title: | Triticale and Winter Wheat Breeding Technologist |
| Department: | Agriculture and Forestry |
| Division, Branch/Unit: | Crop Diversification/Cereal Unit |
| Reports To: | Plant Breeder, Triticale and Winter Wheat |
| Levels to D.M.: | 5 |
| Job Description: | 127TN02 |
| Minimum Recruitment Standard: | See the Minimum Recruitment Standard for Technologies |
| Job Code: | 127TN - Technologies 6 |

Comments on Role

Position is responsible for all technical aspects of a large seed breeding research program including seed preparation, seeding and harvesting. Maintains all related records and must provide plant descriptions. Supervises one permanent technician and temporary staff.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| EI2 200 | 33% 66 | B 66 | 332 |

Comments on Evaluation

Knowledge:

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Requires extensive knowledge of field plot techniques, cultivars screening techniques, hybridization/recombination techniques and a basic understanding of genetics and breeding methods. Must have sufficient knowledge of plant anatomy to provide reliable descriptions. Position must have knowledge of the entire research program in order to contribute effectively. Supervises technical staff as well as provides assistance, cooperation and consultation to other programs in the Field Crop Development Centre and similar programs on a national and international basis.

Creativity/Problem Solving:

Requires the ability to choose the ideal plot technique for a given research study from a range of options requiring the exercising of judgement acquired through experience. Assists the researcher in program methodology development, screening and propagation technique development.

Responsibility:

Position is a balance between assisting the researcher on methodology and technique development and carrying out the field plot component of cereals research.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 127TN02

Identification Section

| | |
|-------------------------------|--|
| Working Title: | Triticale and Winter Wheat Breeding Technologist |
| Department: | Agriculture and Forestry |
| Division, Branch/Unit: | Crop Diversification/Cereal Unit |
| Reports To: | Plant Breeder, Triticale and Winter Wheat |
| Levels to D.M.: | 5 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The job works in conjunction with the Plant Breeder and is charged with the coordination of the Spring Triticale and Winter Cereal Breeding programs to develop new varieties and improved germplasm. The position supervises technical staff, cooperates with other breeding programs and is responsible for the coordination of off-station locations. The position also coordinates the international seed increase sites for the Winter Cereals and Spring Triticale Breeding programs.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

The position is relied on heavily by the scientist to put the research plans into place and to maintain, monitor, finalize, collect research results and do a preliminary write-up of the results.

1. Organize the seed laboratory work, seed preparation, seeding field notes and harvesting for the triticale and winter breeding and germplasm nurseries including cooperative trials and exchanges with other institutions.

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2. Supervises the crossing/genetic recombination, germplasm creation and maintenance of records in the triticale and winter cereals programs.
3. Collects data on plant phenotypic for descriptions and purification of triticale and winter cereal lines.
4. Responsible for artificial freezing tests, snow mold evaluation and works with the pathologist and biotech group in evaluations (embryo rescue and culture) involving triticale and the winter cereals.
5. Works with the breeder in the selection of new cultivars, and the development of new program methodologies and techniques as used in the growth facility for rapid generation advance.
6. Compiles and reviews the data, generates data for annual reports, publications, posters and data exchange with cooperating programs and institutions.
7. Coordinates the maintenance off-stations sites within Alberta as well as conducting tours at field days and assisting at seminars.
8. Coordinates the international seed increase sites for spring triticale (New Zealand) and winter cereals (Oregon).

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

This Senior Technical position is responsible for all technical aspects of the Spring Triticale and Winter Cereal Breeding programs, including cooperation with similar programs on a national and international basis. The position also provides assistance, cooperation and consultation to other programs in the institution (FCDC) and the training of new technical staff. The job is part of an internationally recognized research team and is credited on published scientific papers as a co-author. The job is also given credit when a variety is released.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Position supervises permanent employees and several summer staff. Position takes direction from Research Scientist. However, methodology will be discussed. The job interacts with other Scientists (Agriculture and Agri-Food Canada, Universities, Research Associations and Industry) on a regular

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basis within a research environment for the purpose of planning, implementing and finalizing research trials.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

The position requires extensive knowledge in field plot techniques cultivar screening techniques, hybridization/recombination techniques, data collection (electronic) data summation and preparation techniques. Knowledge of scientific research techniques is essential. Due to the divergent methodology used between the spring and winter cereals, the senior technician must have strong organizational skills to insure that all aspects of the programs run smoothly and are completed in the timely fashion.

The position maintains direct contact with other breeding program staff at the institution to insure efficient exchange of work and knowledge. It also maintains contact with other institutions nationally and internationally that are involved in cooperative research and germplasm exchange in Spring Triticale and Winter Cereals. As a consequence good communication skills are essential.

Organization

(Working titles of positions reporting directly to this position.)

Supervises one Lab Tech as well as temporary technical staff, wage staff or summer staff assisting with the program.

Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|----------------------|
| Working Title: | Unit Leader, Cereals |
| Classification: | Senior Manager |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|---|
| Working Title: | Plant Breeder, Triticale and Winter Wheat |
| Classification: | Scientific Level 5 |

| PEER POSITION | |
|----------------------|--|
| Working Title: | |
| Classification: | |

| BENCHMARK POSITION | |
|---------------------------|--|
| Working Title: | Triticale and Winter Wheat Breeding Technologist |
| Classification: | Technologies 6 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|---|
| Working Title: | Triticale and Winter Wheat and Technologist |
| Classification: | Technologies 4 |

Last Review / Update: 2016-03-11

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Subsidiary 12 Benchmark Evaluation - 127TN01

Identification Section

| | |
|--------------------------------------|---|
| Working Title: | Unit Leader, Geomatics Unit |
| Department: | Environment and Parks |
| Division, Branch/Unit: | Public Lands Division, Disposition and Technical Services Branch, Technical Services Unit |
| Reports To: | Program Manager |
| Levels to D.M.: | 5 |
| Job Description: | 127TN01 |
| Minimum Recruitment Standard: | See the Minimum Recruitment Standard for Technologies |
| Job Code: | 128TN - Technologies 6 |

Comments on Role

Position is responsible for a group of technologists and support staff engaged in receiving, storing, integrating, converting and distributing spatial data from the activities on public land. Establishes the standards, specifications and quality control for the unit as well as contractors engaged in similar work.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| EI2 200 | 29% 57 | R1 66 | 323 |

Comments on Evaluation

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Knowledge:

This is a supervisory position responsible for coordinating a unit and requiring a breadth of knowledge in land surveying, mapping, geographic information systems, and Public Land processes and activities. Full supervision of a group of mapping technologists and support staff.

Creativity/Problem Solving:

Position must assess data obtained from various sources to determine consistency with established specifications, resolve data integrity issues/inconsistencies and communicate them to contributors to ensure that data is updated accordingly. Position is responsible for developing standards.

Responsibility:

The focus of this position is the operation of a unit responsible for the production of accurate mapping products.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 127TN01

Identification Section

| | |
|-------------------------------|--|
| Working Title: | Unit Leader, Geomatics Unit |
| Department: | Environment and Parks |
| Division, Branch/Unit: | Public Lands Division, Dispositions and Technical Services Branch/Technical Services Unit |
| Reports To: | Program Manager |
| Levels to D.M.: | 5 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Unit Leader develops, implements and administers project work plans for the conversion, integration, storage and distribution of public land activity data into division repositories. Ensures the processing of digital information and oversees related projects.

Supervises a team of technologists who receive, store, integrate, convert and distribute spatial extents of activities on public land.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Coordinate the provision of mapping products, hardcopy and digital, and related services to division stakeholders in support of public land activities. Activities include: creating integrated public land activity products; area calculations for new or amended forest management agreement areas, and compiling digital integrated dispositions (DIDs) mapping; receipt, conversion, integration, storage and distributions of public land activity plans within

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established standards required to create raster images; providing manual and digital integrated public land activities mapping products.

2. Assist with developing, monitoring and quality control of survey and mapping contracts. Position is primary contact with contractors who convert and distribute activity plans to clients. Ensures department and stakeholder operational requirements are addressed including plan quality and Meta data. Participates in process re-engineering.
3. Responds to stakeholder inquiries and requests related to departmental public land activity data. Informs stakeholders on data suitability for business needs.
4. Develops and maintains manual and digital plan standards for public land activities with stakeholder input.
5. Assists with design, development, testing, evaluation and implementation of new and enhanced software/hardware supporting divisional activities.
6. Coordinates land conveyance activities within the unit, including preparation of notifications for land transfer, registration and discharge of caveats, and approval of land subdivision.
7. Manages human resources within the unit by setting performance standards and training to ensure that staff are able to meet organizational and individual goals. Ensures that resources are identified to meet project and program requirements. Participates in new staff recruitment.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

This is a technical supervisory position coordinating a unit engaged in receiving, storing, integrating, converting and distributing the spatial extents of activities on public land. Position establishes the technical digital plan and mapping standards for public land activities. Provides advice regarding technical standards to stakeholders.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Seeks stakeholder input into the development of standards. Full supervisory responsibility for a number of technical and support positions. Stakeholders include the oil and gas and forestry industries, recreational/commercial operations; engineers, surveyors, lawyers, regional land managers, other government departments, and the general public.

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Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Requires a good working knowledge of land surveying, mapping, geographical information systems (GIS) concepts, public land administration legislation, policies, procedures and data, along with excellent project management, communication and team leadership skills.

Typically requires a technical diploma.

Organization

(Working titles of positions reporting directly to this position.)

Supervises 4-6 technologists and 2 administrative support positions.

Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|---|
| Working Title: | Section Head, Dispositions and Technical Services Section |
| Classification: | Manager |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|-----------------|
| Working Title: | Program Manager |
| Classification: | Manager |

| PEER POSITION | |
|----------------------|------------------------------|
| Working Title: | Unit Leader, Conveyance Unit |
| Classification: | Technologies 6 |

| BENCHMARK POSITION | |
|---------------------------|-----------------------------|
| Working Title: | Unit Leader, Geomatics Unit |
| Classification: | Technologies 6 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|---|
| Working Title: | Land Conveyance/Plan Examination Technologist |
| Classification: | Technologies 4 |

Last Review / Update: 2016-03-11

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Subsidiary 12

Benchmark Evaluation - 126TN07

Identification Section

| | |
|--------------------------------------|---|
| Working Title: | Water Administration Technologist |
| Department: | Environment and Parks |
| Division, Branch/Unit: | Northern Region Approvals, Water Team |
| Reports To: | Water Team Leader |
| Levels to D.M.: | 6 |
| Job Description: | 126TN07 |
| Minimum Recruitment Standard: | See the Minimum Recruitment Standard for Technologies |
| Job Code: | 126TN - Technologies 5 |

Comments on Role

Position reviews license applications for the diversion and use of surface water for industrial purposes. Position collects and reviews technical data such as engineering plans and drawings, and assesses the impact on other water users and the environment. Position recommends approval or rejection and all terms and conditions of the license. Makes decisions as to when an application is forwarded to another agency or department for their input (Energy, Forestry, Energy Resources Conservation Board).

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| E-I2 175 | 33% 57 | R1 66 | 298 |

Comments on Evaluation

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Knowledge:

Requires a civil engineering technology background in order to assess engineering plans and drawings and the impact the diversion will have. Must have a solid understanding of several pieces of related legislation and regulations in order to interpret their intent and how they may apply to a particular application. The E- rating reflects that this position does not require indepth theoretical knowledge. Position is an individual contributor with an understanding of related areas. This position will communicate with applicants to gain a full understanding of stakeholder issues. Also provides technical advice to consultants, industry and the public regarding the application of the Water Act in individual situations.

Creativity/Problem Solving:

While guidelines are documented, considerable judgement is required to determine what information (plans, calculations, etc.) is requested of the applicant and to coordinate agency consultations during the review process.

Responsibility:

Position is responsible to ensure that the applicant has provided all required information. Will review the information and draft the approval document and conditions.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

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Subsidiary 12 Benchmark Job Description - 126TN07

Identification Section

| | |
|-------------------------------|--|
| Working Title: | Water Administration Technologist |
| Department: | Environment and Parks |
| Division, Branch/Unit: | Northern Region, Approvals, Water Team |
| Reports To: | Water Team Leader |
| Levels to D.M.: | 6 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Water Administration Technologist is a front-line position responsible for processing license and approval applications submitted under the *Water Act*; and ensuring that water licenses and approvals are prepared and written in a consistent, timely and enforceable manner consistent with established policies, guidelines and procedures. This work is carried out within the framework of provincial legislation and the current department business plan.

The position also provides expert advice to consultants, industry, the public and other government departments or agencies on how a proposed activity or water diversion is affected by the *Water Act*, Regulations and Codes of Practice.

The position carries out inspection duties related to *Water Act* approvals, licenses and Codes of Practice.

The position may provide guidance or supervision to other technical staff that process applications.

Responsibilities and Activities

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(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. The incumbent will process surface and/or ground water applications and notifications submitted under *Water Act* legislation such that authorizations are issued in a consistent and timely manner, and to ensure the needs of applicants and other stakeholders are met.

- review applications for completeness, send referrals, resolve issues, prepare license and approval conditions;
- communicate with stakeholders involved in the process including those filing statements of concern;
- coordinate authorizations with other government departments;
- advise the designated director of any potential deviations from established objectives, policies and advise of any major environmental issues;
- manage and coordinate annual water use returns;
- participate as needed in Environmental Appeal Board hearings;
- prepare responses to action requests on behalf of the Minister on issues related to *Water Act* authorizations;
- provide advice and/or direction to other technologists or consultants involved in the application review process.

2. The incumbent will perform inspections as designated Inspector under the *Water Act*.

- responsible for coordinating and undertaking field inspections required to process applications and notifications; or as follow-up to authorizations issued under the *Water Act*;
- provide compliance inspection assistance to the department's Enforcement and Monitoring group;
- may provide inspection services to stakeholders requesting technical advice on surface and ground water issues.

3. The incumbent will review water related referrals and submissions from other department departments, municipalities and local authorities to ensure that the provisions of the *Water Act* (relating to approvals and licenses) are clearly defined.

- respond in writing in a timely manner with clear and understandable advice or recommendations that are consistent with *Water Act* legislation and established policies and guidelines.

4. The incumbent may participate on multi-disciplinary/stakeholder committees or meetings that deal with water administration issues and will provide information and advice that is consistent with current legislation and policies.

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- identify issues and concerns relevant to the department's mandate;
- provide comments, information or advice that is reasonable, consistent and understandable;
- participation is provided, as required based on feedback from the working group, team leader or management.

5. The incumbent will provide support within the office setting to ensure that activities are handled efficiently as mandated by *Water Act* legislation and the Business Plan.

- respond verbally or in writing to public requests for water resource information;
- carries out research and provides historical information or data to other technologists, engineers, team leaders and management;
- provide guidance and/or supervision to junior technologists, and temporary or contract staff;
- provide information and assistance to the department's Enforcement and Compliance group on issues related to water authorizations;
- provide comments or input into the development of regional water management plans and objectives, Code of Practice updates, development new guidelines and procedures;
- perform work in a safe manner consistent with the department's Occupational Health and Safety Program.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

The position reviews applications and supporting technical reports, data and plans received in the Northern Region. This region includes the City of Edmonton and extends northeast to the Saskatchewan border and north to the Northwest Territories. This region includes the heavily industrialized areas of Fort Saskatchewan, Sherwood Park and fort McMurray. Projects include surface and ground water diversions, approvals and Codes of Practice for a very broad range of activities that impact water bodies. The position deals with a very diverse group of proponents and project types including projects of a politically sensitive nature that may involve conflict resolution amongst stakeholders.

Stakeholders that the position deals with include the agricultural community, industry representatives, environmental interest groups, municipalities, engineering and environmental consultants, the general public, and other government departments (both provincial and federal).

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The position requires an understanding and sensitivity to stakeholder interests. The position must be able to communicate technical terms and concepts as well as interpret water policy and guidelines to stakeholders that are at the appropriate technical level. Considerable skills in communication, negotiating, creative problem solving and diplomacy are required.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Exchanges information with several departments, water use applicants, consultants, solicitors and industry representatives. May have to defend their input into the license or approval at the Environmental Appeal.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

The minimum requirements for this job are: a diploma in Civil, Water or an Environmental related Technology, and/or very extensive related work experience and be eligible for membership in the Alberta Society of Engineering Technologists (ASET). In addition the incumbent must have the following:

Comprehensive knowledge of:

- The *Water Act*, related regulations and Codes of Practice.
- The Alberta Township Survey System (ATS).
- Current department procedures and guidelines for processing Water Act approvals, licenses and Codes of Practice.
- Environmental Management Database System (EMS).

A very good understanding of:

- The Environmental Protection and Enhancement Act (EPEA) and the Public Lands Act.
- The department's organizational structure, culture and business plan.
- The EUB, EAB, NRCB and their mandates.
- Selected federal offices (DFO, Coast Guard) and their mandates.
- surface and ground water principles and resources management.

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- Basic principles of hydrology, hydrogeology, hydraulics, river engineering, irrigation, aquatic habitats, urban and agricultural drainage systems, and technologies related to pipeline and bridge crossings, erosion control, water wells, etc.
- The department's filing system and FOIP.
- The department's Occupational Health and Safety requirements and plans.

Demonstrated ability to:

- Interpret technical reports, drawings, air photos, land titles.
- Communicate effectively, in both written and verbal forms with technical and non-technical groups or individuals.
- Work independently.
- Apply professional judgement.
- Responsibly represent the department's position in public forums.
- Translate highly technical information into a form understandable by the public.
- Establish key contacts in government departments, at the municipal level and with the engineering/ environmental consulting industry.

Effective Skills:

- Negotiation and conflict management skills.
- Interpersonal and team work skills.
- Time management and organizational skills.
- Analytical thinking and problem solving.
- Water resources technical skills.
- Computer skills including proficiency in Microsoft Word, Excel, Access, PowerPoint and Outlook.

Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|-------------------|
| Working Title: | Water Team Leader |
| Classification: | Sr. Manager 1 |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|------------------------------|
| Working Title: | Water Allocation Team Leader |
| Classification: | Manager |

| PEER POSITION | |
|----------------------|-----------------------------------|
| Working Title: | Water Administration Technologist |
| Classification: | Technologies 5 |

| BENCHMARK POSITION | |
|---------------------------|-----------------------------------|
| Working Title: | Water Administration Technologist |
| Classification: | Technologies 5 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|-----|
| Working Title: | N/A |
| Classification: | |

Last Review / Update: 2016-03-11

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Subsidiary 12

Benchmark Evaluation - 126TN06

Identification Section

Working Title: Senior Dam Safety Technologist
Department: Environment and Parks
Division, Branch/Unit: Water Management Operations, Regional Infrastructure Support
Reports To: Dam Safety Section Head
Levels to D.M.: 5
Job Description: [126TN06](#)
Minimum Recruitment Standard: See the [Minimum Recruitment Standard](#) for Technologies
Job Code: [128TN](#) - Technologies 5

Comments on Role

Position is responsible for monitoring Alberta water resource structures and projects using a wide range of complex instrumentation that measure the structural performance and safety of water management structures. Manages the design, budgeting, procurement, scheduling, installation, maintenance and monitoring of the instrumentation of these projects.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| EI1 175 | 33% 57 | R1 66 | 298 |

Comments on Evaluation

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Knowledge:

Position requires an indepth knowledge of geotechnical instruments, their application and limitations. Requires the ability to install, calibrate and monitor instruments. Has an understanding of integrated software for data input, manipulation, presentation and storage. Individual contributor with an understanding of the structures monitored and their importance. Position will direct contractors and consultants but the interaction is for receiving and providing technical information.

Creativity/Problem Solving:

Working with significant independence, the position must be able to adapt drilling and instrumentation to a wide variety of field conditions. Requires the ability to evaluate instrument performance under those conditions as well as interpret the resulting data.

Responsibility:

The focus of this position is to carry out a complex dam monitoring program.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 126TN06

Identification Section

| | |
|-------------------------------|--|
| Working Title: | Senior Dam Safety Technologist |
| Department: | Environment and Parks |
| Division, Branch/Unit: | Water Management Operations, Regional Infrastructure Support |
| Reports To: | Dam Safety Section Head |
| Levels to D.M.: | 5 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Senior Dam Safety Technologist carries out monitoring, inspections and manages complex geotechnical instrumentation projects that assess the structural performance and stability of water resources structures and projects that can jeopardize the health and safety of downstream inhabitants and infrastructure. Manages the design, budgeting, procurement, scheduling, installation, maintenance, and monitoring of the instrumentation of these projects. Develops statistical and graphical models for the presentation and analysis of data for instrumentation projects. Provides expert advice and recommendations to stakeholders and independent review panels on the performance and reliability of existing instrumentation systems and proposed integrated and automated replacement systems which compliment our department and Service Business Plans.

Provides detailed inspections of private and public dams and investigates and reports on any failure of same.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

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1. Position is responsible for monitoring, calibrating and maintenance of complex measurement and instrumentation systems at water resource projects operated by the department. Evaluates project instrumentation to ensure reading accuracy, rehabilitates where necessary and may recommend to abandon or replace the instrument. Monitors instrumentation results and notifies supervisor if results exceeding pre-established limits.
2. Conducts comprehensive dam safety inspections at private and department water resources projects. Inspects the embankment and appurtenant structures, and documents existing conditions and concerns. Identifies areas of potential hazard, writes the inspection report and recommends remedial measures. Coordinates with owners, regional staff, consultants and other participants throughout the inspection.
3. Responsible for instrumentation installation, augmentation and replacement projects. Will plan and coordinate these projects. Position selects appropriate instrument or fabricates, assembles and calibrates instruments not readily available. Hires and supervises the contracted drill crew.
4. Maintains and reduces instrumentation readings to produce graphs, charts and tables for review. Makes the primary assessment/evaluation of the data.
5. Responsible for all aspects of geotechnical investigation at any department water resources projects. Position will specify the type of drilling equipment based on anticipated sub-surface conditions and supervise the drilling and testing. Applies approved soil sampling and recovery techniques to log the soil types.
6. Produces dam safety presentation and training materials used by the branch for presentations, workshops, training manuals, dam safety guidelines and other publications.
7. Other duties including technical assistance on license applications, providing safety related training and emergency preparedness response.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- The scope of activities ranges from installation and monitoring of instrumentation to inspections, field investigations, public education, and representing the department at conferences and workshops.
- Projects vary in size from small water supply projects to large irrigation industrial and flood control projects.
- Instrumentation systems range from very basic to large state of the art automated systems utilizing multiple components which have been adapted to be compatible with the overall system.

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- This position by its nature is largely independent. Goals and end results are determined through discussions with the branch head and other stakeholders and the incumbent is then responsible for achieving those results within the budgeted resources.
- The incumbent participates in departmental/consultant teams and committees responsible for evaluating the effectiveness of data collection, transmission and assessment. Incumbent is required to document and justify proposals for new and rehabilitation projects.
- Position is responsible for monitoring the safety of the department's Central and Northern Alberta water resource projects. Installs and monitors complex instrumentation.

Contacts

(Main contacts of this position and the purpose of those contacts.)

- Contacts include departmental colleagues, managers, external regulatory agencies, landowners, private sector staff, and dam safety issue related agencies, associations, and commissions.
- Provides direction to contractors and consultants. Provides information to the public and water management operations staff.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Requires an extensive knowledge of geotechnical instruments, their application and limitations. Must have the ability to install, calibrate, maintain and monitor instruments and various types of readout equipment. Requires in-depth understanding and ability to use complex integrated software for instrumentation data input, manipulation, presentation and storage. A good working knowledge of dam design and dam behaviour, soil mechanics, geology and hydrology is necessary. Requires excellent verbal and written communication skills. Must have all required safety training and a solid grasp of OH&S regulations and departmental safety requirements to perform required duties in hazardous confined spaces, and to handle hazardous materials.
- Typically requires a civil technology diploma with extensive practical experience.

Organization

(Working titles of positions reporting directly to this position.)

Positions will supervise summer students and casual employees performing technologist work and will direct contractors and consultants.

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Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|---------------------------------------|
| Working Title: | Head, Regional Infrastructure Support |
| Classification: | Senior Manager |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|-------------------------|
| Working Title: | Dam Safety Section Head |
| Classification: | Senior Manager |

| PEER POSITION | |
|----------------------|--|
| Working Title: | Senior Dam Safety Tech. Technologies 5 |
| Classification: | |

| BENCHMARK POSITION | |
|---------------------------|--|
| Working Title: | Senior Dam Safety Tech. Technologies 5 |
| Classification: | |

| SUBORDINATE POSITION(S) | |
|--------------------------------|--|
| Working Title: | This position supervises contractor and consultant workers |
| Classification: | |

Last Review / Update: 2016-03-11

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Subsidiary 12 Benchmark Evaluation - 126TN05

Identification Section

| | |
|--------------------------------------|---|
| Working Title: | Surface Water Data Technologist |
| Department: | Environment and Parks |
| Division, Branch/Unit: | Environmental Assurance, Env. Monitoring and Evaluation Branch, Data Management |
| Reports To: | Team Lead, Air and Water Quality Data Management |
| Levels to D.M.: | 5 |
| Job Description: | 126TN05 |
| Minimum Recruitment Standard: | See the Minimum Recruitment Standard for Technologies |
| Job Code: | 126TN - Technologies 5 |

Comments on Role

Position is responsible for technical water quality data for a group of limnologists. Responsible for the integrity of the data and will establish standards for its entry and storage. Provides advice on data availability, performs statistical analyses and computer modeling with the data.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| EI1 175 | 33% 57 | R1 66 | 298 |

Comments on Evaluation

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Knowledge:

Requires indepth technical knowledge on water quality, nutrient balances and statistical procedures. The position must have considerable knowledge of methods of manipulating data and of the various databases from which the information is extracted in order to produce accurate and reliable reports. The position focuses on data quality and integrity, which requires an understanding of how the data will be used. Provides advice to professional staff on the availability of data and strategies to obtain the data.

Creativity/Problem Solving:

Each data assignment has unique physical characteristics requiring the adaptation of various techniques in order to select, extract and manipulate the data. Also, the position must identify problems, deficiencies or areas that require enhancement and recommend solutions.

Responsibility:

Position is an important supplier of data and analysis to water quality professionals.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 126TN05

Identification Section

| | |
|-------------------------------|--|
| Working Title: | Surface Water Data Technologist |
| Department: | Environment and Parks |
| Division, Branch/Unit: | Environmental Assurance, Env. Monitoring and Evaluation Branch, Data Management |
| Reports To: | Team Lead, Air and Water Quality Data Management |
| Levels to D.M.: | 5 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting to the Air and Water Quality Data Management Team Leader, this position manages and coordinates surface water quality data collected Alberta Environment staff and external partners in support of the Department's regulatory, water management, and environmental assessment functions. This specialist ensures that data is of the highest quality and available in a timely manner through development and coordination of the data validation process, coordination of the quality control program, and establishment of data entry standards. The incumbent represents regional and Environmental Assurance (EA) staff at meetings on committees and in related policy work

This specialist identifies and coordinates implementation of database enhancements to support surface water programs, and provides expert advice and input to all water related database projects. The incumbent liaises with private sector analytical laboratories, as well as, advises and makes recommendations to external partners with respect to data processes.

Surface water quality data is used by government (provincial and federal), industry, other agencies, and Albertans to ensure that Albertans have a safe and sustainable supply of water. Surface water quality data is used directly in performance measures and indicators, and in evaluating whether governmental outcomes are being achieved.

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Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. **Manages and coordinates acquisition, storage and maintenance of electronic surface water quality monitoring data to ensure that data is of the highest quality and available in a timely manner to fulfill Alberta Environment's commitments to government (provincial and federal), industry, other agencies, and Albertans.**
 - Serves as a user Coordinator for the surface water database, Water Data System (WDS, a subsystem of the Department database, Environmental Management System, EMS): provides first point of contact for surface water user training, problem notification, problem resolution.
 - Responsible for the final acceptance (data validation) of samples before they become available to all users and the public.
 - Establishes data entry standards for surface water data and trains operational Water Data System users as required.
 - Maintains analytical laboratory batch loader and lake profile batch loader for surface water file submission, diagnoses problems, and takes or recommends corrective actions depending on scope of the problem.
 - Designs and implements the surface water validation process (involves coordination of EA and regional staff, as well as, analytical laboratories) and implements improvements as required, including management of paper hard copies.
 - Independently takes or recommends action required for fix incorrect data in the Water Data System, identifies how errors occurred and ensures causes are resolved.
 - Assists with the maintenance of core code dictionaries in the Water Data System (locally and Federally maintained).
 - Creates and maintains user documentation for the Water Data System (surface water users).

2. **Provides support for ad hoc and public reporting to ensure data are available to Alberta Environment staff, partners, other government agencies (Provincial and Federal), non-government agencies, industry, academia and Albertans.**
 - Creates and implements solutions for internal and external data requests. Ensures all data requests are completed in a timely manner, either by coaching on the use of existing reporting tools or supplying the data set. The latter often involves development of solutions for unique data requests.
 - Develops and maintains the ?Ad hoc Query Tools? for operational Water Data System users. This tool includes a set of flexible queries designed to fulfill approximately 75% of operational users reporting needs.

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- Oversees the technical processes to produce the annual surface water Performance Measure (ASWQI). Participates in the annual audit conducted by staff from the Office of the Auditor General.
 - Participates in a team with Evaluation and Reporting section, System Support section, Information Technology Branch staff and other partners to develop websites for public access to surface water quality information.
- 3. Coordinates the quality control process for surface water data programs to ensure that data collected in the field (by Alberta Environment staff or external partners) or analyzed by private sector contract laboratories are accurate and precise and that full value for contracts dollars is attained.**
- Identifies data quality problems (in conjunction with program limnologists) and takes action to resolve them. Acts as liaison with analytical laboratories during problem resolution.
 - Designs, develops and carries out procedures (in conjunction with program limnologists) to evaluate the quality of surface water data collected (e.g. develops data quality objectives).
 - Represents Environmental Assurance and regional staff on the Laboratory Data Quality Assurance Policy Implementation Committee and assists with the preparation of analytical laboratory ?request for proposal? and contracts. Advises and makes recommendations on issues related to Department sampling methods and quality control processes.
 - Advises and makes recommendations to Department staff, other government agencies, and partners on analytical laboratory selection.
 - Creates and maintains user documentation on quality control procedures.
- 4. Participates in business system development and enhancement projects to increase the amount of and access to water quality monitoring information (surface water, drinking water, groundwater, municipal and industrial effluent data). Database team members include Environmental Assurance staff, Information Technology Branch staff, and the software development contractor. Water Data System (WDS) is the core component of the Department's Environmental Management System (EMS) that stores samples and measurement, and many other EMS sub-systems rely on the WDS cores.**
- Works in a team with Environmental Assurance and regional staff to determine database functionality required to assess surface water quality. Identifies and initiates enhancements or make recommendations to the EMS database team. Plays a dual role of finding the best way of meeting identified needs with existing analysis and reporting tools, and participating in systems projects to enhance these capabilities (e.g. by building Data Marts, acquiring new decision support tools, implementing capture of new types of water data, etc.).
 - Involved in project teams that assess change to EMS that could impact WDS. The incumbent advises and makes recommendation on how other systems can best

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utilize WDS functionality, while protecting existing functionality. Participates in enhancement projects as the custodian of surface water quality monitoring information, providing corporate knowledge about the content and meaning of data, and suitability for use.

- Assesses business functionality of existing systems and makes recommendations regarding their suitability for enhancement to meet new and emergent needs.
- Participates in multi-disciplinary, cross-functional project teams as a water quality data expert.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

The incumbent leads and coordinates data collection and validation processes with stakeholders and a significant number of Alberta Environment staff throughout Alberta to ensure sampling standards are met and data move through the validation process to completion. The incumbent works with a variety of contract labs to ensure the data transfer process operates effectively and that data quality problems are rectified. Measurements obtained from samples vary widely from testing for a few parameters, to comprehensive testing for 500 or more parameters, having a wide range of chemical characteristics. Samples may be taken from water, sediment, plant materials, fish or invertebrate tissue or other biota.

WDS is the sole repository of surface water data on a provincial scale. These data are complex by nature, and data requests can range from a half hour process to a complex data extraction involving lengthy discussion and analysis. Many requests require unique, one-time solutions that the incumbent must design and test before extracting the data. The extracted data are the foundation of scientific reports, statistical analyses, and predictive modeling produced by Alberta Environment, other government and non-government agencies, the federal government and external consultants. These analyses are used to assess lake and river water quality in Alberta, and can have major impact on Government programs, industry and Albertans in general.

The incumbent must identify problems, deficiencies or areas that require enhancement. A large degree of creativity is required to develop possible solutions or strategies for implementation to achieve goals/objectives/remedial measures. The enhancements can affect aspects of water (and some air) sub-systems in the Environmental Management System (surface water, drinking water, municipal and industrial effluents), so assessing these can be complex. The incumbent must identify and rectify errors, which can range from simple typos to complicated function problems. The incumbent must document and approve any corrections before they are committed to the database.

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Contacts

(Main contacts of this position and the purpose of those contacts.)

Position supervises technologists and works on committees with department representatives to develop policies. Most contact is with department staff.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Extensive knowledge of the Water Data System database table structure and links to other EMS components.
- Extensive knowledge of Department business functions related to surface water assessment, surface water program design, surface water quality project implementation methods, surface water quality objectives and data interpretation processes.
- Extensive knowledge of quality control protocols, laboratory operational procedures and analytical methods.
- Considerable knowledge of surface water sample collection methods and field procedures.
- Knowledge of principles of limnology, taxonomy and water chemistry.
- Ability to independently identify, investigate and resolve 'bad' data collected by field staff or analyzed by contract laboratories, which requires a thorough and complete understanding of all preceding items.
- Considerable knowledge of laboratory accreditation procedures.
- Considerable knowledge of electronic monitoring equipment and data capture/transfer procedures.
- Extensive personal computer skills including proficiency in Microsoft Access, Word, Excel, PowerPoint, Outlook.
- Considerable knowledge of methods of manipulating data (Visual Basic macros, file conversion), relational database functionality, GIS functionality (Arcview) and statistical procedures.
- Well developed interpersonal communication skills, both written and verbal for effectively dealing with the public, other government agencies (Provincial and Federal), non-government agencies, private sector analytical laboratories and Department staff. Ability to communicate clearly to people from a diversity of backgrounds, knowledge, experience and opinions.
- Effective organizational and time management skills. Ability to work independently and to deal with shifting priorities and deadlines as well as 'spur of the moment' projects.
- Independent and creative problem solving, ability to take initiative.

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- Established network of key contacts in the Department, government (Provincial and Federal), the consulting industry, and analytical contract laboratories.
- Working knowledge of business functions and EMS sub-systems related to ground water, drinking water, industrial and municipal wastewaters, and air quality monitoring.

Organization

(Working titles of positions reporting directly to this position.)

This position supervises temporary wage staff as required.

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Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|--|
| Working Title: | Section Head - Data Management Section |
| Classification: | Senior Manager 1 |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|--|
| Working Title: | Team Lead, Air and Water Quality Data Management |
| Classification: | Manager 3 |

| PEER POSITION | |
|----------------------|-------------------------------|
| Working Title: | Surface Water Data Specialist |
| Classification: | Technologies 5 |

| BENCHMARK POSITION | |
|---------------------------|-------------------------------|
| Working Title: | Surface Water Data Specialist |
| Classification: | Technologies 5 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|-----|
| Working Title: | N/A |
| Classification: | |

Last Review / Update: 2016-03-11

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Subsidiary 12

Benchmark Evaluation - 126TN04

Identification Section

| | |
|--------------------------------------|---|
| Working Title: | Toxicology Technologist |
| Department: | Justice and Solicitor General |
| Division, Branch/Unit: | Office of the Chief Medical Examiner |
| Reports To: | Chief Toxicologist |
| Levels to D.M.: | 4 |
| Job Description: | 126TN04 |
| Minimum Recruitment Standard: | See the Minimum Recruitment Standard for Technologies |
| Job Code: | 128TN - Technologies 5 |

Comments on Role

Position is a senior laboratory technologist that performs non-routine toxicological and chemical analysis of moderate to advanced complexity using sophisticated equipment. Functions are performed with considerable independence and position is required to modify existing methods to accommodate new situations.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| EII 175 | 33% 57 | R1 66 | 298 |

Comments on Evaluation

Knowledge:

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Requires advanced knowledge of chemical/toxicological analysis and must know the principles of analytical toxicology including the suitability of various extraction methods and instrumental techniques. Must have the ability to operate a wide variety of complex laboratory equipment. Position is an individual contributor that requires a substantial awareness of the work performed in the Medical Examiner's Office. Communication is for the purpose of exchanging technical information.

Creativity/Problem Solving:

High level of problem solving is required to modify and adapt existing laboratory techniques and analysis to fit new situations and to perform complex analysis where guidelines are sparse or non-existent.

Responsibility:

Position is responsible for performing non-routine toxicological and chemical analysis using sophisticated equipment in order to identify drugs, drug metabolites and other toxins.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 126TN04

Identification Section

| | |
|-------------------------------|--------------------------------------|
| Working Title: | Toxicology Technologist |
| Department: | Justice and Solicitor General |
| Division, Branch/Unit: | Office of the Chief Medical Examiner |
| Reports To: | Chief Toxicologist, Senior Manager |
| Levels to D.M.: | 4 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Toxicology Technologist performs skilled routine and non-routine toxicological and chemical analysis of moderate to advanced complexity using sophisticated equipment and where there are minimal or no guidelines. Position will assist in the development of new methods and the modification of established methods.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Received post mortem fluid and tissue specimens, accurately records relevant case data in appropriate log book, properly stores specimens until analysis, with due regard for legal continuity of the specimens. Position performs complex routine and non-routine toxicological analyses such as immunoassays, colorimetric and similar screens, and other specified biochemistry tests. Position extracts and purifies drugs and other toxins using various techniques and routinely uses specialized and complex analytical equipment such as gas chromatographs, high pressure liquid chromatographs, ultra-violet/visible spectrophotometer

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and blood gas analyzer to accurately and reproducibly identify and quantify drugs, drug metabolites and other toxins.

2. Identifies drugs, drug metabolites, and other toxins by interpreting routine thin layer chromatograms, gas chromatography traces, and simple mass spectrometry library searches obtained from extracts of post-mortem samples containing unknown substances. Accurately prepares analytical standards and controls for use in a variety of drugs, drug metabolite and other assays. Performs mathematical calculations and constructs graphs as part of the preparation of reagents and as part of preparing for analyses and calculating final results from an assay, verifies results generated.
3. Prepares complex laboratory equipment for different routine analyses on a day-to-day basis. Performs routine maintenance of this equipment. Participates regularly in quality control programs. Position is expected to troubleshoot routine problems that occur with complex analytical instrumentation.
4. Determines when specimens may be discarded, after the period of storage required by law, safely disposes of specimens. Responsible for the safe handling and storage of all chemicals, laboratory equipment and biological specimens. Responsible for maintaining a clean work area, cleaning and treating glassware and apparatus.
5. Records final results in appropriate files; conducts peer review of the work of other technologists.
6. Modifies existing methods as required to adapt to new drugs, new equipment or accessories. Assists in the design and implementation of new analytical methods and drug assays. Assists in evaluating new methods and equipment, with an emphasis on the practical/operational aspects.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position is responsible for the detection, identification and accurate quantification of alcohol, drugs and other toxins in human post-mortem specimens for the purpose of determining their direct or indirect involvement in fatalities under investigation. Position requires strong analytical skills as specimens are non-uniform and screening tests used will vary depending on the investigation. The position operates specialized and complex instruments without supervision and must be able to detect any problems with either the instrument or the technique being performed and troubleshoot that problem. When a reasonable solution is unavailable, the problem is brought to the supervisor's attention. The screening tests are both standard and non-standard, which requires modifications and judgement. Although written procedure manuals are available for all techniques used, the position requires the ability to think and work outside of standard procedure in order to overcome unforeseen problems. Accurate technical and analytical work is essential; failure may impact accurate

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determination of cause of death, forensic acceptability of toxicology findings in any subsequent legal proceedings, and credibility of the laboratory.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Contacts are for the purpose of exchanging details concerning samples or the analysis. Position will provide direction and advice to temporary technicians and summer student staff. May be required to testify to work performed, in criminal and civil actions.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Position requires knowledge of advanced toxicological analysis and must be able to use a variety of complex instruments such as gas chromatographs, spectrophotometers and mass spectrometers.
- Requires considerable depth in the area of chemical analyses to develop new methods and modify existing methods.
- Must know the principles of analytical toxicology, including the suitability of various extraction systems and instrumental techniques.
- Requires a Medical Laboratory Technology diploma, three year relevant experience and must be a Registered Medical Laboratory Technologist.

Organization

(Working titles of positions reporting directly to this position.)

This position provides lead hand supervision to temporary technicians and summer student staff. This position is also responsible for training other technologists in new or infrequently performed analytical methods.

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Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|------------------------|
| Working Title: | Chief Medical Examiner |
| Classification: | Executive Manager |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|--------------------|
| Working Title: | Chief Toxicologist |
| Classification: | Senior Manager |

| PEER POSITION | |
|----------------------|---------------------------|
| Working Title: | Toxicology Technologist 2 |
| Classification: | Technologies 5 |

| BENCHMARK POSITION | |
|---------------------------|-------------------------|
| Working Title: | Toxicology Technologist |
| Classification: | Technologies 5 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|--|
| Working Title: | |
| Classification: | |

Last Review / Update: 2016-03-11

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Subsidiary 12

Benchmark Evaluation - 126TN03

Identification Section

| | |
|--------------------------------------|---|
| Working Title: | Analytical Chemistry Technician |
| Department: | Agriculture and Forestry |
| Division, Branch/Unit: | Processing Development/Processing Programs |
| Reports To: | Program Manager |
| Levels to D.M.: | 5 |
| Job Description: | 126TN03 |
| Minimum Recruitment Standard: | See the Minimum Recruitment Standard for Technologies |
| Job Code: | 128TN - Technologies 5 |

Comments on Role

Position is a technician responsible for the operation of an analytical chemistry laboratory. Carries out several complex chemical analyses using a variety of instruments and requiring a range of knowledge. Position reviews technical literature, adapts techniques and assists with the preparation of scientific manuscripts. Assists Program Manager who is a Food Scientist in planning research projects and discussing appropriate methodology. Supervises casual staff and provides assistance to other technicians.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| E-I2 175 | 29% 50 | R1 57 | 282 |

Comments on Evaluation

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Knowledge:

Position is a senior technician skilled in the operation of several scientific instruments and techniques related to analytical chemistry. The position requires a breadth of knowledge to review scientific literature and modify existing methodologies to suit research requirements but does not require the in-depth theoretical knowledge of a full E rating. Position is primarily an individual contributor but must have a solid appreciation of the overall research program in order to operate the analytical chemistry laboratory. The position influences private industry in the selection of appropriate methodologies for research projects and supervises casual staff including conducting performance appraisals.

Creativity/Problem Solving:

While problems are varied, documented laboratory procedures are followed for the majority of situations. Will adapt and modify methodologies in analytical chemistry to suit research purposes. Has access to onsite expertise.

Responsibility:

Position has primary responsibility for the operation of a small laboratory. It must insure that the lab is properly equipped, instruments are accurate and that proper safety protocols are followed.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 126TN03

Identification Section

| | |
|-------------------------------|--|
| Working Title: | Analytical Chemistry Technician |
| Department: | Agriculture and Forestry |
| Division, Branch/Unit: | Processing Development/Processing Programs |
| Reports To: | Program Manager |
| Levels to D.M.: | 5 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Reporting to a Program Manager, the position provides technical assistance on research and technology transfer projects at the Food Science and Technology Centre. The job produces laboratory data for industry-initiated projects and provides leadership in the analytical laboratory. The position manages the operation of the analytical chemistry laboratory and is responsible for chemical, biochemical and physicochemical analyses of horticultural and special crops. This position develops and evaluates new and existing analytical methods. The Analytical Chemistry Technician trains and supervises casual workers.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Conduct chemical, biochemical, physical and physicochemical analyses of horticultural and special crops and their products. Uses a gas/liquid chromatography (GLC), high performance liquid chromatography (HPLC), spectrophotometry and other laboratory instruments and techniques.

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2. Assists in the planning and implementation of research projects, keeps analytical records, performs statistical analyses of data, interprets experiment results and prepares summary reports for the Food Scientist and Project Co-operators. Reviews technical literature in food science and analytical chemistry and assists with the preparation of scientific manuscripts for publication.
3. Develops new methods and adapts existing techniques for testing the quality and chemical composition of horticultural and special crops (e.g. analysis of essential oils from herbs and spices). Occasionally performs specific analysis of a non-routine nature (e.g. chlorine levels in vegetable wash water).
4. Manages the operation of the analytical chemistry laboratory. Trains subordinate staff and co-operators in the safe use of laboratory equipment and chemicals and supervises subordinate casual staff including conducting performance appraisals. Orders inventories and maintains chemicals and other supplies. Orders, assembles, calibrates and operates scientific equipment. Responsible for overall laboratory safety and the safe storage of chemicals.
5. Maintains appropriate records of service and technology transfer work performed and keeps supervisor informed.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Projects are normally initiated by food processing companies. The focus is on processing horticultural crops, although a wide variety of projects are done in the areas of cereal grains, meat, forages, beverages and fibre. Project results often have an immediate economic impact for client companies. Most projects are completed within a few months. Position participates in the publication of research results. The job contributes intellectual value as co-author on technical reports and papers. The Analytical Chemistry Technician provides important technical support to research projects but does not lead the research.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Primary contact is with the Program Manager in planning and implementing research programs and to discuss the appropriate analytical chemistry methodology. The job also has contact with private industry for the purpose of conducting tests and research projects. Opportunity exists for this

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position to initiate and modify methodologies to better suit the project and position must be able to communicate complex adaptations to the lead researcher.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Position typically requires a diploma in chemical technology.
- Requires a working knowledge of organic chemistry, biochemistry, chemical instrumentation, microcomputers, computer software and statistical analysis.
- A general knowledge of chemical composition of horticultural crops, cultivation practices and essential oil composition of spices, herbs and other special crops.
- Good scientific reading and writing skills.
- Knowledge of scientific principles and research techniques is required.

Organization

(Working titles of positions reporting directly to this position.)

Casual laboratory assistants.

Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|----------------|
| Working Title: | Branch Head |
| Classification: | Senior Manager |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|-----------------|
| Working Title: | Program Manager |
| Classification: | Manager |

| PEER POSITION | |
|----------------------|--|
| Working Title: | |
| Classification: | |

| BENCHMARK POSITION | |
|---------------------------|---------------------------------|
| Working Title: | Analytical Chemistry Technician |
| Classification: | Technologies 5 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|----------------|
| Working Title: | Lab Assistant |
| Classification: | Technologies 1 |

Last Review / Update: 2016-03-11

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Subsidiary 12

Benchmark Evaluation - 126TN02

Identification Section

| | |
|--------------------------------------|---|
| Working Title: | Field Support Technologist |
| Department: | Transportation |
| Division, Branch/Unit: | North Central Region, Edson District |
| Reports To: | Operations Manager |
| Levels to D.M.: | 4 |
| Job Description: | 126TN02 |
| Minimum Recruitment Standard: | See the Minimum Recruitment Standard for Technologies |
| Job Code: | 128TN - Technologies 5 |

Comments on Role

The Field Support Technologist assist the Maintenance Contract Inspector (MCI) with visual inspection of roadways identifying potential problem area's and providing technical advice. This position also audits technical work done by consultants and maintenance contractor-staff ensuring that work being carried out is in accordance with departmental standards, procedures and contract specifications. The Field Support Technologist is involved in preparing minor highway contracts. The position also assists the Planning and Development Control staff with roadside development matters. The Field Support Technologist provides cover-off for both MCI and the Planning and Development positions.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| D+I2 175 | 29% 50 | R1 57 | 282 |

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Comments on Evaluation

Knowledge:

Position must have a considerable technical knowledge of road design, construction, maintenance as well as good working knowledge of legislation and departmental guidelines, policies and directive. Position also requires considerable knowledge of contract administration. The D+ rating reflects the breadth of differing knowledge in road maintenance and operation, legislation and contract administrations. Position must have an understanding of the impact of road maintenance on a geographical area of the province. Working closely with the Maintenance Contract Inspector, the position is required to deal with consultants including supervision and resolution of issues.

Creativity/Problem Solving:

Working within guidelines, the position provides project management for smaller district contracts, service/consultant agreements and is required to develop creative and innovative solutions to complex maintenance problems. Assistance is available from the Operations Manager and the Maintenance Contract Inspector.

Responsibility:

Position is focused on the assisting in the delivery of the road maintenance program.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 126TN02

Identification Section

| | |
|-------------------------------|--------------------------------------|
| Working Title: | Field Support Technologist |
| Department: | Transportation |
| Division, Branch/Unit: | Transportation and Civil Engineering |
| Reports To: | Operations Manager |
| Levels to D.M.: | 3 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

This position provides the technical expertise required for the delivery of the Highway Maintenance Contract to ensure the protection and preservation of the highway infrastructure and safety of the travelling public. Reporting to the Operations Manager, this position performs work of a technical nature in all areas of highway maintenance and construction projects over a large geographical area. Audits technical work done by consultants and maintenance contractor-staff ensuring that work carried out is in accordance with the contractual agreements adhering to departmental standards, procedures, contract specifications and best management practices (BMP's). The incumbent collects both inventory and condition rating data and analyses this information to prioritize repairs/replacement for asset management. It is a full working level technologist, encompassing both the survey and materials testing disciplines. Also assists the Maintenance Contract Inspector (MCI) in the preparation of quantity estimates for work orders, monitors work in progress and provides technical expertise to the MCI, contractors and consultants. Ensures budget expenditures information is provided to Operations Manager/Engineer in a timely manner. Assists Planning and Development Control staff with roadside development matters such as subdivisions, utility crossings, private signs, etc. The ability to work independently is required.

Responsibilities and Activities

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(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Management of Highway Maintenance Contract

Activities:

- Assists MCI with regular road inspections to identify potential problem areas and to ensure the safety and comfort of the traveling public by:
 - Assessing problems, deficiencies, etc. in standards, specifications, methods and techniques and recommends changes.
 - Assessing the contractor's performance in emergency situations such as rockslides, wash outs, accidents, etc. and arranging for the equipment and material to carry out repairs.
 - Periodically inspect road features including gravel roads, paved roads, gravel shoulders, ditches, culverts, other drainage works, signs, roadside vegetation, roadside conditions with respect to litter, pullouts, etc.
 - Inspecting area roads and bridges to observe conditions, needs, dangerous situations and taking or recommending corrective actions.
 - Investigating major vehicle collisions, resulting from violent weather conditions etc. to assess damages to road/bridge structures and obtaining professional/technical direction from department staff as required and implementing corrective action.
 - Receiving and investigating inquiries and complaints from contractors, the public, landowners, utility companies and other government agencies and taking or recommending corrective action.
 - Verifying contractors safe use of department gravel pits, stockpiles, etc. Inspecting area roads and bridges to observe conditions, needs, dangerous situations and taking or recommending corrective actions.
- Assists MCI in the preparation of quantity estimates for work orders and monitoring of work in progress ensuring it adheres to contract specifications and departmental standards and procedures by:
 - Arranging for quality assurance and quality control testing if necessary.
 - Advising of deficient work or work practices on contract projects.
 - Advising Operations Manager of instances of non-compliance with terms and conditions of the contract.
 - Preparing detailed and technical inspection and deficiency reports, forms, records and related documentation.
 - Recommending acceptance or rejection of work performed and corrective actions including stopping work in progress where standards are not being met.
- Provides functional cover-off for MCI's, System Support Tech. (SST), and Development and Planning Tech. (DPT) during absences.
- Assists the Operations Manager in the preparation of longer terms maintenance plans/programs by:

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- Identify maintenance requirements and recommendations for future plans/programs.
- Assists in the development of a work plan for the contractor.
- Assists in budget preparation by providing input into current budget as well as input into future programming.
- Completes plow truck allocation details and lighting assessments.
- Create and maintain a district priority list for compiling a regional chip seal, gravel and pavement rehab strategy for long term planning. Also includes priority lists for guardrail, culvert and major sign replacement.
- Prepare and maintain priority lists for the evaluation of submitted projects within the district and evaluate results to ensure that submitted projects are proper candidates for the appropriate treatment.
- Monitor the performance of district chip seal/rehab projects and report deficiencies to the appropriate authority.

2. Liaison with department employees, other department employees, contractors, consultants, cities, towns, municipalities, emergency services and the general public, on issues relating to the highway network.

Activities:

- Liaison and coordinate with stakeholders to ensure that work is completed in an efficient cost effective manner and meets requirements without duplication.
 - Partnering with the maintenance contractor employees to build strong relationships.
 - Personal interaction by attending meetings and on-site visits.
 - Verbal contact by telephone, addressing public complaints and requests for information.
 - Communication by internet, e-mail, and fax to send and receive important documents.

3. Management of other highway contracts and agreements.

Activities:

- Prepares Terms of Reference (TOR's), Request for Proposals (RFP's) and minor highway contracts, service agreements, consultant agreements and provides contract administration to maintain and enhance the highway infrastructure by:
- Assessing needs for extra work that may require special funding on a quotation.
- Undertakes technical inspections of suspect areas.
- Performing and/or interpreting surveys to put together information for tender packages.
- Preparing quantity and cost estimates.

- Monitoring and reporting maintenance costs and providing estimates for maintenance functions and contract work.
- Provides software support to maintenance staff in accordance with the mandate of the Operations Support Group on an as required basis.
- Assists construction and bridge staff by undertaking field inspections of other contracts on an as required basis.

4. Maintenance of Highway Inventories and Databases

Activities:

- Support Department initiatives TIMS and RoMaRa by:
 - Collecting surface condition rating data and maintaining database.
 - Collecting highway appurtenance inventory data and maintaining database using Global Positioning Systems (GPS).
- Assists with asset/budget control of department retained materials by using Total Station survey equipment.
 - Establishing and maintaining up-to-date lists of retained material stored at contractor's premises or otherwise.
 - Ensuring accurate reporting and accountability of the usage of these materials.
- Provides software support to maintenance staff in accordance with the mandate of the Operations Support Group on an as required basis.

5. Support the Operations Engineer and Development and Planning Technologist

Activities:

- Assists the Operations Engineer and Development and Planning Technologist in roadside development control matters to ensure safe and efficient public travel on district highways and compliance with the Public Highways and Development Act by:
 - Undertaking site inspections of proposed and in-progress developments.
 - Monitoring utility company work in the highway right-of-way.
 - Providing recommendations of roadside development issues.
 - Prepares fatality reports.
 - Administers 4H cleanup/Adopt a Highway programs including training of Road Managers.
 - Administers special events including approval conditions.
 - Evaluates Traffic Accommodation Strategies and monitors traffic management through work zones.

6. Participates as a member of a team in developing policies, long term plans and procedures for maintenance programs and participates on special committees and events.

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Activities:

- Take a proactive approach in the creation and implementation of new technologies, standards and procedures that enhance both the highway network and the environment by:
- Provide expertise in establishing uniform provincial procedures and standards for new concepts.
- Meet with representatives of Alberta Environment, Community Development and landowners addressing specific needs.
- Communicate department interests and policies to consultants and municipalities.
- Communicate effectively between peers and team members to achieve common goals and desired results.
- Implement innovative ideas and pilot projects to support the department's goals of being a center of excellence.
- Participate in Environmental Construction Operating Plan (ECOPLAN) and TIMS Working Group (TWIG) sessions.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

- Fulfills a support role in the administration of the highway maintenance contracts for the district.
- Fulfills a support role to development control staff for the district.
- Provides project management for smaller district contracts, service agreements, consultant agreements, etc. for the district.
- Stakeholders include contractors, consultants, other government agencies and the public. Stakeholder involvement could entail conflict situations (e.g. contractor issues, landowner concerns, etc.).
- Position will involve some supervision of consultants and contractors.
- Creative and innovative solutions to complex maintenance problems. This position requires tremendous flexibility due to the varied nature of assignments, the ability to learn new skills and be adaptable to new situations.
- This position addresses concerns and provides information to the public, consultants, contractors, municipalities, RCMP and various department staff. Accident investigation, reporting, and photos taken of accident scene all to support the Development and Planning Technologist.
- Acts creatively and provides innovations to maintenance problems by using flexibility due to varied assignments, ability to learn new skills and adapt to new situations as the provincial process continues to change.

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Contacts

(Main contacts of this position and the purpose of those contacts.)

Liaison with department employees, other department employees, contractors, consultants, cities, towns, municipalities, emergency services and the general public, on issues relating to the highway network.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Sound practical knowledge of road design, construction/maintenance and contract administration with the ability to provide accurate and concise survey and materials testing information which is used for quality control and to ensure contract specifications are adhered to.
- Must also be able to plan/schedule work independently within a budget.
- Good working knowledge of computers and applicable software.
- Will require a good working knowledge of legislation and departmental guidelines, policies, directives and evolving best practices related to highway maintenance, highway construction and development control.
- Knowledge is typically acquired through a technical diploma in Civil Engineering Technology and 5 years directly related experience or a High School Diploma supplemented by directly related courses and 7 to 10 years of directly related experience.

Licenses/Certificates

- Valid Driver's Licence
- Rater Certification for Surface Condition Rating
- WHMIS
- Defensive Driving Certificates

Use technical software (GPS Pathfinder, RRWIN, TIMS, RoMaRa, MS Access, MS Excel, MS Outlook, MS Word, MS PhotoEditor, MS PowerPoint, WordPerfect, MCMS, Impromptu, SPINS, ALTA, GEOMEDIA, EMXS, and RWIS) to manage data.

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Organization

(Working titles of positions reporting directly to this position.)

No supervisory responsibilities.

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Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|---------------------|
| Working Title: | Regional Director |
| Classification: | Executive Manager 1 |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|--------------------|
| Working Title: | Operations Manager |
| Classification: | Senior Manager |

| PEER POSITION | |
|----------------------|--|
| Working Title: | Several similar positions throughout the province. |
| Classification: | |

| BENCHMARK POSITION | |
|---------------------------|----------------------------|
| Working Title: | Field Support Technologist |
| Classification: | Technologies 5 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|-----|
| Working Title: | N/A |
| Classification: | |

Last Review / Update: 2016-03-11

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Subsidiary 12

Benchmark Evaluation - 126TN01

Identification Section

Working Title: ADEPT Technical Support (ADEPT Program Team)
Department: Environment and Parks
Division, Branch/Unit: Public Lands Division, Disposition and Technical Services Branch/ADEPT
Reports To: Project Leader
Levels to D.M.: 5
Job Description: [126TN01](#)
Minimum Recruitment Standard: See the [Minimum Recruitment Standard](#) for Technologies
Job Code: [126TN](#) - Technologies 5

Comments on Role

Position plays a Business/Functional Analyst role in the development, enhancement and maintenance of a complex computer system that administers and manages land surface activities. Responsibilities include assisting the development of business plans and user requirements, maintaining change management and resolving issues, and maintaining the communication plan. Position trains users and facilitates user acceptance testing.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| E-I2 175 | 29% 50 | B 50 | 275 |

Comments on Evaluation

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Knowledge:

Must have thorough understanding of ADEPT system functionality in order to implement it but is not required to have the extensive knowledge needed to design the system, hence the E- rating. Requires working knowledge of land surveying, mapping, GIS concepts, and public land administration. Requires excellent communication, and technical and administrative writing skills. This position is an individual contributor but has a solid overall appreciation of public land administration. Provides user training and helps determine user requirements as well as providing department management with technical options, recommendations and solutions for system design.

Creativity/Problem Solving:

Responsibilities include accurately capturing end user requirements and documenting and communicating them to system developers. Position also has technical responsibilities that include creating new reports based on client requirements.

Responsibility:

Position plays a balanced role between ensuring the complex system that is being developed meets end user requirements and performing system training, testing as well as production and maintenance of system documentation.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 126TN01

Identification Section

| | |
|-------------------------------|--|
| Working Title: | ADEPT Technical Support (ADEPT Program Team) |
| Department: | Environment and Parks |
| Division, Branch/Unit: | Public Lands Division, Dispositions and Technical Services Branch/ADEPT |
| Reports To: | Project Leader |
| Levels to D.M.: | 5 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The ADEPT Technical Support position is responsible for providing a variety of technical tasks in support of the design, construction, implementation and maintenance for the ADEPT (application, Disposition Processing and Tracking) system. The ADEPT system automates the surface rights approval process including referral, approval, reclamation, enforcement and mapping functions for administration and management of land surface activities on public lands in Alberta, as well as providing raw data to the Resource Data Branch for provincial base map updates. ADEPT is being implemented in phases; phase I, geophysical programs; phase II, industrial and commercial activities; and phase III, agriculture dispositions. This position supports system development by assisting the development of business plans and user requirements, maintains change management and issue resolution, and maintains the communication plan. This position provides user training, assists users with acceptance testing, and produces and maintains system documentation. Currently, phase I is operational and phase II user requirements have been reviewed.

Responsibilities and Activities

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(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Working with department Information Technology and Services Section (IT&SS), Strategic Corporate Service (SCS) staff, the department Shared Strategic Alliance (SSA) contractor, and Department headquarter and regional staff, the position assists in developing and defining business requirements for ADEPT to reduce the Departments' administrative and information technology costs. And to support the Alberta One-Window/Service Alberta Initiative.**
 - Attend strategic planning meetings, including bi-weekly ADEPT System Work Group (ASWG), weekly ADEPT Support Team and monthly Change Request Team (CRT) ensuring process improvements are consistent with Public Land Division's Operational Plan.

- 2. Working with the Project Manager and the ADEPT Steering Committee ensuring that project scope, time, cost, and Department's Information Technology objectives are met.**
 - Prioritize Work Plans according to Project scope and goals.
 - Review and record contractor invoicing in ADEPT HelpDuck System (HDS).
 - Review Change Request and contractual estimates.
 - Supervises contractors on a per project bases ensuring contractual obligations and deadlines are achieved.

- 3. Provides "front-line" technical support to Lands and Forest Service headquarters, regional staff, and Industry clients including land agents, consultants and company representatives ensuring that the system continually provide expected services.**
 - Administer and document user requests for changes and enhancements in HDS.
 - Helpdesk support on system functionality and limitations.
 - Set-up of users accounts, passwords and system privileges.
 - Manage software and hardware requirements for users.
 - Monitoring system performance.

- 4. Schedules and conducts user training on all aspects of ADEPT, including each sub system and the Geographical Information Systems (GIS) components using the ArcView, ArcIMS and digital submission specifications ensuring a complete understanding on the use of the system and expectation of the system. Training is provided to Lands and Forest staff throughout the province and industry stakeholders. The number and type of industry users increases significantly as each phase of ADEPT is implemented (e.g. phase I, geophysical companies; phase II, oil and gas, forestry, sand and gravel companies; phase III, ranchers and agricultural companies, etc.).**

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- Person-to-person dialogue.
 - Conduct on-site information sessions.
 - Conference presentations.
 - Ensure web site access to manual and instruction videos.
 - Hold formal seminar and training workshops.
- 5. Oversee and coordinate staff involvement, system acceptance testing to identify successes, issues, system effectiveness and process deficiencies ensuring departmental standards and business requirements are met as well as ensuring the system compiles with Departmental policies and legislation.**
- Develop test application scenarios.
 - Stress test the application and recording benchmark results.
- 6. Investigates and research new technological solutions to business issues.**
- Attend conferences and product presentations.
 - Acquire further education.
- 7. Ensure and maintain data integrity and consistency across the system to build data confidence.**
- By communicating with system representatives on the subject of metadata, data sharing and data integration.
 - Foster relationships within and beyond the department to encourage the use of both textual and graphical information within ADEPT.
 - Ensure data transfer to other systems such as Land Status Automated System (LSAS) and Geographic Land Information Management Planning System (GLIMPS) occurs in a timely manner and that data within these systems are in sync.
- 8. Maintains up-to-date and accurate ADEPT documentation including but not limited to design documents ensuring documents meet department standards and are available anytime for auditing.**
- Process manuals, minutes of meeting, ADEPT on-line help and educational aids as well as recording decisions and action item.
 - Develop user approved textual and spatial reports. In cooperation with users and Information Technology (IT) staff/consultants, facilitate, maintain, develop, and implement digital data standards.

- Provide input, recommendations and documentation support for project charters (formal contracts with IT consultants engaged by the department to design, build and implement the ADEPT system).
- Establish a centralized location for user manual, specifications and design document to both industry client and system users by regularly maintaining and updating the ADEPT external and internal web sites as part of the ADEPT Communications Plan.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position is a functional resource for the development and support of a complex land administration system for all the Public Crown lands in Alberta and Surface Rights approval stakeholders such as land agents, consultants, and general public and company representatives. This position mediates between department Information Technology and Services Section (IT&SS), Strategic Corporate Services (SCS) staff, the department Shared Strategic Alliance (SSA) contractor, and Land and Forest Service headquarter and regional staff ensuring that the system effectively meets business requirements and compiles with Departmental policies and legislation. Where deficiencies occur, this position is required to analyze business and system processes and to recommend possible alternatives. Failure to provide computer system availability will result in a major disruption and impact on Public Land Division services.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Position plays lead role between system developers, contracts, IT representatives, ADEPT in-house end-users and industry users to define technical requirements and provide technical system support. Incumbent provides department management with technical options, recommendations and solutions for system design, build and implement components.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and

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skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Thorough understanding of the ADEPT system functionality and how these apply to business processes.
- Extensive knowledge of a specialty area of IT related to the ADEPT system (geographical information systems (GIS), relational database management, e-commerce, Java, and new technologies).
- Working knowledge of land surveying, mapping, GIS concepts, public land administration legislation, policies, procedures and data are required, along with excellent project management and team leadership skills. Requires excellent communication and technical and administrative writing skills.
- Requires a related technical diploma or equivalent.
- Valid driver's licence required as this position involves travelling throughout the province.
- Knowledge of information technology trends and issues required for the support of a major complex computer-processing environment.
- Strategic problem solving skills required.
- Requires analysis interpretation and constructive thinking skills.
- Negotiation skills need to interact with users and to develop and lead teams.
- Thorough understanding of the project development process from planning design contract documents contracting construction to commissioning. Projects are of diverse nature and client needs are complex and requires continual problem solving.
- Requires a sound understanding of the divisions systems and system concepts, business concepts and audit controls and trails.
- Strong leadership and organizational skills.
- Ability to conceptualize and visualize formats for producing work products and deliverables.
- Strong facilitation skills.

Organization

(Working titles of positions reporting directly to this position.)

This position has no supervisor responsibilities.

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Alberta 

Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|---|
| Working Title: | Section Head (Acting ADEPT Project Manager) |
| Classification: | Manager |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|-----------------|
| Working Title: | Project Manager |
| Classification: | Vacant |

| PEER POSITION | |
|----------------------|--|
| Working Title: | |
| Classification: | |

| BENCHMARK POSITION | |
|---------------------------|--|
| Working Title: | ADEPT Technical Support (ADEPT Program Team) |
| Classification: | Technologies 5 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|--|
| Working Title: | |
| Classification: | |

Last Review / Update: 2016-03-11

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Subsidiary 12

Benchmark Evaluation - 125TN11

Identification Section

| | |
|--------------------------------------|---|
| Working Title: | Meat Inspector |
| Department: | Agriculture and Forestry |
| Division, Branch/Unit: | Regulatory Services Division (RSD), Meat Inspection Branch (MIB) |
| Reports To: | Regional Supervisor |
| Levels to D.M.: | 6 |
| Job Description: | 125TN11 |
| Minimum Recruitment Standard: | See the Minimum Recruitment Standard for Technologies |
| Job Code: | 128TN - Technologies 4 |

[Organization Chart](#)
(requires login)

Comments on Role

The Meat Inspector is responsible for maintaining continued excellence in food safety and ensuring Alberta's licensed meat facilities are in compliance with relevant legislation(s) and policies of the Regulatory Services Division and their meat products are fit for human consumption.

Reporting to the Regional Supervisor, the Meat Inspector provides front-line slaughter and meat processing inspection services at licensed meat facilities, often without direct supervision. The Meat Inspector ensures meat safety through effective and efficient delivery of the Meat Inspection Program and other related regulatory functions. The Meat Inspector ensures on-going compliance with the Meat Inspection Act (MIA) and Meat Inspection Regulations (MIR) Directives and Procedures, and Meat Facility Standards (MFS), including food safety processing control systems (i.e. Hazard Analysis Critical control Point). The position also participates in the Branch Audit Program by monitoring and following up on corrective action timelines in meat facilities. This position assists with the Mobile Butcher inspection program and has input into the development of branch policies and procedures based on their observation of how processors are using and interpreting the standards.

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Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| DI2 152 | 29% 43 | R2 57 | 252 |

Comments on Evaluation

Knowledge:

Professional/Content Knowledge:

D: Work requires a base of technical knowledge in animal health or animal science, obtained by a technical diploma from a recognized agricultural college. Considerable knowledge of the Meat Inspection Act, as well as an understanding of applicable sections of related animal health, human health and meat inspection legislation and regulations are required. Position must be able to apply technical principles of animal health, food safety, Hazard Analysis Critical Control Point (HACCP) principles, and Good Manufacturing Principles (GMPs) to a variety of meat processing operations. Thorough knowledge of the lymphatic and circulatory systems in red meat animals and a sound knowledge of anatomy, physiology and gross pathology is also required. Position is not a D+ in Content Knowledge as it does not require an in-depth technical or scientific knowledge of topic areas, but rather, generalist knowledge of several principles.

Complexity and Diversity:

I: Position is an individual contributor who must understand the operations of meat processing, the role of Agriculture and Rural Development in its regulatory function, and the purpose behind legislation and regulations in order to apply them to inspection services.

Human Relations Skill:

2: Education and information sharing with owners and operators within the meat processing industry is paramount to resolving problems and ensuring voluntary compliance. Disagreement can often arise around the interpretation

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of regulations, making influencing skills important to gain compliance, and improve food safety, which is preferred to taking immediate regulatory action.

Creativity/Problem Solving:

29%: Meat Inspectors, for the most part, work independently. Position must interpret how a diverse number of regulations, policies and food safety principles apply to a variety of meat processing operations, some of which may be unique or new. Regional Supervisors and Area Managers are most likely off-site, though are available for assistance.

Responsibility:

R2: The position has the authority to enter and inspect provincially licensed meat facilities to ensure compliance with the Meat Inspection Act and Regulations, and Meat Facility Standards, including food safety processing control systems (i.e. HACCP). The Meat Inspector has the authority to suspend inspection services for lack of regulatory compliance and to condemn carcasses and processed meat products.

Last Reviewed: January, 2009

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 125TN11

Identification Section

| | |
|-------------------------------|--|
| Working Title: | Meat Inspector |
| Department: | Agriculture and Forestry |
| Division, Branch/Unit: | Regulatory Services Division (RSD), Meat Inspection Branch (MIB) |
| Reports To: | Regional Supervisor |
| Levels to D.M.: | 6 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Meat Inspector is responsible for maintaining continued excellence in food safety and ensuring Alberta's licensed meat facilities are in compliance with relevant legislation(s) and policies of the Regulatory Services Division and their meat products are fit for human consumption.

Reporting to the Regional Supervisor, the Meat Inspector provides front-line slaughter and meat processing inspection services at licensed meat facilities, often without direct supervision. The Meat Inspector ensures meat safety via the effective and efficient delivery of the Meat Inspection Program and other related regulatory functions. The incumbent ensures on-going compliance to the Meat Inspection Act (MIA) and Regulations (MIR), Directives and Procedures, and Meat Facility Standards (MFS), including food safety processing control systems (i.e. HACPP). The position participates in the Branch Audit Program by monitoring and following up on corrective action timelines in meat facilities. The Meat Inspector contributes to new inspector training, and provides coaching, and mentoring for trainees. This position assists with the Mobile Butcher inspection program and has input into the development of branch policies and procedures based on their observation of how processors are using and interpreting the standards.

Responsibilities and Activities

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(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. The Meat Inspector provides front-line slaughter and meat processing inspection services at provincially licensed meat facilities, and assures the production of safe and wholesome meat products through the expert delivery of the Meat Inspection Program and other related regulatory functions.

- Provides ante and post mortem inspection of food animals including beef, pork, poultry and alternative livestock species in Agriculture and Rural Development licensed abattoirs; records observations on pathological and non-pathological conditions, determines disposition of carcasses, stamps approved carcasses and portions with the inspection legend and condemns carcasses or portions that are not fit for human consumption.
- Assists in achieving compliance with affiliated legislation such as The Livestock Identification and Brand Act, The Animal Protection Act, Livestock and Livestock Products Act, The Livestock Diseases Act, The Meat Facility Standards (MFS), the Regulatory Services Division (RSD) Manual of Directives and Procedures and other relevant provincial or federal legislation.
- Partners with meat facility operators to achieve compliance with provisions of The MFS, Hazard Analysis Critical Control Point (HACCP) based principles and Good Manufacturing Practices (GMP's), including the implementation of effective food safety process control systems.
- Ensures compliance to animal welfare and humane handling and stunning during routine daily inspection activities and takes appropriate action with non-compliance.
- Completes daily meat facility inspections, including meat processing operations, identifies facility non-compliance, records the deficiencies on the Inspector's Daily Inspection Report and initiates corrective actions through information sharing, education, coaching or enforcement.

2. Participates in the Meat Inspection Branch (MIB) Branch Audit Program.

- Accompanies branch auditors during meat facility audits as an observer and provides specific facility inspection information to the auditor.
- Attends Corrective Action Plan (CAP) meetings with licensed meat facility operators to review and address compliance issues identified on Annual and Partial Licensed Meat Facility Audits.
- Monitors compliance timelines established with meat facility operators resulting from CAP meetings.
- Follows Regional Supervisor's direction to initiate corrective actions at licensed meat facilities if established compliance timelines have lapsed.

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3. Inspects regional licensed Mobile Butchers' and their facilities according to branch protocols.

- Monitors adherence to the requirements for Mobile Butchers set out in the Meat Inspection Act, Meat Inspection Regulation, and Meat Facility Standards.
- Monitors the submission of prescribed reports by Mobile Butchers.
- Completes inspection reports as required by the Mobile Butcher Inspection Program and makes recommendations to the regional supervisor on enforcement activities.
- Based on daily observations, advise supervisors of possible policy or regulation challenges that could result in a review/change in the program.

4. Contributes to the MIB Training Program in licensed meat facilities.

- Provides facility on-site training for entry-level inspectors in accordance with the MIB Training Manual.
- Provides verbal evaluations on entry-level inspectors and makes recommendations during their probationary period to the Regional Supervisor.
- Based on observations, advise supervisors of challenges that could result in a review/change in the program.

5. Completes, reporting, and sampling duties as required by branch Directives and Procedures.

- Utilizes electronic equipment to complete inspection reports and upload data to AGRIDAM database.
- Provides training and assistance to trainees on data entry.
- Ensures daily inspection reports are completed to reflect actual operating conditions within the licensed meat facility.
- Collects, prepares and submits samples and specimens for the Division's sampling and surveillance programs (for example: pathology, scrapie, brucellosis, and antibiotic residues).

6. Completes additional projects and duties as required.

- Provides meat inspection training to private veterinarians in meat facilities.
- Provides beef carcass grading services to meat facilities and ensures compliance with Canadian Beef Grading Agency requirements.
- Facilitates the traceability of livestock by providing animal Identification through the Canadian Cattle Identification Agency (CCIA), and Brand inspection for the Livestock Identification Sector.
- Promotes and monitors industry compliance with relevant federal legislation including CCIA, nutritional labelling, specified risk materials (SRMs), etc.

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Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

This position is part of a meat inspection team responsible for the protection of the public from diseased food animals or unsafe meat products including both raw and cooked products derived from food animals.

- The position deals with a high number of legislated and regulated procedures, along with HACCP principles, standard operating procedures, and internal policies.
- Incumbents of this position regularly encounter situations that deal with a high emotional intensity, requiring conflict resolution skills.
- This position requires an ability to deliver assistance and education for facility operators in food safety program development.
- Must be able to work in an environment that constantly changes from controlled to unstructured.
- The job requires on the spot science-based risk decisions and can develop innovative solutions so that facilities meet legislative requirements, while keeping food safety at the forefront.
- The Meat Inspector will initiate immediate actions to address critical food safety issues and notify operator and the Regional Supervisor of deviations and actions taken.
- The position requires the use of judgement and discretion when exercising authority that could result in the withdrawal of inspection services in provincially licensed meat facilities.
- The position requires solid analytical and decision-making skills and the ability to work with minimal supervision.

Contacts

(Main contacts of this position and the purpose of those contacts.)

External Contacts:

Will have contact with meat facility owners/operators, workers and Mobile Butchers during the course of their inspection duties for the purpose of guiding and explaining the reasons for their actions to ensure a safe meat product. Contact is made on a regular basis with affiliated regulatory bodies such as the Canadian Food Inspection Agency, Canadian Beef Grading Agency, Canadian Cattle Identification Agency and other provincial authorities, such as the Society for the Prevention

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of Cruelty to Animals, 4-H clubs, Alberta Health and Wellness, Fish and Wildlife, Livestock Identification Services and municipal governments.

Provincially Licensed Meat Facilities: The position has the authority to enter and inspect provincially licensed meat facilities to ensure compliance with the Meat Inspection Act and Regulations, and Meat Facility Standards, including food safety processing control systems (i.e. HACCP). The Meat Inspector may initiate sampling of products, testing, and review records as required.

- Has the authority to suspend inspection services for lack of regulatory compliance by the license holder and to condemn carcasses and processed meat products.
- Is part of a team responsible for inspections, and functions that impact up to 40 licensed meat facilities and 45 mobile butchers spread over several hundred kilometres.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Two-year technical diploma in a related field (i.e. Animal Science or Animal Health Technology Diploma from a recognized agricultural college), plus two years of directly related experience. Directly related experience can come from working in the Canadian Food Inspection Agency (CFIA) with EG-3 status, completion of Agriculture and Rural Development's in-service Provincial Meat Inspection Training Program (internal training program), meat industry experience, or combination thereof.
- Thorough knowledge of organoleptic inspection techniques including a thorough knowledge of the lymphatic and circulatory systems in red meat animals and a sound knowledge of anatomy, physiology and gross pathology in order to make animal, carcass and portion evaluations relating to fitness for human consumption.
- Required to possess good hand-eye coordination to effectively use a knife in conducting required post mortem inspections of food animals in the meat facility environment.
- Well-developed skills in mediation, tact and negotiating are required when addressing facility operators and facility staff. The position requires objectivity, calmness and a professional approach in heated and pressure situations.
- Knowledge of the Meat Inspection Act and Regulations and Divisional Directives, as well as knowledge of specific aspects of affiliated legislation: The Public Health Act (Food Regulation), The Livestock Identification and Brand Inspection Act, The Animal Protection Act, Livestock and Livestock Products Act, Livestock Industry Diversification Act, Consumer Packaging and Labelling Act, Food and Drug Act, Fish and Wildlife Act and the Health of Animals Act (Federally Reportable Diseases).
- Knowledge of HACCP principles, concepts and prerequisite programs and GMPs.

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- Ability to monitor meat facility food safe practices and procedures during processing of a large variety of meat products using a variety of processing methods.
- Valid Alberta driver's license and ability to travel using a vehicle within the Province of Alberta is a requirement.

Organization

(Working titles of positions reporting directly to this position.)

No formal supervision is exercised.

Last Review / Update: 2016-03-11

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Subsidiary 12

Benchmark Evaluation - 125TN10

Identification Section

| | |
|--------------------------------------|--|
| Working Title: | Senior Forensic Pathology Technician |
| Department: | Justice and Solicitor General |
| Division, Branch/Unit: | Medical Examiner's Office - Edmonton and Calgary Branches |
| Reports To: | Deputy Chief Medical Examiner - Calgary Chief Medical Examiner - Edmonton |
| Levels to D.M.: | 3-Calgary 2-Edmonton |
| Job Description: | 125TN10 |
| Minimum Recruitment Standard: | See the Minimum Recruitment Standard for Technologies |
| Job Code: | 125TN - Technologies 4 |

Comments on Role

The position is responsible for supervising the operation of the morgue in the Medical Examiners Office. In addition to carrying out the duties of a Forensic Pathology Technician (e.g. Admission and release of bodies from the facility, preparation of bodies for positive identification by viewing, technical aspects of external and autopsy examinations, etc.), this position is also responsible for supervising the Forensic Pathology Technicians and ensuring the smooth day-to-day operation of all aspects of the autopsy site.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| D+I1 152 | 29% 43 | R1 50 | 245 |

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Comments on Evaluation

Knowledge:

Position requires application of specialized technical skills in external or autopsy examination of bodies requiring a strong knowledge of anatomy. As a working supervisor, this position also requires knowledge of administrative and supervisory functions; this increased breadth of knowledge results in the D+ rating. The position is an individual contributor but must have an understanding of how its work relates to other work in the Medical Examiner's Office and the legal system. Although the position is a working supervisor of two Forensic Pathology Technicians, communication is for the purpose of exchange of information.

Creativity/Problem Solving:

Position operates independently within standard techniques for autopsies but must be able to identify deviations to the Pathologist.

Responsibility:

Involved in the delivery of the service provided by the Medical Examiner's Office.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 125TN10

Identification Section

| | |
|-------------------------------|--|
| Working Title: | Senior Forensic Pathology Technician |
| Department: | Justice and Solicitor General |
| Division, Branch/Unit: | Medical Examiner's Office - Edmonton and Calgary Branches |
| Reports To: | Deputy Chief Medical Examiner - Calgary Chief Medical Examiner - Edmonton |
| Levels to D.M.: | 3 - Calgary; 2 - Edmonton |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The position is responsible for supervising the operation of the morgue in the Medical Examiner's Office. In addition to carrying out the duties of a Forensic Pathology Technician (e.g. admission and release of bodies from the facility, preparation of bodies for positive identification by viewing, technical aspects of external and autopsy examinations, etc.). The position is also responsible for supervising the Forensic Pathology technicians and ensuring the smooth day-to-day operation of all aspects of the autopsy suite. Shift work is required.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Supervisory Duties

- Establishing a shift schedule for all full-time and part-time morgue staff.
- Interviewing and hiring staff to open full-time or part-time positions in the Morgue area.

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- Teaching new full-time and part-time Forensic Pathology Technicians all requirements and technical aspects of their position.
- Organizing and overseeing the daily tasks and case assignments of the Forensic Pathology Technicians, in accordance with the schedule of the Medical Examiner/Pathologist.
- Monitoring the daily performance of the Forensic Pathology technicians and correcting any perceived difficulties or problems at the earliest possible time.
- Completing performance appraisals of the Forensic Pathology Technicians.
- Identifying and resolving any problems that arise in the Morgue area, between the Morgue and other office areas, or between the Morgue and outside agencies.
- Ordering supplies for the Morgue in accordance with identified needs, with the established policies for ordering supplies, and within budgetary allowances.
- Ensuring that the Morgue area is kept clean and that all equipment is functional and in good operating condition.

2. Technical Assistant to the Pathologist/Medical Examiner

- Preparing and positioning of bodies for photography, x-rays, external examinations, and autopsies.
- Evisceration and weighing of internal organs during an autopsy. This includes being able to apply one of a number of evisceration techniques, in accordance with the directions of the Pathologist, and being able to perform specialized autopsy techniques (e.g. removal of eyes and the spinal cord). Immediately reporting abnormalities observed during the removal of organs to the Pathologist.
- Collecting toxicology specimens during external examinations and autopsies and properly labelling, storing and documenting of toxicology and histology specimens and of retained organs (e.g. brain). Arranging for the transfer of toxicology and histology, and other specimens to appropriate laboratories for processing.
- Assisting the Pathologist/Medical Examiner with the collection of evidence in a suspected criminal death. This includes being familiar with the contents and use of evidence collection kits (e.g. Sexual Assault Kit, Firearm Primer Residue Kit), and ensuring that these kits are always available when needed.
- Replacing viscera in the body and closing and cleaning the body at the completion of the autopsy.
- Using universal precautions for the examination of all bodies and the handling of all body fluids and tissues, irrespective of whether the decedent is known to have an infectious disease. Ensuring that a body is labelled with an infectious disease tag and the funeral home is advised of known presence of an infectious disease, when a Medical Examiner or Pathologist indicates that a reportable infectious disease, under the Public Health Act is present.
- Removing permanent cardiac pacemakers and implanted automatic defibrillators during an examination of a body, when these devices are present.
- Documenting the admission of all bones to the facility, prior to a determination by a Medical Examiner/Pathologist that the bones are human or non-human.

3. Morgue Administrative Duties

- Accurately entering body admission and release details into computer and ensuring that all valuables found on bodies admitted to the facility are safely stored and are properly released.
- Ensuring that firearms, submitted to the office for examination by a Medical Examiner/Pathologist, are properly documented, safely stored, and then released to the proper authorities (i.e. Municipal or RCMP) as quickly as possible once the examination is completed.
- Ensuring that all bodies and/or evidence brought to the facility, in deaths that are thought to be suspicious, are admitted in accordance with the protocol for maintaining the continuity of evidence.

4. Morgue Maintenance

- Cleaning, disinfecting, and maintaining all autopsy stations and the external exam area after body examinations and ensuring that all examination instruments and tools are in working order. Ensuring that all autopsy knives are sharp.
- Disposing of body fluids and tissues and of hazardous chemicals (formulas) in accordance with office policy and the Hazardous Chemicals Act.

5. Body Identification

- Ensuring identification photographs are obtained on all bodies admitted into the facility and preparing the body for identification viewing by the next of kin when required. This can include witnessing and documenting the identification of the decedent, by the next of kin.
- Obtaining fingerprints of a decedent at the request of Municipal or RCMP forces and removing fingers and/or jaws needed for identification, when necessary, as directed by the Medical Examiner.

6. Other Duties

- Ensuring that a decedent's eyes are properly protected in cases where consideration is being given to harvesting corneas for transplantation.
- Participate in educational programs conducted by the Medical Examiner's Office (e.g. Facility tours, autopsy demonstrations, and the "Death in the Gym" program in Calgary).
- Other duties as assigned by a Medical Examiner or a Pathologist.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

This is a working Supervisor position. Position works with specimens in difficult and unique circumstances (e.g. homicides, deaths due to communicable infectious disease, and decomposed bodies). Performs all technical aspects of the autopsy (e.g. remove and replace organs, collect specimens, assist with external examination). When the position finds anything abnormal, the position reports to the Pathologist and awaits further direction. There are standard techniques for the removal of organs and collection of toxicology specimens. If the circumstances require a deviation from the standard, direction is provided by the Pathologist. Proper autopsy or external examination technique is essential to a Medical Examiner/Pathologist's investigation into a death, and for funeral homes that must prepare a body for family or public viewing. Requires direct interaction with physicians, Medical Investigators, police, and laboratory and funeral home personnel. The position must be able to communicate well with others, to teach staff, to oversee and guide the performance of staff, to inventory and maintain supplies, and to solve problems. Smooth operation of the autopsy suite is essential to the overall operation of the Medical Examiner's Office.

Contacts

(Main contacts of this position and the purpose of those contacts.)

This position interacts with police agencies by providing fingerprints of decedents when identification is required and to release evidence (i.e. firearms). The position also has contact with funeral homes when admitting and releasing bodies from the facilities. The purpose of this contact is for the exchange of information.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Requires specialized technical knowledge of external or autopsy examination of bodies, including evisceration by a variety of techniques, closing of the body, collection of toxicology specimens and the removal of some fluids, tissues and structures that are more difficult to access. All of these procedures must be conducted in accordance with universal precautions for the handling of biohazardous body tissues and fluids.

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- A background in anatomy is necessary (e.g. graduate from a recognized technical institute with a background in a medical or biological field, or a post-secondary education in biology).
- Basic computer and keyboarding skills are required.
- Supervisory and communication skills are also essential.

Organization

(Working titles of positions reporting directly to this position.)

Position supervises 2 Forensic Pathology Technicians.

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Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|--|
| Working Title: | |
| Classification: | |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|------------------------|
| Working Title: | Chief Medical Examiner |
| Classification: | Executive Manager |

| PEER POSITION | |
|----------------------|--------------------------------------|
| Working Title: | Senior Forensic Pathology Technician |
| Classification: | Technologies 4 |

| BENCHMARK POSITION | |
|---------------------------|--------------------------------------|
| Working Title: | Senior Forensic Pathology Technician |
| Classification: | Technologies 4 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|-------------------------------|
| Working Title: | Forensic Pathology Technician |
| Classification: | Technologies 3 |

Last Review / Update: 2016-03-11

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Subsidiary 12

Benchmark Evaluation - 125TN09

Identification Section

Working Title: Senior Cartographic Technologist
Department: Environment and Parks
Division, Branch/Unit: Resource Data, Data Acquisition, Custom Mapping
Reports To: Unit Leader
Levels to D.M.: 5
Job Description: [125TN09](#)
Minimum Recruitment Standard: See the [Minimum Recruitment Standard](#) for Technologies
Job Code: [128TN](#) - Technologies 4

Comments on Role

Using Geographic Information System (GIS) technology, produces customized map products that focus on natural resource and environmental management information in response to client needs. Involves designing, developing and implementing digital processes that support the restructuring of data sets. Position provides direction and guidance to departmental staff in the use of the technology.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| D+I1 152 | 29% 43 | R1 50 | 245 |

Comments on Evaluation

Knowledge:

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Requires an indepth knowledge of cartographic principles and practices which results in the D+ rating. The position also requires an indepth knowledge of computer technology and design methodologies. Position is an individual contributor that has a solid appreciation of where the data is from and how the client will use the map products. Interaction with clients is to provide and receive information.

Creativity/Problem Solving:

Position will adapt and apply cartography concepts and computer technology and various design methodologies to develop map products for a variety of purposes and users.

Responsibility:

Position focus is to deliver customized GIS map products.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 125TN09

Identification Section

| | |
|-------------------------------|---|
| Working Title: | Senior Cartographic Technologist |
| Department: | Environment and Parks |
| Division, Branch/Unit: | Resource Data, Data Acquisition, Custom Mapping |
| Reports To: | Unit Leader |
| Levels to D.M.: | 5 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Senior Cartographic Technologist is responsible for planning and coordinating the development of customized map products and series maps that focus on natural resource and environmental management information. Another integral responsibility includes producing Geographic Information Systems (GIS) data and products in response to current and future core departmental strategic business requirements. This involves designing, developing and implementing digital processes that support the restructuring of data sets. The position will adapt and apply cartography concepts and integrate multiple computer based software systems and design methodologies to result in professional quality publications, information brochures and displays at public meetings, reports, wall maps and maps provided for retail distribution. Provides an essential role to senior executives by enabling them to make corporate strategic decisions with the varied sources of data and mapping products requested. Digital data sources vary widely and custom requests may be required on short notice. Therefore the incumbent must maintain a balance between client satisfaction and functionality, economics and aesthetics.

Responsibilities and Activities

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(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Provides operational custom and series mapping functions. The process starts by researching and identifying the client's custom request. Map compilation and presentation requires the acquisition, analysis, manipulation, design, integration, and presentation of digital data to produce hardcopy and digital products including geospatial data to support GIS applications. The vast array of data used to create the various products may include Spatial Data Warehouse (SDW) data, Base Features and Thematic data stores, aerial photography and satellite imagery, Digital Elevation Model (DE) and hillshade data, tabular spreadsheets, statistical data, document text files, Web sit data, hardcopy manuscripts, plans, sketches, charts and graphs. This presentation product and its digital data components provide aid in the decision processes within SRD and the general public that use these publications.
2. Position will design, develop and implement documented digital processes that support the conversion of thematic data sets conforming to departmental GIS standards. Position provides input into the development and implementation of specifications and quality control standards used for producing custom and series maps. Evaluates current processes, tests new applications, and recommends and implements changes to data integrity control processes.
3. Position will assess map and digital file production for conformance to established departmental specifications. Review final product to ensure client's requirement is achieved. Also assists with monitoring contractor work to ensure data and/or map products adhere to established standards.
4. Position provides clients with information, and mentors and guides co-workers and regional staff pertaining to custom and series mapping data standards and techniques. Will communicate and work directly with the Information Technology and Systems Section to resolve computing resource issues related to mapping and data conversion processes. Tests new hardware/software and provides recommendations for implementation.
5. Provides input into the development of program work plan and allocation of resources. Manages multiple assignments. Reports monthly on project progress.
6. Through research and communication with others in the field, maintains technical knowledge of map publishing, geomatics and natural resources information.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

This position works in a highly diverse and technical environment and tasks performed require an in-depth knowledge of cartographic theory, computer technology, design methodologies; department

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records and files, and digital data resources. Each project must be completed according to Custom Series Mapping objectives, departmental standards and client requirements. Maps are an effectual and efficient means of communication and considerable individual judgement is made to proficiently display information to delivery the desired message while maintaining an aesthetically pleasing presentation. The incumbent's decisions can have a significant impact on the strategic decisions made in core programs and are often dealing with politically sensitive issues. Position also develops specifications, standards and procedures that may form parameters under which others will work.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Requires considerable communication with clients throughout the department and other departments, some of who may be department executive members. Contact is required to identify requirements and data availability and/or advise of alternative products, presentation methods or other internal or external sources. Maintains rapport with contractors to provide technical information and assistance when required. Provides direction, training and/or guidance to other department staff and regional or external clients in the use of departmental data.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Requires and in-depth knowledge of cartographic principles and practices that consist of the concepts of map projections and scale, layout, legibility, aesthetics, colours and tones, feature differentiation, symbology, landforms and elevation as well as knowledge of core data sets and client data.
- The knowledge and ability to create new customized data sets from various source data as well as external third party and newly derived data. Analyzing and evaluating the combined data is essential since it is derived from multiple sources. Once the digital data has been investigated and any resulting data issues have been resolved this new data set must be managed, maintained and stored within departmental standards.
- Is essential to have the knowledge and ability to apply computer graphics techniques such as digitizing, drawing, customizing, importing and converting data formats and structuring data for GIS use resulting in output to web site applications, plotters and other graphics packages or devices.
- Specialized knowledge of departmental land base, natural resource and environmental management data.

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- A broad knowledge of departmental business, priorities and organizational structure and how the projects undertaken may impact the department's business.
- Excellent project management and organizational skills to balance multiple projects and deliver them within a short turnaround time.
- Good communication skills are necessary to quickly comprehend the task defined by the client and correlate it with his/her store of personal knowledge of data sources to meet the client's needs. The position utilizes extensive consultative, investigative and problem solving skills.
- Must have the creative ability to be able to interpret and display multiple themes to effectively communicate the client's message to the intended audience by way of a professional publication quality product.
- Typically requires a related technical diploma.

Organization

(Working titles of positions reporting directly to this position.)

This is a specialized technical position, which has lead hand supervisory responsibilities. Takes a lead role on projects and provides a mentoring role to peers on data capturing, customized data methodologists and other GIS related business requirements.

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Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|----------------|
| Working Title: | Section Head |
| Classification: | Senior Manager |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|----------------|
| Working Title: | Unit Leader |
| Classification: | Technologies 6 |

| PEER POSITION | |
|----------------------|----------------------------------|
| Working Title: | Senior Cartographic Technologist |
| Classification: | Technologies 4 |

| BENCHMARK POSITION | |
|---------------------------|----------------------------------|
| Working Title: | Senior Cartographic Technologist |
| Classification: | Technologies 4 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|--|
| Working Title: | |
| Classification: | |

Last Review / Update: 2016-03-11

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Subsidiary 12

Benchmark Evaluation - 125TN08

Identification Section

Working Title: Land Conveyance/Plan Examination Technologist
Department: Environment and Parks
Division, Branch/Unit: Public Lands Division, Dispositions and Technical Services Branch, Technical Services Unit
Reports To: Unit Leader
Levels to D.M.: 6
Job Description: [125TN08](#)
Minimum Recruitment Standard: [Technologies](#)
Job Code: [128TN](#) - Technologies 4

Comments on Role

Position performs a variety of technical duties related to the administration of activities on public land. Receives and enters application data into textual and graphic record systems, prepares land descriptions and graphic products, and confirms the accuracy of technical information provided. Will perform further detailed investigations where discrepancies appear.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| D+I1 152 | 29% 43 | R1 50 | 245 |

Comments on Evaluation

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Knowledge:

Requires a complete knowledge of the surface rights approval process, land surveying, mapping, public land administration along with an indepth understanding of land conveyance principles and spatial data, which results in the D+ rating. Position is an individual contributor with a solid awareness of the land administration function. Communication is typically for the purpose of gaining/providing information.

Creativity/Problem Solving:

The work is in accordance with various pieces of legislation and regulations as well as various department policies and procedures. These provide broad definitions and guidelines requiring the position to exercise judgement in addressing anomalies within the application/conveyance process as they arise. There are opportunities to design and recommend better work processes.

Responsibility:

Position is responsible for processing public land use applications. The review is administrative and technical and performed within the framework of legislation, regulations, policies and procedures. Hence, the focus of the position is on product delivery.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

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Subsidiary 12 Benchmark Job Description - 125TN08

Identification Section

| | |
|-------------------------------|--|
| Working Title: | Land Conveyance/Plan Examination Technologist |
| Department: | Environment and Parks |
| Division, Branch/Unit: | Public Lands Division, Dispositions and Technical Services Branch/Technical Services Unit |
| Reports To: | Unit Leader |
| Levels to D.M.: | 6 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Land Conveyance/Plan Examination Technologist is responsible for performing a variety of technical duties related to the administration of activities on public land. Key functions include comparing the area applied for as identified in the application against the department's record to confirm it correctly covers the area requested. This includes checking the land description and survey/sketch plan provided, land ownership, relation to other activities in the vicinity, and possible encroachments on existing rights. It is essential that no infringements of rights or encroachments occur (Public Lands Act, Sec. 24). This technical and administrative information is updated on the Land Status Automated System (LSAS) and plotted on Public Lands graphic record. The updating of the LSAS system for lands and land ownership is exclusively the domain of the Technologists. Approximately 12,500 dispositions are processed every year and in a maze of these dispositions, the plotting (manually or digitally) must be very accurate. Also prepares legal land descriptions for all these dispositions/documents, preparing digital products and confirming the accuracy of information provided with land disposition applications.

Responsibilities and Activities

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(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Receives and examines new and amending industrial and commercial applications with their attached survey/sketch plans for activity on public land which include Leases, Licenses, Utility rights of way, Easements and Permits. Legal Land descriptions are prepared for all these dispositions. Graphically plots and records applications and survey/sketch plan information into the department's spatial mapping system. Ensures all necessary information has been provided and is accurate and meets departmental policies and legislation. Investigate discrepancies, proposes corrective options, recommends solutions and corresponds, educates, negotiates with applicants and/or surveyors to ensure deficiencies are corrected in a professional manner.
2. Issues original grants (NOTIFICATIONS) from the Crown, prepares transfers of land in fee simple according to the Public Lands Act. Examines plans submitted for these transfers/notifications and reviews all pertinent data relating to ownership, title, encumbrance, survey plans, etc. to confirm accuracy. Ensures that all conflicting activities are accounted for the activity holders of prior rights have all been protected by making these dispositions subject to the grant. Finally prepares all legal land descriptions for land conveyance purposes.
3. Prepares legal descriptions for Orders-in-Councils and Ministerial Orders (O/Cs and M/Os) for the purpose of transferring land to other government departments. O/Cs are also prepared for the setting up of an area, e.g. Forest Management Agreement Areas (FMAAs), Indian Land Claims, etc. All these are accompanied by plans digitally prepared for the area being transferred.
4. Prepares legal land descriptions for agricultural dispositions. Sketches in Digital format are prepared to show the extent of the disposition with exclusions of other activity within these dispositions.
5. Prepares other land-related documentation such as "transfers of land" for acquisition of land by the Crown, and the filling of caveats/discharges, sell back agreements, ecological corridor agreements, etc.
6. Produces manual and automated digital maps showing ownership, dispositions, administrative, informational, developmental or operational maps (or a combination of the above) for department and external clients.
7. Researches land titles and performs historical searches of title, land grants and transfers, to trace and confirm correct ownership of land.
8. Participates in the research, development and enforcement of Technical Services operational standards and procedures to ensure that proper management of the resource of Alberta is adhered to as defined by the guidelines in SRD's three-year business plan.
9. Provides land conveyance assistance to other government departments and external clients.

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Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position is a functional resource for the support of a complex land administration system for all the public crown lands in Alberta and the surface rights approval for stakeholders such as land agents, consultants, company reps and the general public. All applications (e.g. oil and gas) are required to be processed within one working day of receipt, which is integral to subsequent phases, in order to meet the industry agreed upon standard of a 15-day turnaround time. Accurate and timely application processing is critical for effective and efficient disposition and land use management of Alberta's public land.

The position mediates between stakeholders to ensure business requirements comply with departmental policy and legislation. Failure to comply will result in a major disruption and impact on public land delivery services.

Land conveyance components are complex and technical in nature involving completed detailed legal documents associated with selling and buying Crown land. Overall errors can result in costly litigation.

Contacts

(Main contacts of this position and the purpose of those contacts.)

The main Contacts are consultants, engineers, oil and gas, forest industry, recreational and commercial operators, surveyors, lawyers, regional land managers, other government departments and the general public. The purpose is to ensure that the technical information pertaining to the ownership of Crown land and extent of dispositions authorized is accurate. The other important purpose is for the clarification of departmental plan standards and policies.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

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- Requires a good working knowledge of the third system of surveys, a complete knowledge of the surface rights approval process, land surveying, mapping, public land administration with its related policies and procedures, an in-depth understanding of land conveyance principals and knowledge of spatial data.
- In order to accept digital submissions of plans from Alberta Land Surveyors requires strong computer graphic skills, geographical information systems (GIS) concepts, knowledge of information technology trends and issues and air photo interpretation skills.
- Excellent communications skills are required to discuss, explain, and negotiate complex technical matters and issues with affected disposition applicants, land surveyors, engineers, lawyers and land agents in order to evaluate and approve survey plans and complete detailed technical and legal land conveyance documents.
- Typically requires a related technical diploma.

Organization

(Working titles of positions reporting directly to this position.)

There are no positions reporting to this position.

Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|----------------------------|
| Working Title: | Program Manager Manager |
| Classification: | |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|---------------------------------|
| Working Title: | Unit Leader, Technical Services |
| Classification: | Technologies 6 |

| PEER POSITION | |
|----------------------|---|
| Working Title: | Land Conveyance/Plan Examination Technologist |
| Classification: | Technologies 4 |

| BENCHMARK POSITION | |
|---------------------------|---|
| Working Title: | Land Conveyance/Plan Examination Technologist |
| Classification: | Technologies 4 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|--|
| Working Title: | |
| Classification: | |

Last Review / Update: 2016-03-11

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Subsidiary 12

Benchmark Evaluation - 125TN07

Identification Section

| | |
|--------------------------------------|---|
| Working Title: | Electronics Systems Specialist |
| Department: | Infrastructure |
| Division, Branch/Unit: | Properties, North Region, Government Centre |
| Reports To: | Operations Manager |
| Levels to D.M.: | 6 |
| Job Description: | 125TN07 |
| Minimum Recruitment Standard: | See the Minimum Recruitment Standard for Technologies |
| Job Code: | 128TN - Technologies 4 |

Comments on Role

The Electronics Systems Specialist is one of two Electronic Technicians. The position is responsible for the maintenance and repair of the complex electronics equipment at Government Centre including the Legislature Building, Legislature Access, Terrace Building, Haultain Building, Bowker Building and connecting pedways. Equipment maintained are complex building management systems such as sound and security systems.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| D+I1 152 | 29% 43 | R1 50 | 245 |

Comments on Evaluation

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Knowledge:

Position requires industrial electronics knowledge with a specialization in stage sound systems. Position is required to maintain electronic sound systems, surveillance systems, building management control systems, card access systems as well as complex electronic equipment. The D+ rating results from the breadth of systems this position is required to maintain. The position needs to understand the importance of these systems to the buildings they are in. Communication with contractors is for the purpose of exchanging technical information.

Creativity/Problem Solving:

Position resolves problems with several technical systems. Consults with clients to identify their needs and adapts technical system design. Position will make recommendations on the use of contracted resources.

Responsibility:

Position is responsible for providing technical support for a variety of electronic systems to Government Centre.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 125TN07

Identification Section

| | |
|-------------------------------|---|
| Working Title: | Electronic Systems Specialist |
| Department: | Infrastructure |
| Division, Branch/Unit: | Properties, North Region, Government Centre |
| Reports To: | Operations Manager |
| Levels to D.M.: | 6 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Electronics System Specialist is one of two positions responsible for the provision of skilled electronic operation, maintenance, repair and consulting services at Government Centre. The work is primarily with electronic sound systems in the Legislature Chamber, Hansard Recording System, surveillance systems, building management control systems, card access systems, provincial building alarm receiving centre and complex solid state electronic equipment. Working with building clients, staff, consultants and contractors to develop and trouble shoot systems and provide required electronic services.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Determines job requirements for the installation, repair and calibration of sound and electronic system components. Orders and secures necessary equipment and parts to maintain and modify equipment to meet clients requirements. Ensures inventory for emergency repairs is on-site or available in a timely manner.

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2. Schedules resources, for set-up and monitoring special functions, legislative sessions, etc. Position sets priorities and develops work schedules to address problems and to perform proactive maintenance.
3. Provides training and orientation to building clients and users of systems.
4. Installs and repairs various electronic data processing cabling systems throughout Government Centre.
5. Maintains and repairs television and closed circuit television systems, door controls and card access entry systems.
6. Maintains and repairs portable recording and transcribing systems and various communication devices and systems.
7. Monitors functionality of existing electronic systems and recommends required solutions, upgrades, and replacements.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position provides electronics operation, maintenance and repair support services at the Alberta Government Centre.

Contacts

(Main contacts of this position and the purpose of those contacts.)

This position would be in contact with tenants within Government Centre, e.g. elected Officials, Speaker of the House, dignitaries, consultants within and outside of Alberta Government, and contractors.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

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- Must have the skills necessary to maintain and trouble shoot electronic systems and industrial electronic equipment. This requires continuing education and knowledge of current developments in this industry.
- This incumbent will have successfully completed the four year Journeyman Electronics Technician training or the two year Electronic Technologist Program, and would preferably have five additional years of experience with related equipment.

Organization

(Working titles of positions reporting directly to this position.)

No supervisory responsibilities.

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Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|--------------------|
| Working Title: | Facilities Manager |
| Classification: | Manager (M4100) |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|-----------------------|
| Working Title: | Operations Supervisor |
| Classification: | Superintendent |

| PEER POSITION | |
|----------------------|-------------------------------|
| Working Title: | Electronic Systems Specialist |
| Classification: | Technologies 4 |

| BENCHMARK POSITION | |
|---------------------------|-------------------------------|
| Working Title: | Electronic Systems Specialist |
| Classification: | Technologies 4 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|-----|
| Working Title: | N/A |
| Classification: | |

Last Review / Update: 2016-03-11

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Subsidiary 12

Benchmark Evaluation - 125TN06

Identification Section

| | |
|--------------------------------------|---|
| Working Title: | Operations Supervisor |
| Department: | Infrastructure |
| Division, Branch/Unit: | Properties, North Region, Provincial Museum, Edmonton |
| Reports To: | Facilities Manager |
| Levels to D.M.: | 5 |
| Job Description: | 125TN06 |
| Minimum Recruitment Standard: | See the Minimum Recruitment Standard for Technologies |
| Job Code: | 128TN - Technologies 4 |

Comments on Role

The Operator Supervisor is responsible for operating and maintaining all building management control systems for the Alberta Provincial Museum and Archives, Government House and the Lieutenant Governor's residence. It supervises one maintenance worker, one gardener and will contract maintenance and operations services.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| DI2 152 | 29% 43 | R1 50 | 245 |

Comments on Evaluation

Knowledge:

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This position requires a broad knowledge of maintenance practices, building management control systems, heating, ventilation and air conditioning. Position is responsible for the day-to-day operation of the facilities. Direction of contractors requires human relation skills well beyond courteous exchange of information as position is required to influence their behaviour.

Creativity/Problem Solving:

Planning and organizing of trade related work is a significant responsibility of this position. A constantly changing environment requires creative flexibility to develop effective service delivery methods. Position has access to the Facilities Manager who provides guidance as well as interpretation on complex matters.

Responsibility:

Position responsible for day-to-day maintenance of the facilities.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 125TN06

Identification Section

| | |
|-------------------------------|---|
| Working Title: | Operations Supervisor |
| Department: | Infrastructure |
| Division, Branch/Unit: | Properties, North Region, Provincial Museum |
| Reports To: | Facilities Manager |
| Levels to D.M.: | 5 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Operations Supervisor is responsible for the safe, efficient and economical operation of government owned facilities. Position supervises two staff members and coordinates a wide range of contracted services. Areas of responsibility are the Provincial Museum and Archives, Government House and the Lieutenant Governor's residence.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Plans, directs and implements daily work including preventive maintenance by staff and contractors. Maintains material inventories, and the selection of material purchases. Reviews and assigns work orders of the building user.
2. Administers contracted services including the preparation of documentation, liaison with contractors and monitoring their performance through inspections.

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3. Researches, plans and prepares estimates for projects, provides justification rationale, and sets priorities for implementation and completion. Assists the Facilities Manager with budget preparation and monthly forecasting.
4. Performs mechanical, Building Management Control Systems, maintenance and emergency duties as required.
5. Liaison with client departments on matters pertaining to the operation and maintenance of the facilities which could impact program delivery. Will receive and act upon problems and complaints.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position is responsible for the safe operation of the Provincial Museum and Archives, Government House and the Lieutenant Governor's residence. Position is responsible for contracting a considerable number of maintenance and operations services for these locations. Meeting user program service needs in a constantly changing environment requires creative flexibility to develop innovative methods of service delivery.

Has regular communication with the Facilities Manager for direction and interpretation on matters of a complex nature that may impact facility operations.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Requires considerable interaction with client departments and building users to establish priorities for work orders and requests. Provides instructions and direction to contractors.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

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- Requires a broad knowledge of maintenance practices, Building Management Control Systems, and Heating Ventilation and Air Conditioning.
- Requires strong planning and organizational skills for contract management and budgeting.
- Typically requires a Journeyman Trades Certificate.

Organization

(Working titles of positions reporting directly to this position.)

This position supervises one Maintenance Service Worker and one Gardener position. Supervises and provides direction for construction contracts and other contracted services.

Organizational Chart

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| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|----------------|
| Working Title: | Area Manager |
| Classification: | Senior Manager |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|--------------------|
| Working Title: | Facilities Manager |
| Classification: | Manager |

| PEER POSITION | |
|----------------------|--|
| Working Title: | Several other Operation Supervisors in the Division. |
| Classification: | Same |

| BENCHMARK POSITION | |
|---------------------------|-----------------------|
| Working Title: | Operations Supervisor |
| Classification: | Technologies 4 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|---------------------------|
| Working Title: | Gardener 2 |
| Classification: | Grounds/Site Operations 2 |

Last Review / Update: 2016-03-11

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Subsidiary 12

Benchmark Evaluation - 125TN04

Identification Section

| | |
|--------------------------------------|---|
| Working Title: | Irrigation Technologist |
| Department: | Agriculture and Forestry |
| Division, Branch/Unit: | Irrigation and Research Management/Irrigation |
| Reports To: | Irrigation Specialist |
| Levels to D.M.: | 5 |
| Job Description: | 125TN04 |
| Minimum Recruitment Standard: | See the Minimum Recruitment Standard for Technologies |
| Job Code: | 128TN - Technologies 4 |

Comments on Role

This position is a seasoned technologist expected to collect, evaluate and analyze data related to agricultural water use and structures. The position also develops designs for canal relocations, surface drainage, subsurface drainage, sprinkler systems, etc. by using established procedural guidelines and standards. This job provides technical information and assistance to department's stakeholders.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| D+I1 152 | 25% 38 | R1 43 | 233 |

Comments on Evaluation

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Knowledge:

This position requires an extensive knowledge of plot and research techniques and an understanding of irrigation systems and soil sciences. The requirement for land leveling design, lateral relocation design, and sprinkler system design results in the D+ rating. Position is an individual contributor requiring an awareness of overall irrigation management program. Basic communication skills are required for information exchange with producers and agri-business.

Creativity/Problem Solving:

Development of designs for projects such as land forming, canal relocations, surface drainage adds variety and requires a measure of judgement. Works closely with an Irrigation Specialist although work is completed with independence once direction on objectives and projects is received.

Responsibility:

Position designs and provides analysis and advice on water management structures.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 125TN04

Identification Section

| | |
|-------------------------------|---|
| Working Title: | Irrigation Technologist |
| Department: | Agriculture and Forestry |
| Division, Branch/Unit: | Irrigation and Resource Management/Irrigation |
| Reports To: | Irrigation Specialist |
| Levels to D.M.: | 5 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Irrigation Technologist assists project teams in the planning, design and operation of research projects initiated by the branch. The job is responsible for the accurate collection, evaluation and analysis of data. The job has a technology transfer component and maintains sophisticated equipment related to climate stations, soil moisture monitoring and water analysis. The job provides technical assistance and information to the department's clients.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Responsible for the accurate collection, evaluation and analysis of project data with specific skill in the use of soil moisture monitoring and interpretation of data related to water use.
2. Responsible for providing input into field operation techniques and data analysis. The job is responsible for the accuracy of data collected.

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3. Responsible for the installation and maintenance of weather station equipment as well as compiling the resulting data from four stations located in the south-west corner of Alberta.
4. Provides consultation, technical assistance and information to irrigation farmers, government agencies and agri-business on irrigation management system development and computer model operations and needs.
5. Responsible for the field action part of the irrigation management program by collecting, analyzing and interpreting field data such as soil moisture, precipitation, evaporation, temperature and solar radiation.
6. Responsible for the operation and maintenance of vehicles, computer software, neutron probe, data loggers and other field and research and plot equipment.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

This is a senior technical position responsible for providing technical support to the Farm Irrigation Management Program. The job works closely with the Irrigation Specialist and is involved in all aspects of research planning, implementation and data collection and analysis. The job works with significant independence once the objectives and projects are determined.

Contacts

(Main contacts of this position and the purpose of those contacts.)

The job takes direction from the Irrigation Specialist and has contact with producers and agri-business on a regular basis.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Requires extensive knowledge in plot and research techniques and an understanding of irrigation systems and soil science.

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- Operates farm machinery, neutron probes, irrigation, CAD, research and lot equipment.
- Typically requires a technical diploma.

Organization

(Working titles of positions reporting directly to this position.)

Supervises casual summer staff.

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Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|--------------------------|
| Working Title: | Section Head, Irrigation |
| Classification: | Senior Manager |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|---------------------------------|
| Working Title: | Irrigation Specialist |
| Classification: | Engineering and Related Level 2 |

| PEER POSITION | |
|----------------------|---|
| Working Title: | Irrigation Monitoring Flow Technologist |
| Classification: | Technologies 4 |

| BENCHMARK POSITION | |
|---------------------------|-------------------------|
| Working Title: | Irrigation Technologist |
| Classification: | Technologies 4 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|--|
| Working Title: | |
| Classification: | |

Last Review / Update: 2016-03-11

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Subsidiary 12

Benchmark Evaluation - 125TN03

Identification Section

Working Title: Histology Laboratory Technician
Department: Agriculture and Forestry
Division, Branch/Unit: Food Safety Division, Agri-Food Systems Branch
Reports To: Immunohistochemistry Technician
Levels to D.M.: 5
Job Description: [125TN03](#)
Minimum Recruitment Standard: See the [Minimum Recruitment Standard](#) for Technologies
Job Code: [125TN](#) - Technologies 4

Comments on Role

Position is a specialized laboratory technician working in a histology laboratory. Prepares tissue samples for microscopic examination in accordance with documented standard operating procedures. Prepares, records, files and retrieves samples, and maintains equipment used in the laboratory and performs data entry by coding and preparing data from private laboratories.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| D+I1 152 | 25% 38 | R1 43 | 233 |

Comments on Evaluation

Knowledge:

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Requires specialized technical knowledge in histology to prepare solutions, stains and samples for microscopic examination. Utilizes diagnostic techniques to complete procedures and record results. The D+ rating is due to the requirement for understanding of veterinary science and microbiology. Individual contributor that requires awareness beyond the immediate job. Will provide training in sample collection to Meat Inspectors which requires basic communication skills.

Creativity/Problem Solving:

Position is guided by Standard Operating Procedures. Will trouble shoot equipment problems. Direction is received daily, and position is expected to prepare stains, solutions and samples independently.

Responsibility:

Position has a program delivery focus and is fully responsible for preparing tissue samples for microscopic examination using a highly detailed and technical process.

Last Reviewed: July 3, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 125TN03

Identification Section

| | |
|-------------------------------|--|
| Working Title: | Histology Laboratory Technician |
| Department: | Agriculture and Forestry |
| Division, Branch/Unit: | Food Safety Division, Agri-Food Systems Branch |
| Reports To: | Immunohistochemistry Technician |
| Levels to D.M.: | 6 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Histology Laboratory Technician provides technical laboratory support for the preparation and processing of tissue samples. Position will record, file and retrieve and prepare samples for microscopic examination. The job maintains all equipment used in the Histology Laboratory. The position performs data entry and supports other surveillance or research projects such as collecting samples and training others to collect or process samples.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Prepares and processes tissues for microscopic examination. Samples arrive in formalin. This position trims, processes in chemicals, cuts stains and cover slips tissue slides. Non-routine special stains and special procedures such as bone decalcification are also a task carried out by this position. Proper recording, filing and retrieving samples processed for microscopic examination is an important task as is maintaining a record of blocks and slides sent to other laboratories.

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2. Maintains equipment used in the Histology Laboratory and ensures order and cleanliness. Prepares solutions and stains, and is responsible for chemical control including inventory inspections and updates as well as Workplace Hazardous Materials Information Sheets. This position is involved in the creation and upkeep of Standard Operating Procedures of the Food Safety Division's Quality system.
3. Data entry by coding and preparing data from private laboratories and enters data into appropriate databases.
4. Provides support to other surveillance and research activities in the laboratory such as collecting samples and training Meat Inspectors for project sample collection.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position works in a Histology Laboratory preparing samples and maintaining records. Work is performed within documented Standard Operating Procedures. While there is specific direction from Veterinarians and Lab Scientists on specific projects, the technician is expected to complete procedures independently and report the results accurately. Requires some creativity to trouble shoot problems with equipment and with the process. This position is responsible for ensuring that the work unit is achieving the standard turnaround time and flags concerns and offers solutions to the supervisor.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Takes ongoing daily direction from supervisor and reports the results. Performs some training from time to time.

Knowledge, Skills and Abilities

- **(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and**

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abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Position requires training and experience in histological sectioning and staining.
- Typically, this position requires a technical diploma with a histology emphasis.
- The position requires some keyboarding skills and familiarity with Windows and an ability to work with the in-house database program.
- This position requires an ability to train staff for sample collection techniques, write and maintain standard operating procedures.

Organization

(Working titles of positions reporting directly to this position.)

This position does not have any supervisory responsibilities.

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Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|-------------------------|
| Working Title: | Section Head Manager |
| Classification: | |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|---------------------------------|
| Working Title: | Immunohistochemistry Technician |
| Classification: | Technologies 5 |

| PEER POSITION | |
|----------------------|-----------------------|
| Working Title: | Laboratory Technician |
| Classification: | Technologies 4 |

| BENCHMARK POSITION | |
|---------------------------|----------------------|
| Working Title: | Histology Technician |
| Classification: | Technologies 4 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|--|
| Working Title: | |
| Classification: | |

Last Review / Update: 2016-03-11

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Subsidiary 12 Benchmark Evaluation - 125TN02

Identification Section

| | |
|--------------------------------------|---|
| Working Title: | Geographic Information Technologist |
| Department: | Environment and Parks |
| Division, Branch/Unit: | Recreation and Protected Areas |
| Reports To: | Data Management Coordinator |
| Levels to D.M.: | 4 |
| Job Description: | 125TN02 |
| Minimum Recruitment Standard: | See the Minimum Recruitment Standard for Technologies |
| Job Code: | 128TN - Technologies 4 |

Comments on Role

Position provides an important technical service by acquiring spatial data and converting it into digital format and analyzing the data to generate reports and maps to support planning and management activities for recreation and protected areas. Position maintains the database by performing scheduled backups, archiving and system maintenance to ensure optimum performance.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| D+I1 152 | 25% 38 | R1 43 | 233 |

Comments on Evaluation

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Knowledge:

Requires a functional understanding of related database software with the ability to transfer data between data formats. Position must have cartographic and graphic design skills. Overall, position must be able to create effective visual displays of quantitative information, apply existing software to automate tasks, and query digital data. The combined breadth of knowledge results in the D+ rating. Position is an individual contributor with an appreciation of the source and uses of the data. Communication is for the purpose of obtaining and providing technical information.

Creativity/Problem Solving:

Judgement is required when data conversion problems arise and when creating products such as custom maps to meet the users needs.

Responsibility:

Position is the keeper and provider of technical data for the branch and has the responsibility to ensure data integrity and provide mapping products.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 125TN02

Identification Section

| | |
|-------------------------------|-------------------------------------|
| Working Title: | Geographic Information Technologist |
| Department: | Environment and Parks |
| Division, Branch/Unit: | Recreation & Protected Areas |
| Reports To: | Data Management Coordinator |
| Levels to D.M.: | 4 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Geographic Information Technologist is responsible for the acquisition, creation, analysis, display and management of geographic data required to support planning and management activities for recreation and protected areas. Responsible for data archiving and data backup, and performs system maintenance. Position will create standard and custom maps from digital data.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Acquires and creates geographic information system data to support planning and management activities. Position will convert digital data formats, create topological structure spatial data (geographically referenced data), georeference imagery, digitize spatial data and formulate specifications for data capture.
2. Analyze geographic data to support internal scientific staff, department needs and external clients. Position analyses spatial data using query tools; performs intersections, unions and

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identities between data sets; joins data from various formats; summarizes results; and generates data subsets.

3. Manages digital data by performing regular data backups, creating archive files, performing operating system maintenance, generating export files and electronically transferring data to external and internal clients.
4. Creates standard and custom maps from digital data. Position designs standard map products, creates scripts to automate high volume tasks, consults with end users, and designs custom maps for reports and presentations.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position is an important technical resource to a division. Converts spatial data into a digital format and analyzes the data to generate reports and maps.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Responds to projects and requests from a variety of clients from within the division, service and department as well as industry and consultants, other government departments, non-government agencies and the public.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Requires a functional understanding of related database software with the ability to transfer data between data formats.
- Position must have cartographic and graphic design skills. Overall, position must be able to create effective visual displays of quantitative information, apply existing software to automate tasks, and query digital data.

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- Typically requires a degree or diploma in natural resources or environmental science.

Organization

(Working titles of positions reporting directly to this position.)

There is no supervisory responsibilities.

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Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|---|
| Working Title: | Manager, Operations and Resource Management |
| Classification: | Manager |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|------------------------------|
| Working Title: | Data Management Co-ordinator |
| Classification: | Biologist 2 |

| PEER POSITION | |
|----------------------|--|
| Working Title: | |
| Classification: | |

| BENCHMARK POSITION | |
|---------------------------|-------------------------------------|
| Working Title: | Geographic Information Technologist |
| Classification: | Technologies 4 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|--|
| Working Title: | |
| Classification: | |

Last Review / Update: 2016-03-11

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Subsidiary 12 Benchmark Evaluation - 125TN01

Identification Section

| | |
|--------------------------------------|---|
| Working Title: | Bridge Support Technologist |
| Department: | Transportation |
| Division, Branch/Unit: | Bridge Engineering, Technical Standards |
| Reports To: | Bridge Standards Technologist |
| Levels to D.M.: | 4 |
| Job Description: | 125TN01 |
| Minimum Recruitment Standard: | See the Minimum Recruitment Standard for Technologies |
| Job Code: | 125TN - Technologies 4 |

Comments on Role

The Bridge Support Technologist provides technical support to a highly specialized engineering program. This position drafts and manages bridge information to support the development of bridge standards and guidelines.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| D+I1 152 | 25% 38 | R1 43 | 233 |

Comments on Evaluation

Knowledge:

Position requires civil engineering knowledge including the areas of bridge construction, fabrication, drafting and surveying. The position also requires technical depth in the area of bridge engineering

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and has considerable knowledge of computer-aided drafting and graphics software resulting in the D+ rating. Position is an individual contributor who is required to be well aware of its impact on the department. Basic communication skills are required to provide information to clients and partners.

Creativity/Problem Solving:

On challenging engineering issues, the position has ready access to considerable engineering expertise from within the branch. However, for less rigorous issues dealt with (such as drafting), the position works independently.

Responsibility:

Position is primarily focused upon providing important technical support services to a branch of senior engineers.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 125TN01

Identification Section

| | |
|-------------------------------|---|
| Working Title: | Bridge Support Technologist |
| Department: | Transportation |
| Division, Branch/Unit: | Bridge Engineering, Technical Standards |
| Reports To: | Bridge Standards Technologist |
| Levels to D.M.: | 4 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The primary goal of the Bridge Support Technologist is to support Alberta Infrastructure and Transportation's philosophy in being a knowledgeable owner who provides a safe, economical, and effective transportation system. The technologist provides technical support in the areas of drafting and management of bridge information for a large section responsible for developing standards and guidelines for bridge planning, design, rehabilitation, construction and maintenance.

The position will collect, inventory, monitor, and update bridge documents, manuals, as well as, drawings and Computer Aided Drafting (CAD) files for: preliminary engineering (hydro-technical design, navigable water submissions, and design data), structural engineering (tender submissions and final details), and standard bridge drawings. This position provides field support for the monitoring of various inspection and data collection programs. The individual is also responsible for providing maps for these inspection and data collection programs.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

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- 1. Provide technical information and solutions to consultants who provide engineering services for the delivery of the department's bridge rehabilitation, maintenance, and construction programs.**
 - Interpret and disseminate complex and diverse technical information and provide solutions to a broad range of diverse requests, e.g. responding to consultant's/contractor's requests for specific bridge element information of dimensions. May require the use of drawing review or file review.
 - Provide technical support to consultants, department staff, and regional staff, e.g. responding to requests for proper handling procedures for department information.
 - Provide guidance and recommendations based on the Engineering Drafting Guidelines for Highway and Bridge Projects.

- 2. Manage and collect data for department and regional staff to ensure accurate records and information for planning, programming, prioritization, and budgeting for all bridge projects.**
 - Monitor and maintain the integrity of various drawing and CAD databases related to preliminary, hydro-technical, and structural engineering.
 - Coordinate the collection and recording of regional and other technical information. Insure that all post construction information is received from consultants and regional staff.

- 3. Provide current and accurate standard drawings to eliminate duplication and wasted efforts by consultants. Bridge structures are designed, constructed, and rehabilitated in accordance with department standards and specifications.**
 - Perform drafting and other related duties in support of the development of new bridge standards, manuals and drawings.
 - Maintain accurate records of current and superseded standard drawings.
 - Advise consultants and department staff of revisions or additions to standard drawings.
 - Provide consultants and contractors with standard drawings as requested.
 - Provide standard drawings for use in various manuals and guidelines.
 - Provide support for the publication of the ?Engineering Drafting Guidelines for Highway and Bridge Projects.

- 4. Provide bridge file maps as an important tool used by the consultants to submit proposals and contractors to bid on rehabilitation and inspection programs throughout the province.**
 - Obtain base maps from the Thematic Mapping Technologist in the Highway Geomatics Section.
 - Update bridge file locations regularly using graphics software.

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- Integrate mapping files to produce various specialized maps to support annual construction and inspection programs including chip sealing, bridge overlay, ultrasonic bridge testing, CSE testing, and pin and hanger inspection.
- Provide, on demand, current provincial and municipal based bridge maps to department staff, regional staff, contractors, and consultants.

5. Collect and enter technical information into the Document Management System (IDMS). The availability of the system allows department and regional staff to obtain specific bridge information independently and in a timely manner.

- Collect post construction information for input into IDMS.
- Provide technical support to sustain the bridge data portion in IDMS.
- Offer technical support to department and regional staffing the use of the IDMS system.
- Coordinate all drawings to be microfilmed. The use of microfilming provides an alternate means of retrieving information easily and quickly. Scanning is not only necessary for the production of microfilm cards but can also provide a means of backup and offsite storage of bridge information.

6. Support various types of inspection and data collection programs for bridge rehabilitation and replacement programs. Verify the accuracy of information in support of the department's goal to provide a safe transportation system.

- Assist in monitoring of various inspection and data collection programs carried out by consultants (e.g. scour inspections, BIM inspections).
- Participate in various BIM duties including consultant audits and field inspections to ensure accurate use of the BIM system.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

This position has provincial geographic spread, and impacts all four region; collects and manages data from up to 75 engineering projects a year. Projects include rehabilitation and new construction varying from watercourse crossings (bridges and culvert structures), major river crossings on primary highways and local roads, to highway interchanges. Data includes tender and design packages, final details, shop and fabrication details, inspection documents, and BIS codings. Interest and knowledge in "why" as well as "how" very important in this position. This position requires both direct and indirect interaction with stakeholders.

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Contacts

(Main contacts of this position and the purpose of those contacts.)

Regional staff in all four regions, technical support is offered for approximately 20 consultants and their staff and stakeholders are department staff, consultants, contractors, municipalities and the general public.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Position requires ability to perform computer drafting with an excellence working knowledge of both Microstation and AutoCAD graphics software. Microstation knowledge must include the understanding and ability to produce pen and feature tables used by the department for successful plotting of maps and cad files.
- Must have knowledge of structural and hydro-technical drafting, bridge construction and fabrication, surveying and bridge inspection and must know bridge theory, components, materials, construction practices as well as Department procedures.
- Familiarity with the Engineering Drafting Guidelines for Highway and Bridge Projects, the BIM Inspection Manual, and the Engineering Consultant Guidelines for Highway and Bridge Projects.
- Position must be well organized to handle large quantities of data and must be adaptable to respond to a broad range of questions and duties.
- Requires good communication and interpersonal skills in dealing with consultants and department staff and ability to work independently and as a team-member.
- Must possess good reasoning skills to achieve appropriate results when working alone.
- Requires an Engineering Technologist diploma with ASET credentials and a minimum of 2 years experience in a structural or civil engineering environment. Certification as a BIM Class "B" bridge inspector very desirable.

Organization

(Working titles of positions reporting directly to this position.)

This position has no supervisor responsibilities.

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Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|------------------------------|
| Working Title: | Director, Bridge Engineering |
| Classification: | Sr. Manager (M4200) |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|-------------------------------|
| Working Title: | Bridge Standards Technologist |
| Classification: | Technologies 6 |

| PEER POSITION | |
|----------------------|-----|
| Working Title: | N/A |
| Classification: | |

| BENCHMARK POSITION | |
|---------------------------|-----------------------------|
| Working Title: | Bridge Support Technologist |
| Classification: | Technologies 4 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|-----|
| Working Title: | N/A |
| Classification: | |

Last Review / Update: 2016-03-11

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Subsidiary 12

Benchmark Evaluation - 124TN05

Identification Section

| | |
|--------------------------------------|---|
| Working Title: | Forensic Pathology Technician |
| Department: | Justice and Solicitor General |
| Division, Branch/Unit: | Medical Examiner's Office - Edmonton and Calgary Branches |
| Reports To: | Senior Pathology Technician |
| Levels to D.M.: | 4-Calgary 3-Edmonton |
| Job Description: | 124TN05 |
| Minimum Recruitment Standard: | See the Minimum Recruitment Standard for Technologies |
| Job Code: | 128TN - Technologies 3 |

Comments on Role

The position is responsible for the technical aspects of the operation of the morgue in the Medical Examiner's Office. This includes the admission and release of bodies from the facility; the preparation of bodies for positive identification by viewing; the preparation of bodies for autopsy or external examination; the evisceration of bodies and weighing of organs during an autopsy; the collection of appropriate specimens; cleaning of work stations; and overall morgue maintenance.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| DII 132 | 29% 38 | R1 43 | 213 |

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Comments on Evaluation

Knowledge:

Position requires application of specialized technical skills in external or autopsy examination of bodies requiring a strong knowledge of anatomy. The position is an individual contributor but must have an understanding of how its work relates to the other work in the Medical Examiner's Office and the legal system. Communication is for the purpose of exchange of information with police agencies, funeral homes and other members of the Medical Examiner's Office.

Creativity/Problem Solving:

Position operates independently within standard techniques for autopsies but must be able to identify deviations to the Pathologist.

Responsibility:

Involved in the delivery of the service provided by the Medical Examiner's Office.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 124TN05

Identification Section

| | |
|-------------------------------|---|
| Working Title: | Forensic Pathology Technician |
| Department: | Justice and Solicitor General |
| Division, Branch/Unit: | Medical Examiner's Office - Edmonton and Calgary Branches |
| Reports To: | Senior Forensic Pathology Technician |
| Levels to D.M.: | 4 - Calgary; 3 - Edmonton |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The position is responsible for the technical aspects of the operation of the morgue in the Medical Examiner's Office. This includes the admission and release of bodies from the facility; the preparation of bodies for positive identification by viewing; the preparation of bodies for autopsy or external examination; the evisceration of bodies and weighing of organs during an autopsy; the collection of appropriate specimens; cleaning of workstations; and overall morgue maintenance.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Technical Assistant to the Pathologist/Medical Examiner

- Preparing and positioning of bodies for photography, x-rays, external examinations, and autopsies.
- Evisceration and weighing of internal organs during an autopsy. This includes being able to apply one of a number of evisceration techniques, in accordance with

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the directions of the Pathologist, and being able to perform specialized autopsy techniques (e.g. removal of eyes and the spinal cord). Immediately reporting abnormalities observed during the removal of organs to the Pathologist.

- Collecting toxicology specimens during external examinations and autopsies and properly labelling, storing and documenting of toxicology and histology specimens and of retained organs (e.g. brain). Arranging for the transfer of toxicology and histology, and other specimens to appropriate laboratories for processing.
- Assisting the Pathologist/Medical Examiner with the collection of evidence in a suspected criminal death. This includes being familiar with the contents and use of evidence collection kits (e.g. Sexual Assault Kit, Firearm Primer Residue Kit), and ensuring that these kits are always available when needed.
- Replacing viscera in the body and closing and cleaning the body at the completion of the autopsy.
- Using universal precautions for the examination of all bodies and the handling of all body fluids and tissues, irrespective of whether the decedent is known to have an infectious disease. Ensuring that a body is labelled with an infectious disease tag and the funeral home is advised of known presence of an infectious disease, when a Medical Examiner or Pathologist indicates that a reportable infectious disease, under the Public Health Act is present.
- Removing permanent cardiac pacemakers and implanted automatic defibrillators during an examination of a body, when these devices are present.
- Documenting the admission of all bones to the facility, prior to a determination by a Medical Examiner/Pathologist that the bones are human or non-human.

2. Morgue Administrative Duties

- Accurately entering body admission and release details into computer and ensuring that all valuables found on bodies admitted to the facility are safely stored and are properly released.
- Ensuring that firearms, submitted to the office for examination by a Medical Examiner/Pathologist, are properly documented, safely stored, and then released to the proper authorities (i.e. Municipal of RCMP) as quickly as possible once the examination is completed.
- Ensuring that all bodies and/or evidence brought to the facility, in deaths that are thought to be suspicious, are admitted in accordance with the protocol for maintaining the continuity of evidence.
- Assisting the Senior Forensic Pathology Technician with restocking equipment and supplies.

3. Morgue Maintenance

- Cleaning, disinfecting, and maintaining all autopsy stations and the external exam area after body examinations and ensuring that all examination instruments and

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tools are in working order and reporting any equipment deficiencies to the Senior Forensic Pathology Technician. Ensuring that all autopsy knives are sharp.

- Disposing of body fluids and tissues and of hazardous chemicals (formulas) in accordance with office policy and the Hazardous Chemicals Act.

4. Body Identification

- Ensuring identification photographs are obtained on all bodies admitted into the facility and preparing the body for identification viewing by the next of kin when required. This can include witnessing and documenting the identification of the decedent, by the next of kin.
- Obtaining fingerprints of a decedent at the request of Municipal or RCMP forces and removing fingers and/or jaws needed for identification, when necessary, as directed by the Medical Examiner.

5. Other Duties

- Ensuring that a decedent's eyes are properly protected in cases where consideration is being given to harvesting corneas for transplantation.
- Participate in educational programs conducted by the Medical Examiner's Office (e.g. Facility tours, autopsy demonstrations, and the "Death in the Gym" program in Calgary).
- Other duties as assigned by the Senior Forensic Pathology Technician, a Medical Examiner, or a Pathologist.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position is full working level Laboratory Technician and works with specimens in difficult and unique circumstances (e.g. homicides, deaths due to communicable infectious disease, and decomposed bodies). Performs all technical aspects of the autopsy (e.g. remove and replace organs, collect specimens, assist with external examination). When the position finds anything abnormal, the position reports to the Pathologist and awaits further direction. There are standard techniques for the removal of organs and collection of toxicology specimens. If the circumstances require a deviation from the standard, direction is provided by the Pathologist. Proper autopsy or external examination technique is essential to a Medical Examiner/Pathologist's investigation into a death, and for funeral homes that must prepare a body for family or public viewing. Requires direct interaction with physicians, Medical Investigators, police, and laboratory and funeral home personnel.

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Contacts

(Main contacts of this position and the purpose of those contacts.)

This position interacts with police agencies by providing fingerprints of decedents when identification is required and to release evidence (i.e. firearms). The position also has contact with Funeral homes when admitting and releasing bodies from the facilities. The purpose of this contact is for the exchange of information.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Requires technical knowledge of external or autopsy examination of bodies that is learned on-the-job, including evisceration by a variety of techniques, closing of the body, collection of toxicology specimens and the removal of some fluids, tissues and structures that are more difficult to access. All of these procedures must be conducted in accordance with universal precautions for the handling of biohazardous body tissues and fluids.
- A background in anatomy is necessary (e.g. graduate from a recognized technical institute with a background in a medical or biological field, or a post-secondary education in biology).
- Basic computer and keyboarding skills are required, as are good communication skills.

Organization

(Working titles of positions reporting directly to this position.)

This position has no supervisory responsibilities.

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Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|------------------------|
| Working Title: | Chief Medical Examiner |
| Classification: | Executive Manager |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|--------------------------------------|
| Working Title: | Senior Forensic Pathology Technician |
| Classification: | Technologies 4 |

| PEER POSITION | |
|----------------------|-------------------------------|
| Working Title: | Forensic Pathology Technician |
| Classification: | Technologies 3 |

| BENCHMARK POSITION | |
|---------------------------|-------------------------------|
| Working Title: | Forensic Pathology Technician |
| Classification: | Technologies 3 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|--|
| Working Title: | |
| Classification: | |

Last Review / Update: 2016-03-11

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Subsidiary 12 Benchmark Evaluation - 124TN04

Identification Section

| | |
|--------------------------------------|---|
| Working Title: | Media Technician |
| Department: | Agriculture and Forestry |
| Division, Branch/Unit: | Food Safety/Agri-Food Laboratories Branch |
| Reports To: | Lab Scientist, Bacteriology |
| Levels to D.M.: | 6 |
| Job Description: | 124TN04 |
| Minimum Recruitment Standard: | See the Minimum Recruitment Standard for Technologies |
| Job Code: | 124TN - Technologies 3 |

Comments on Role

Position prepares microbiological media in support of surveillance and applied research activities. Prepares media according to precise formulas. Position is also responsible to ensure the laboratory is supplied with media, reagents and biologicals. Maintains lab equipment, washes lab and sterilizes glassware.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| DI1 132 | 25% 33 | R1 38 | 203 |

Comments on Evaluation

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Knowledge:

Requires a basic knowledge of infectious agents and disease conditions related to veterinarian and food microbiology and the ability to prepare microbiological media in accordance with precise formulas and in appropriate sequence. Processes applied are technical and have moderate complexity. Sterilizes media using several techniques and has the ability to measure pH and sterility. Position is an individual contributor requiring awareness beyond the immediate job. Basic communication skills required.

Creativity/Problem Solving:

Accurately documents all control testing. Technical process is guided by Standard Operating Procedures. Abnormal reactions are referred to the Supervisor.

Responsibility:

Provides laboratory support to microbiology researchers by preparing media. Position is responsible for cleanliness and sterility of the lab, glassware and reagents.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

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Subsidiary 12 Benchmark Job Description - 124TN04

Identification Section

| | |
|-------------------------------|---|
| Working Title: | Media Technician |
| Department: | Agriculture and Forestry |
| Division, Branch/Unit: | Food Safety/Agri-Food Laboratories Branch |
| Reports To: | Lab Scientist, Bacteriology |
| Levels to D.M.: | 6 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Media Technician is responsible for operations within the media preparation area of Agri-Food Laboratories Branch, supporting microbiology staff involved in pathogen detection in food and animal products, in applied research and in related microbiological procedures. Reporting to a Lab Scientist, position prepares media by planning, preparing and assuring quality of prepared media. Additionally, position maintains lab equipment, washes up the lab, sterilizes glassware, ships dangerous goods and performs data entry. Determines and maintains inventory stocks of media, reagents and biologicals used in the Biology Section.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Prepares media from dehydrated form by dissolving appropriate quantities in distilled water and sterilizing. As well, prepares more complex media by weighing and measuring individual

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ingredients according to precise formulas; assuring that ingredients are added in appropriate sequence. Sterilizes final media or fractions of media formulations by cold filtration, limited and intermittent heat application, or modified autoclaving checking pH and stability of product.

2. Maintains inventory of media substrates, glassware and other supplies for the media preparation area.
3. Assures quality of new and routinely used media by testing using appropriate ATCC stock organisms, verifying pH and sterility according to expected media performance. Accurately documents all quality control testing by flagging abnormal reaction to supervisor.
4. Performs and records routine preventive and functional maintenance of laboratory equipment such as dishwasher, autoclaves, pipetting apparatus, water distiller, pH meter, etc. Responsible for washing and sterilization of glassware and contaminated material within Microbiology Section.
5. Prepares, labels and packages shipments. This includes following guidelines of the Transportation of Dangerous Goods and the International Air Transport Association that require annual certification.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

The purpose of the work is to provide support to the microbiology staff in surveillance, applied research and microbiological procedures in order to achieve Food Safety Division key results; validating the safety of Alberta produced food and animal products. Under the direction of Scientists, uses broadly, or specifically defined protocols, prepares substrates for microbial growth utilized to identify disease causing agents. Occasionally trains and directs casual project staff.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Contacts are mainly in the laboratory taking direction from Lab Scientist and to discuss possible approaches to a project. Will occasionally perform ordering responsibilities and has contacts with outside vendors.

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Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Position typically requires a related technical diploma or equivalent experience in a microbiology lab.
- Requires a basic knowledge and understanding of infectious agents and disease conditions related to veterinary and food microbiology.
- Experience in preparing complex customized preparations and related quality control procedures for veterinary and food microbiology is helpful.

Organization

(Working titles of positions reporting directly to this position.)

Occasional casual project staff.

Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|-----------------------|
| Working Title: | Section Head, Biology |
| Classification: | Manager |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|----------------------------|
| Working Title: | Lab Scientist Bacteriology |
| Classification: | Scientific Level 3 |

| PEER POSITION | |
|----------------------|--|
| Working Title: | |
| Classification: | |

| BENCHMARK POSITION | |
|---------------------------|------------------|
| Working Title: | Media Technician |
| Classification: | Technologies 3 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|--|
| Working Title: | |
| Classification: | |

Last Review / Update: 2016-03-11

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Subsidiary 12 Benchmark Evaluation - 124TN03

Identification Section

| | |
|--------------------------------------|---|
| Working Title: | Air Photo Repository Technologist |
| Department: | Environment and Parks |
| Division, Branch/Unit: | Resource Data Branch, Air Photo Distribution |
| Reports To: | Unit Leader |
| Levels to D.M.: | 5 |
| Job Description: | 124TN03 |
| Minimum Recruitment Standard: | See the Minimum Recruitment Standard for Technologies |
| Job Code: | 128TN - Technologies 3 |

Comments on Role

Position is responsible for the acquisition, audit and safekeeping of historical aerial film pertaining to the province of Alberta. Position will develop specifications for contractors engaged in the reproduction of the air photos. Consults with department staff on the availability and suitability of photo requirements.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| DI1 132 | 25% 33 | R1 38 | 203 |

Comments on Evaluation

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Knowledge:

Requires knowledge of photography and cartography principles and, specifically, an indepth understanding of complex reproduction techniques and technologies. Position is an individual contributor but must have an appreciation of the source of photos and the purpose of client requests. Communication is for the purpose of sharing technical information.

Creativity/Problem Solving:

The position works within reproduction standards and specifications to maintain quality control for the air photo library.

Responsibility:

Position provides an air photo repository and reproduction service program to the department.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 124TN03

Identification Section

| | |
|-------------------------------|--|
| Working Title: | Air Photo Repository Technologist |
| Department: | Environment and Parks |
| Division, Branch/Unit: | Resource Data Branch, Air Photo Distribution |
| Reports To: | Unit Leader |
| Levels to D.M.: | 5 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Air Photo Technologist is responsible for the inventory, audit and safekeeping of historical aerial film pertaining to the province of Alberta. Position also acts as the liaison with contractors for quality assessment in the reproduction of multiple aerial photo products. Reproduction services have an approximate value of \$300,000.00 annually.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Acquires existing aerial films from all government (and other) sources, assigns bar codes and updates the automated tracking system. Ensures that film negative is properly stored, labelled and archived into the Air Photo Repository using the "Can-Track" bar code system. Coordinates the reproduction of hardcopy prints for all new negatives and performs quality control of deliverables to ensure they meet the Interdepartmental Committee on Aerial Surveys (ICAS) reproduction standards and specifications for the air photo library and as a backup resource.

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2. Operates the Air Photo Repository. Regularly monitors the systems that control the temperature settings and the "Halon" fire system to ensure they are working properly. This is to ensure the safe keeping of these irreplaceable, historical resources (over 5,500 rolls of film negatives dating from 1949 to the present) stored in the Air Photo Repository.
3. Responds to air photo services staff inquiries and requests, and informs on availability and suitability of different types of aerial photo products and timeframes required for the various reproduction processes. Once a written order is received, extracts the corresponding historical aerial film from vault for reproduction at contractor(s). Ensures that contractor(s) adheres to and meets technical specifications and copyright agreements during the process. Provides advice to contractor(s) in the reproduction process on the tonal quality of the end product, e.g. different paper grades, chemical components, exposure time required in processing of the aerial films and adhering to ICAS standards and specifications.
4. Upon receipt of completed products (totals of over 45,000 annually) from Contractor(s), checks film rolls for damage and repairs if required, and quality controls deliverables for adherence to ICAS standards (as indicated above for the reproduction process on the tonal quality of the end product) and specifications. When required, uses a densitometer to measure the density range on a photographic print to check the tonal quality of the product. Coordinates the delivery of multiple air photo orders to clients via private and/or government couriers to ensure that established turnaround times are met. Prepares final report for tracking and cross-referencing reproduction activities by using the Integrated Office Accounting software system, as well as checks and reviews contractor(s) bi-monthly invoices before submitting to Unit Leader for payment.
5. Responds to loan requests for Alberta Photogrammetric Control System (APCS) annotated hard copy data from private sector and government clients by utilizing the land legal description to extract the appropriate prints/diapositives requested and delivers them to the requestor. Responsible for tracking of loaned items and in negotiating of overdue items. Indexes new data added to the collection.
6. Assists with the development of contract documents, outlining technical specifications for the reproduction of the air photographic products.
7. Participates in Air Photo Service planning activities and maintain technical expertise.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position works in a technical environment and must fully understand all aspects related to the photographic and complex technical reproduction processes, formats and materials so as to monitor

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that contractor's ability to process quality air photo products in accordance with ICAS and department standards and time frames.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Position discusses and communicates technical requirements to staff and relays technical instructions to contractors. Provides advice and input regularly to contractor(s) in the reproduction process.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Requires in-depth understanding of complex reproduction techniques and technologies, knowledge of photography and cartography principles, and the ability to deal effectively with multiple clients and contractors.
- Position utilizes consultation, communication and strong time management/organizational and people skills.
- Typically requires a related technical diploma.

Organization

(Working titles of positions reporting directly to this position.)

This position has no supervisory responsibilities.

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Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|----------------|
| Working Title: | Section Head |
| Classification: | Senior Manager |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|----------------|
| Working Title: | Unit Leader |
| Classification: | Technologies 6 |

| PEER POSITION | |
|----------------------|------------------------|
| Working Title: | Air Photo Technologist |
| Classification: | Technologies 3 |

| BENCHMARK POSITION | |
|---------------------------|-----------------------------------|
| Working Title: | Air Photo Repository Technologist |
| Classification: | Technologies 3 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|--|
| Working Title: | |
| Classification: | |

Last Review / Update: 2015-02-17

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Subsidiary 12

Benchmark Evaluation - 124TN02

Identification Section

| | |
|--------------------------------------|---|
| Working Title: | Roadway Information Technologist |
| Department: | Transportation |
| Division, Branch/Unit: | Technical Services Branch, Materials and Tech. Services |
| Reports To: | Graphics Standards Technologist |
| Levels to D.M.: | 5 |
| Job Description: | 124TN02 |
| Minimum Recruitment Standard: | See the Minimum Recruitment Standard for Technologies |
| Job Code: | 124TN - Technologies 3 |

Comments on Role

The Roadway Information Technologist supports contracted engineering activities by preparing as-built drawings of road and bridge design and construction. Responsibilities also include storage and retrieval of these engineering drawings from manual and digital records.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| DI1 132 | 25% 33 | R1 38 | 203 |

Comments on Evaluation

Knowledge:

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Requires a solid foundation in civil engineering technology in order to prepare and read engineering drawings. Position is also responsible for managing digital drawings on an automated database and to do computer aided drafting. While the position is an individual contributor, providing support to the branch requires a solid appreciation of all functions within the branch. Communication skills are focused on sharing information internally and externally to the branch.

Creativity/Problem Solving:

Problems are focused on the preparation of engineering drawings within well-established standards. Position has latitude to select the appropriate method to prepare, store, index and retrieve engineering drawings.

Responsibility:

The focus of this position is centered upon delivering support services to engineering staff and external contractors.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 124TN02

Identification Section

| | |
|-------------------------------|---|
| Working Title: | Roadway Information Technologist |
| Department: | Transportation |
| Division, Branch/Unit: | Technical Services Branch, Materials and Technical Services |
| Reports To: | Graphics Standards Technologist |
| Levels to D.M.: | 5 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Roadway Information Technologist is responsible for preparing and processing as-built and design drawings and maintaining an up-to-date information system of road and bridge drawings in support of consultant engineering activities as well as the department's TIMS (Transportation Infrastructure Management System) applications. This position operates within guidelines established by the Graphics Standards Technologist and the Director of Materials and Technical Services. The position is responsible to ensure that appropriate plans and drawings are provided in a timely fashion to consultant engineering firms undertaking assignments for the department and to ensure that plans and drawings provided to the department by consultant engineering firms meet the applicable standards.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Utilizes applicable software to update and maintain as-built information on roadways and bridges by preparing engineering drawings.

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2. Compiles engineering drawings and information packages for consultants from manual and digital records.
3. Profiles and manages digital drawings for the IDMS database using Microstation, DOCS and RIMS software.
4. Provides computer aided drafting (CAD) services for the Transportation and Civil Engineering Division.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

This position is a primary contact for engineering consulting firms engaged in highway and bridge design assignments for the department. The cost and quality of the consulting assignment is dependant upon the timely delivery of reference materials (existing design and construction plans/drawings) for which this position is responsible. The position requires knowledge of diverse and complex engineering drawings to ensure that engineering firms receive all appropriate documents available. As well, this position receives plans and design drawings from the consulting engineering firms upon completion of their assignments and ensures that the plans and drawings meet the appropriate standards and format. Plans, drawings and design files that do not meet departmental standards and formats are returned to the engineering firms for conversion or redrafting. Upon receipt of acceptable plans/drawings, this position ensures they are properly documented for future retrieval. Inappropriately filed documents could result in loss of valuable information and/or the provision of incorrect data to engineering firms resulting in costly delays or errors. This position is also responsible for the creation and updating of digital design drawings (as-built cross-sections) which are used by consulting engineers and department staff to assess the impacts of future pavement preservation strategies/activities.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Has daily contact with consultants and department staff for the purpose of determining needs and providing information. Contact is typically by e-mail or telephone but occasionally requires face-to-face meetings.

Knowledge, Skills and Abilities

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(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Requires a working knowledge of civil engineering support and other related software including Microstation, AutoCAD, Microsoft Access, DOCS and RIMS.
- Must have the ability to read and understand engineering drawings and documents.
- Must have a working knowledge of the Alberta Highway System, Departments and Branches.
- Requires well developed interpersonal and communication skills.
- Must have knowledge of manual and digital retrieval methods and able to use indexes for files and drawings from semi-active and record centres.
- This position requires a Technical Diploma or considerable experience.

Organization

(Working titles of positions reporting directly to this position.)

This position does not have any supervisory responsibilities.

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Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|--|
| Working Title: | Director, Materials and Technical Services |
| Classification: | Senior Manager (M4200) |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|--------------------------------|
| Working Title: | Graphic Standards Technologist |
| Classification: | Technologies 6 |

| PEER POSITION | |
|----------------------|--|
| Working Title: | |
| Classification: | |

| BENCHMARK POSITION | |
|---------------------------|----------------------------------|
| Working Title: | Roadway Information Technologist |
| Classification: | Technologies 3 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|--|
| Working Title: | |
| Classification: | |

Last Review / Update: 2016-03-11

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Subsidiary 12 Benchmark Evaluation - 124TN01

Identification Section

Working Title: GIS Technologist
Department: Energy
Division, Branch/Unit: Oil Development, Resource Land Access
Reports To: Supervisor, Coal, Metallic and Restrict. Mapping
Levels to D.M.: 5
Job Description: [124TN01](#)
Minimum Recruitment Standard: See the [Minimum Recruitment Standard](#) for Technologies
Job Code: [128TN](#) - Technologies 3

Comments on Role

Primary function of this position is to produce mineral disposition sketches that facilitate the leasing of the Crown's minerals. The position is also responsible for updating the Land Automated Mineral Agreement System and providing support to the Crown Mineral Disposition Review Committee.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| DI1 132 | 25% 33 | R1 38 | 203 |

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Comments on Evaluation

Knowledge:

The role requires strong working knowledge of Geographic Information System (GIS) mapping techniques and must be able to interpret complex legal descriptions, examine survey plans, and be able to calculate areas for Crown locations. Position must have a good understanding of surveying, and the ability to access information from the Spatial Information System and the Land Titles system. While this position is an individual contributor, it must have a good appreciation of the roles and requirements of Crown mineral leasing. Communication is typically for the purpose of providing technical information.

Creativity/Problem Solving:

Position is expected to deal with most issues independently but is provided relatively clear objectives and guidelines. Most creative thought is for the purpose of land plan interpretation. Assistance is readily available.

Responsibility:

This position is focused on producing maps and sketches in support of mineral rights leasing.

Last Reviewed: May 23, 2003

Last Review / Update: 2015-02-17

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Subsidiary 12 Benchmark Job Description - 124TN01

Identification Section

| | |
|-------------------------------|--|
| Working Title: | GIS Technologist |
| Department: | Energy |
| Division, Branch/Unit: | Oil Development, Resource Land Access |
| Reports To: | Supervisor, Coal, Metallic Restrict. Mapping |
| Levels to D.M.: | 5 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

Using automated mapping, the Technologist prepares sketches and maps used in processing Crown mineral applications. Position edits the Land Automated Mineral Agreements System and acts as the Resource Land Access contact for the Crown Mineral Disposition Review Committee.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Produces mineral disposition sketches of locations requested for mineral applications. Position must determine available rights, gather data from several automated sources (e.g. Mineral Operations Geographic Information System), evaluate the Crown-Freehold layer and illustrate the surface access restriction areas.
2. Edits the Land Automated Mineral Agreements System to accommodate portion areas or changes in substances or rights. Position will determine whether the location contains freehold minerals, calculates the areal extent of the location, edits the Crown area, legal description and the substance or rights available.

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3. Position is the Resource Land Access contact for the Crown Mineral Disposition Review Committee. Position supports the Community by reviewing and signing covering memos, insuring that the addendum placed on agreements complies with department policies and procedures and forwards raised land use issues to Land Access and Regulatory Streamlining.
4. Process additions, updates and expiries in the restriction database. All amendments are evaluated to ensure adherence to Department policy.
5. Special Projects: Requested data is gathered and compiled in an appropriate format for presentation, i.e. maps, charts, PowerPoint slides, posters, etc.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

The primary function of this position is to produce mineral disposition sketches that facilitate the leasing of the Crown's minerals.

Contacts

(Main contacts of this position and the purpose of those contacts.)

The Technologist acts as a contact for the Crown Mineral Disposition Review Committee; Departments of Sustainable Resource Development (SRD), Environment and Community Development; co-ordinating responses with department work units, and providing some technical information. Acts as a primary contact for information exchange, responding to questions, coordinate problem resolution, and investigating data discrepancies. Forwards complex land use queries to Land Access Unit, Department of Energy.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- The Technologist must have a strong working knowledge of and be skilled in Geographic Information System (GIS) mapping techniques and have experience with spatial analysis.

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Position must be able to interpret complex legal descriptions, examine survey plans and be able to calculate areas for Crown locations.

- A good understanding of the Third System of Survey and the ability to access Alberta Land Titles Automation (ALTA) and Spatial Information (SPIN) System is necessary. The technologist must have a good understanding of mineral ownership and use this in conjunction with their knowledge of the Alberta table of formations to make decisions in regard to the minerals and substances available for lease.
- This position requires a related Technical diploma from a recognized post secondary institution. It is essential that the Technologist have a strong working knowledge of ArcView and Microsoft Office software.

Organization

(Working titles of positions reporting directly to this position.)

This position does not have any supervisory responsibilities.

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Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|--------------------------------------|
| Working Title: | Director, Mineral Mapping Manager |
| Classification: | |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|--|
| Working Title: | Supervisor, Coal, Metallic & Restrict. Mapping Technologies 4 |
| Classification: | |

| PEER POSITION | |
|----------------------|--------------------------------|
| Working Title: | Technologist Technologies 3 |
| Classification: | |

| BENCHMARK POSITION | |
|---------------------------|------------------------------------|
| Working Title: | GIS Technologist Technologies 3 |
| Classification: | |

| SUBORDINATE POSITION(S) | |
|--------------------------------|-----|
| Working Title: | N/A |
| Classification: | |

Last Review / Update: 2015-02-17

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Subsidiary 12

Benchmark Evaluation - 123TN02

Identification Section

Working Title: Special Crops Technologist
Department: Agriculture and Forestry
Division, Branch/Unit: Crop Diversification/Opportunity Crops
Reports To: Senior Special Crops Technologist
Levels to D.M.: 5
Job Description: [123TN02](#)
Minimum Recruitment Standard: See the [Minimum Recruitment Standard](#) for Technologies
Job Code: [123TN](#) - Technologies 2

Comments on Role

Position supports the special crop research program. Prepares plots and seeds, operates field equipment and is responsible for operating the bar code program used for harvest and sample identification.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| D-II 115 | 22% 25 | R1 29 | 169 |

Comments on Evaluation

Knowledge:

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Position requires significant experience in the operation of plot equipment, plot layout and seed preparation as well as research techniques. Position is fully responsible for the operation of a bar code program and requires some depth of knowledge of the technology involved. D- rating reflects that the position requires knowledge of research techniques but not an in-depth technical background. Position is an individual contributor that requires a solid appreciation of the research program. Although the position supervises a small group of casual employees, the purpose of communication is for the exchange of information.

Creativity/Problem Solving:

Work is performed within well-established, detailed scientific and experimental procedures for each trial. Changes are discussed with supervisor and scientist and there is regular consultation with the supervisor.

Responsibility:

This position is highly focused on delivery of a research program.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 123TN02

Identification Section

| | |
|-------------------------------|--|
| Working Title: | Special Crops Technologist |
| Department: | Agriculture and Forestry |
| Division, Branch/Unit: | Crop Diversification/Opportunity Crops |
| Reports To: | Senior Special Crops Technologist |
| Levels to D.M.: | 5 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Special Crops Technologist supports the development and operation of alternative crop research studies and demonstration plots by preparing seed and land for trials, operating machinery during seeding and harvesting, running laboratory tests, and compiling scientific data and data entry. Position may supervise casual employees. Work is done at the Centre and at off-site research sites.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Support agronomic research and industry trials on alternative and established crops. Assist with the preparation of plot plans, and organize, treat, package and mail seed and materials in accordance with the experiment's design.
2. Seed, control, pests and weeds, irrigate and harvest field trials on and off site.
3. Conducts germination tests to determine the viability and vigor of seed stock.
4. Operate a bar code program to identify harvest samples and varietal trials.

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5. Perform field and laboratory equipment maintenance, including make minor repairs and calibrate scales.
6. Record, compile data and data entry from trials, and compile, organize and mail plant samples to test co-ordinators.
7. Select, treat, weigh, count, package and arrange the delivery of seed to co-operators under the Field Pea Regional Varietal Testing Programs for Alberta and British Columbia.
8. Assist with seeding entries in the Cereal and Oilseed Variety Testing Program in accordance with established guidelines.
9. Assist with organizing and preparing for crop field days, displays and tours.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position supports crop research by seeding, harvesting, preparing seeds for distribution, collecting data and plot maintenance. Position reports to a Senior Technologist and assists the Special Crops Research Scientist. Work is performed within well-established scientific and experimental procedures for each trial. Changes in research trials are discussed with the supervisor and scientist. Work in the field is done with minimal supervision, however, access to expertise is readily available and there is regular consultation with senior technologist.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Position will conduct plot tours with the public, providing general information. Job has contact with co-operators and producers in work done on research and industry trials. Provides direction, coaching and guidance to one to three casual employees.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

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- Requires knowledge of the agronomic characteristics of cereals, oilseeds and special crops.
- Must be able to accurately record and organize data and requires computer skills in spreadsheets, databases and word processing.
- Position requires training and experience in experimental layout.
- Must be able to operate field machinery and equipment.
- Typically requires a high school diploma and considerable related experience.

Organization

(Working titles of positions reporting directly to this position.)

Position supervises 1 to 3 casual employees performing similar work but does not formally appraise their performance.

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Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|--------------------------|
| Working Title: | Special Crops Agronomist |
| Classification: | Scientific Level 3 |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|--------------------------------|
| Working Title: | Sr. Special Crops Technologist |
| Classification: | Technologies 3 |

| PEER POSITION | |
|----------------------|--|
| Working Title: | |
| Classification: | |

| BENCHMARK POSITION | |
|---------------------------|----------------------------|
| Working Title: | Special Crops Technologist |
| Classification: | Technologies 2 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|-------------------------|
| Working Title: | Special Crops Assistant |
| Classification: | Technologies 1 |

Last Review / Update: 2016-03-11

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Subsidiary 12

Benchmark Evaluation - 123TN01

Identification Section

Working Title: Research Technician - Barley Breeding
Department: Agriculture and Forestry
Division, Branch/Unit: Crop Diversification/Cereal Unit
Reports To: Technical Supervisor, Breeding and Genetics
Levels to D.M.: 5
Job Description: [123TN01](#)
Minimum Recruitment Standard: See the [Minimum Recruitment Standard](#) for Technologies
Job Code: [128TN](#) - Technologies 2

Comments on Role

Position supports the Barley Breeding research program by providing technical field and lab support. Performs fieldwork independently and routine laboratory analysis under supervision.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| D-II 115 | 22% 25 | R1 29 | 169 |

Comments on Evaluation

Knowledge:

Position requires basic knowledge of specialized research techniques applied both in the field and lab and must be able to identify phenotypic plant characteristics. D- rating reflects that the position

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requires knowledge of techniques and not an in-depth technical background. Position is an individual contributor requiring a good appreciation of the overall research program. Requires basic communication skills.

Creativity/Problem Solving:

Performs routine fieldwork independently within well-established research plans. Also performs routine laboratory analysis within standardized procedures under supervision requiring the ability to identify and remove variants and recognize data errors.

Responsibility:

This position has a program delivery focus.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 123TN01

Identification Section

| | |
|-------------------------------|--|
| Working Title: | Research Technician - Barley Breeding |
| Department: | Agriculture and Forestry |
| Division, Branch/Unit: | Crop Diversification/Cereal Unit |
| Reports To: | Technical Supervisor Breeding and Genetics |
| Levels to D.M.: | 5 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Research Technician is part of a technical team that supports cereal and oilseed crop research at a large and diverse research centre. The job provides routine technical support specifically to the Barley Breeding Program and is involved in all aspects of the research program. The job receives direction and guidance from the Technical Supervisor Breeding and Genetics.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Assist technical staff in field layout by staking plots and preparing the area for planting.
2. Seed preparation for planting in an accurate and efficient manner.
3. Plant, maintain and monitor research plots. Purify breeding nurseries by identifying and removing variants from the research trial plots.
4. Harvest research plots by picking heads, binding rows and bagging and tagging to differentiate between combinations. Provide support to harvest operations, assisting with

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combine crews, operation of binding and stationary threshing equipment. Other harvest methods used will be cutting of plant material and individual head selection.

5. Prepare field notes, collect data and enter lab and field data into database.
6. Provide support to multi-disciplinary team of scientists and technical staff at the centre. Scan samples using Near-Infrared analyzer and compile samples for a variety of disease and quality projects.
7. Assist with plant inoculation of pathogens for disease screening studies, isolating cultures and prepares inoculums.
8. Assist with greenhouse and growth cabinet experiments by preparing growing media, filling and cleaning pots.
9. Routine farm maintenance, mowing roadways, trimming fence-lines, moving irrigation pipes, and cleaning equipment.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Performs routine fieldwork and assists in a laboratory under supervision and clear guidelines. The primary focus of the position is the barley breeding program, however the job impacts multi-disciplinary research teams at the centre. By giving general support to all areas.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Position will exchange information with internal staff including scientists, managers and technologists.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

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- Position requires a basic knowledge of research methodologies, field plot techniques, data collection and must be able to identify phenotypic plant characteristics.
- The job requires attention to detail and the ability to identify and remove variants and recognize data irregularities.
- Basic computer skills are necessary.
- Position requires the ability to perform plot maintenance and operate seed cleaning and plot equipment.

Organization

(Working titles of positions reporting directly to this position.)

This position has no ongoing supervisory responsibilities but occasionally provides advice and guidance to other research support positions.

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Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|--------------------|
| Working Title: | Operations Manager |
| Classification: | Manager |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|---|
| Working Title: | Technical Supervisor Breeding and Genetics |
| Classification: | Technologies 7 |

| PEER POSITION | |
|----------------------|---------------------|
| Working Title: | Research Technician |
| Classification: | Technologies 2 |

| BENCHMARK POSITION | |
|---------------------------|---------------------|
| Working Title: | Research Technician |
| Classification: | Technologies 2 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|----------------|
| Working Title: | Wage Staff |
| Classification: | Technologies 1 |

Last Review / Update: 2016-03-11

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Subsidiary 12

Benchmark Evaluation - 122TN02

Identification Section

Working Title: Food Science Laboratory Technologist
Department: Agriculture and Forestry
Division, Branch/Unit: Processing Development/Processing Programs
Reports To: Program Manager
Levels to D.M.: 5
Job Description: [122TN02](#)
Minimum Recruitment Standard: See the [Minimum Recruitment Standard](#) for Technologies
Job Code: [128TN](#) - Technologies 1

Comments on Role

Position supports food science research in both an analytical lab and in a culinary lab. Position performs several routine analytical tests and produces food products using pilot scale processing equipment. Must make detailed lab notes and enters data into a spreadsheet.

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| CI1 100 | 19% 19 | R1 22 | 141 |

Comments on Evaluation

Knowledge:

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Position requires basic analytical lab skills and good kitchen skills, including a basic understanding of food ingredients. Position must have basic computer skills. Overall, this position requires some specialized skills, however, responsibilities are typically routine. Position requires knowledge of the overall research program in order to guide observations. Requires basic communication skills.

Creativity/Problem Solving:

Position performs standard analytical chemical tests and follows well-defined standard operating procedures.

Responsibility:

Position is focused on program delivery.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 122TN02

Identification Section

| | |
|-------------------------------|--|
| Working Title: | Food Science Laboratory Technologist |
| Department: | Agriculture and Forestry |
| Division, Branch/Unit: | Processing Development/Processing Programs |
| Reports To: | Program Manager |
| Levels to D.M.: | 5 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Laboratory Technologist is part of the Food Science and Technology Program that works to assist companies in the development and commercialization of new products. The job assists more senior staff in the performance of varied and complex technical tests. Although the primary focus is on horticulture crops, the job also tests meat, forage and beverage products. The job carries out routine lab analysis and product development trials and maintains accurate and detailed lab notes, and assists with maintenance of the culinary lab.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Conduct routine lab analysis of food and agricultural products. Analytical tests performed include pH, soluble solids, viscosity, and Hunter Lab colour measurements.
2. Produce test food products using the kitchen and pilot-scale processing equipment.
3. Evaluate the quality of food products through processing, baking and boiling.

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4. Responsible for the sample preparation in the analytical chemistry lab.
5. Review and enter data into spreadsheets. Conduct a preliminary review of results.
6. Assist with the maintenance of the culinary and analytical chemistry labs.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Participates in the Food Science and Technology Program that assists producers, processors and private industry to develop and commercialize new products. Position carries out routine laboratory and research kitchen responsibilities under supervision.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Position taken instruction and provides technical information to superiors and other laboratory employees.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

Position requires skills in the preparation of food and able to use kitchen appliances.

Must have basic laboratory skills to pipette, take precise weights and test pH levels.

Typically requires a high school diploma and an aptitude for routine chemistry analysis.

Position must be able to use computers to a basic level.

Attention to detail and the ability to recognize inaccurate data is required.

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Organization

(Working titles of positions reporting directly to this position.)

This position has no supervisory responsibilities.

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Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|----------------|
| Working Title: | Branch Head |
| Classification: | Senior Manager |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|-----------------|
| Working Title: | Program Manager |
| Classification: | Manager |

| PEER POSITION | |
|----------------------|--|
| Working Title: | |
| Classification: | |

| BENCHMARK POSITION | |
|---------------------------|------------------------------------|
| Working Title: | Food Science Laboratory Technician |
| Classification: | Technologies 1 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|--|
| Working Title: | |
| Classification: | |

Last Review / Update: 2016-03-11

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Subsidiary 12

Benchmark Evaluation - 122TN01

Identification Section

Working Title: Fruit and Vegetable Crops Assistant
Department: Agriculture and Forestry
Division, Branch/Unit: Crop Diversification/Opportunity Crops
Reports To: Vegetable Crops Technologist
Levels to D.M.: 6
Job Description: [122TN01](#)
Minimum Recruitment Standard: See the [Minimum Recruitment Standard](#) for Technologies
Job Code: [128TN](#) - Technologies 1

Comments on Role

Position supports crop research by performing fieldwork and collection, tabulation of data as well as maintenance of the seed inventory records (organization of the research data).

Evaluation

| Knowledge | Creativity / Problem Solving | Responsibility | Total Job Points |
|-----------|------------------------------|----------------|------------------|
| CI1 100 | 19% 19 | R1 22 | 141 |

Comments on Evaluation

Knowledge:

Requires field skills to operate a variety of plot and irrigation equipment. Must be able to perform yield calculations, design spreadsheets and collect field data. Requires some application of basic

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scientific research methods that are typically well defined. Position is an individual contributor that requires a solid overall awareness of the research program. Requires basic communication skills.

Creativity/Problem Solving:

Work is conducted with regular supervision and consultation with the Supervisor. Situations encountered in fieldwork with equipment operation and production of plant plugs may vary, however, most situations are covered by well-defined guidelines and assistance is readily available.

Responsibility:

This position has a program delivery focus.

Last Reviewed: May 23, 2003

Last Review / Update: 2016-03-11

Subsidiary 12 Benchmark Job Description - 122TN01

Identification Section

| | |
|-------------------------------|--|
| Working Title: | Fruit and Vegetable Crops Assistant |
| Department: | Agriculture and Forestry |
| Division, Branch/Unit: | Crop Diversification/Opportunity Crops |
| Reports To: | Fruit and Vegetable Crops Technologist |
| Levels to D.M.: | 6 |

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Fruit and Vegetable Crops Assistant provides routine technical and field support to the research program. Responsibilities include research plot implementation, maintenance, data collection and tabulation, and maintenance of seed inventory records.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Layout plots, seed, weed and cultivate. Set up and operate irrigation equipment. Identify plot stakes during trials and perform fall plot clean-ups.
2. Collect harvest data including grade, weight, yield, and quality determination and calculation. Perform data entry.
3. Prepare spreadsheet layout for harvest data collection.
4. Catalogue new seed stock and annually code for field planting.

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5. Grow and maintain plugs and plant by taking plant cuttings, hardening off, seeding hardened plugs and watering.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Supports fruit and vegetable research by performing routine field and technical work including planting and maintenance, preparing spreadsheets to hold growth data and data entry. Work is conducted with regular supervision and consultation with the technologist.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Position gives and receives basic technical information and instructions within the research group.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Position requires some knowledge and training in basic scientific research methods.
- Must be able to produce plant plugs and record technical data.
- Requires the ability to operate plot machinery and must have some knowledge of spreadsheet preparation.
- Typically this position requires a high school diploma.

Organization

(Working titles of positions reporting directly to this position.)

This position has no supervisory responsibilities.

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Organizational Chart

| BENCHMARK'S 2ND LEVEL OF SUPERVISION | |
|--|-------------------------------|
| Working Title: | Fruit and Vegetable Scientist |
| Classification: | Scientific Level 3 |

| BENCHMARK'S SUPERVISOR (1ST LEVEL OF SUPERVISION) | |
|---|--|
| Working Title: | Fruit and Vegetable Crops Technologist |
| Classification: | Technologies 4 |

| PEER POSITION | |
|----------------------|--|
| Working Title: | |
| Classification: | |

| BENCHMARK POSITION | |
|---------------------------|-------------------------------------|
| Working Title: | Fruit and Vegetable Crops Assistant |
| Classification: | Technologies 1 |

| SUBORDINATE POSITION(S) | |
|--------------------------------|--|
| Working Title: | |
| Classification: | |

Last Review / Update: 2016-03-11

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