

# JOB DESCRIPTION

Benchmark Job #024

Ministry: Transportation and Highways  
Branch: Nicola District Highways Office  
Location: Merritt

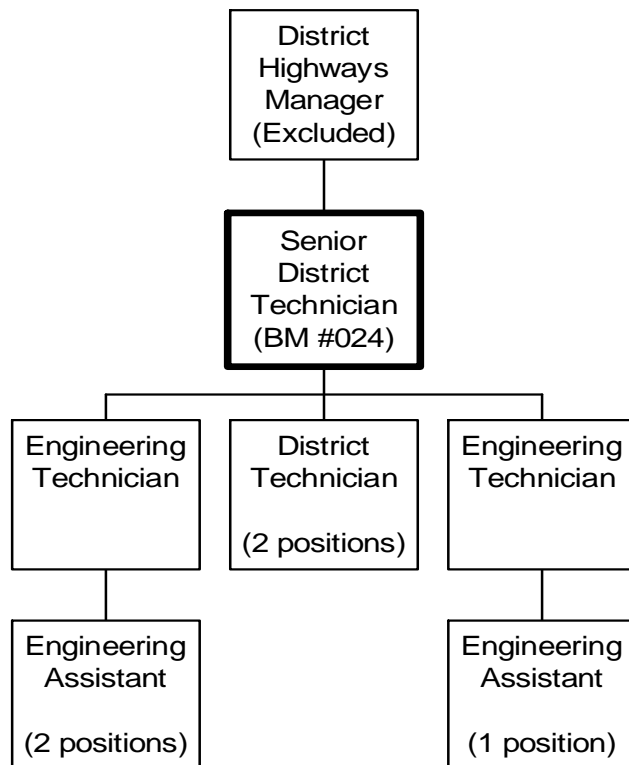
Working Title: **Senior District Technician**  
Level: Range 24  
Classification: Scientific/Technical Officer

## PRIMARY FUNCTION

To coordinate survey, design, engineering, and related technical support services for highway and bridge maintenance and Capital Rehabilitation programs.

## JOB DUTIES AND TASKS

1. Coordinates technical design and support services relating to the maintenance and rehabilitation of highways and bridges
  - a. plans and organizes project and work activities of a technical nature in support of the Capital Rehabilitation Program and Development Approval Process including setting priorities with the District Manager, providing project estimates and developing short and long-term project plans
  - b. ensures all projects and capital works comply with legislation and policy and that technical standards are maintained
  - c. develops programs for right-of way acquisition, arranges for surveys to take place, obtains cost information from property appraisers and arranges internal contracts to purchase property
  - d. negotiates and administers consultant and capital works contracts, establishes new contract language, establishes contractual terms and conditions and monitors compliance, orders corrective action to work that does not meet standards and signs off contract completion certificates
  - e. monitors projects to ensure deadlines are met and that projects are completed including tracking costs incurred, the percentage of project completed and the percentage of budget remaining
  - f. arranges for engineering to be done on projects including design and survey work, checks the technical quality of the work, and applies the information to maintenance and rehabilitation projects
  - g. ensures that an adequate supply of gravel is available for projects including arranging for Geotechnical Branch to find new sources of gravel and ensuring contractors pay for the gravel used
  - h. arranges for the testing of materials by the Geotechnical Branch including arranging the testing budget and monitoring costs incurred
  - i. supervises seven technical and support positions including recruiting, scheduling, arranging training, conducting performance appraisals and taking disciplinary action
  - j. approves development proposals for subdivisions outside of municipalities pursuant to section 57 of the highways act and approves permits for works within highway right-of-ways
  - k. works with developers to resolve problems
2. Performs public relations services in support of Highways projects and plans
  - a. attends meetings and gives presentations to municipalities, user groups, tourist boards, and stakeholders
  - b. responds to enquiries and complaints and prepares correspondence, briefing notes and issue papers by gathering and considering information related to highway projects and plans
3. Conducts fatal accident investigations
  - a. determines road conditions at the time of accident and obtains accident reports from RCMP
  - b. completes forms to be sent to Highways Safety Branch
  - c. arranges for road restrictions to be placed on roads due to weather conditions
4. Performs other related duties
  - a. completes reports as required
  - b. maintains and updates project files and records
  - c. drives a vehicle to work sites to conduct inspections



## REASON FOR CLASSIFICATION

Benchmark Job #024

Job Title: Senior District Technician

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the theory of highway engineering and design to plan bridge and road maintenance and capital rehabilitation programs.</p>	H	280
2	<p><b>MENTAL DEMANDS</b> Judgement to modify techniques and approaches to plan and develop the capital highways rehabilitation program within a district, determine the technical standards for projects, and coordinate and evaluate subdivision and highway access proposals.</p>	G	200
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Persuasion required to use basic counselling skills to discuss and explain performance problems with employees.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to drive a vehicle to visit various capital program work sites.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by highway engineering standards, legislative acts, and policy to plan and organize a Capital Highways Rehabilitation Program and approves applications pursuant to section 57 of the Highways Act.</p>	F	160
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Considerable financial responsibility to write contract specifications, schedules and requirements for capital maintenance projects and certify contract completion.</p>	F	43
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to ensure that roads and bridges are maintained and repaired by others and that capital rehabilitation projects restore bridge and highway assets.</p>	D	22.5

## REASON FOR CLASSIFICATION

Benchmark Job #024

Job Title: Senior District Technician

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise employees, appraise employee performance and take disciplinary action (7 FTEs).	DF	21
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Moderate care and attention to design safety features into highway projects.	C	15
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused attention to detail to frequently read and prepare plans, charts and technical reports and attention to multiple demands to frequently manage concurrent projects.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus on printed material and computer screens.	C	12
12	<b>SURROUNDINGS</b> Exposure to all weather conditions on a frequent basis with shelter available when conducting field inspections.	C	6
13	<b>HAZARDS</b> Moderate exposure to hazards from frequently working around moving traffic and equipment when doing fieldwork on active roadways.	C	6

**Total Points: 837.5**

**Level: Range 24**