

Standards, Safety and Compliance – Subsidiary 4

APS Benchmark Listings

Sub.No.	Benchmark	Department	Working Title Job Title	Know-How				Creativity/ Problem Solving		Responsibility		Total Points
				Prof./ Cont.	Comp. Div.	H.R. Skills	Points	%	Points	Profile	Points	
Standards, Safety & Compliance 7 (Point Range 439 - 518)												
004	049ST47	Labour	Sr. Occ. Hygienist	F	I	2	264	38	100	R2	132	496
Standards, Safety & Compliance 6 (Point Range 371 - 438)												
004	048ST38	Municipal Affairs	Admin./Chief Insp., Plumbing & Gas	E+	I	2	230	38	87	R2	115	432
004	048ST49	Labour	Team Leader	E+	I	2	230	33	76	R2	100	406
004	048ST48	Labour	Lead Investigator	E+	I	2	230	33	76	R2	100	406
Standards, Safety & Compliance 5 (Point Range 314 - 370)												
004	047ST45	Municipal Affairs	Tech. Advisor, Electrical	E	I	2	200	33	66	R2	87	353
004	047ST42	Environment & Parks	Public Safety Specialist	E	I	2	200	33	66	R2	87	353
004	047ST02	Advanced Education	Supervisor	E	I	2	200	33	66	R2	87	353
004	047ST43	Municipal Affairs	Safety Codes Officer	E	I	2	200	29	57	R2	76	333

004	047ST37	Labour	Occ. Health & Safety Officer	E	I	2	200	29	57	R2	76	333
004	047ST01	Advanced Education	Senior Consultant	E	I	2	200	29	57	R2	76	333
Standards, Safety & Compliance 4 (Point Range 269 - 313)												
004	046ST09	Environment & Parks	Asst. Public Safety Specialist	D+	I	2	175	29	50	R2	66	291
004	046ST03	Advanced Education	Apprenticeship Consultant	E-	I	2	175	29	50	R2	66	291
004	046ST59	Environment & Parks	Team Leader	D+	I	2	175	29	50	R1	57	282
Standards, Safety & Compliance 3 (Point Range 228 - 268)												
004	045ST04	Advanced Education	Apprenticeship Consul. (entry level)	D	I	2	152	25	38	R2	50	240
Standards, Safety & Compliance 2 (Point Range 192 - 227)												
004	044ST08	Human Services	Fire Chief	D-	I	2	132	29	38	R1	43	213
Standards, Safety & Compliance 1 (Point Range 161 - 191)												
004	043ST13	Environment & Parks	Operations Officer	D-	I	1	115	25	29	R1	33	177

Last Review / Update: 2016-03-11

Subsidiary 4

Benchmark Evaluation - 049ST47

Identification Section

Working Title:	Senior Occupational Hygienist
Department:	Labour
Division, Branch/Unit:	Workplace Investments Division - Workplace Policy and Standards Branch
Reports To:	Manager of Legislation, Standards and Technical Services
Levels to D.M.:	5
Job Description:	049ST47
Minimum Recruitment Standard:	See the Minimum Recruitment Standards for Standards, Safety and Compliance
Job Code:	049ST - Standards, Safety and Compliance 7

Comments on Role

Position is the sole provincial Hygiene expert leading the review and revision of specific occupational health and safety regulations including regulations governing chemical hazards and noise. Responsibilities require the position to facilitate diverse groups of stakeholders during the review and development process. Position also represents the department at a provincial and national level. Co-ordination of the delivery of the Worksite Hazardous Materials Information System program is also a responsibility.

Evaluation

Knowledge Problem Solving	Creativity / Responsibility	Total Job Points	
FI2 264	38% 100	R2 132	496

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

- Position requires considerable depth in the area of occupational hygiene relating to several specific areas including chemical and noise hazards. This knowledge would be acquired from an advanced degree (i.e. Masters/Doctorate) in Occupational Hygiene. As the Provincial Hygiene expert, the position's knowledge would be used to coordinate the review of legislation and regulations involving occupational health and safety. Position requires a combination of academic preparation in the area of occupational health and considerable experience facilitating groups and preparing reports, resulting in an F rating.

Complexity and Diversity:

- As the Provincial Hygiene expert, the position leads the implementation and coordination of the review of legislation and regulations involving occupational health and safety.

Human Relations Skill:

- Position is required to facilitate multi-stakeholder groups and lead development of occupational health regulations. Requires the ability to influence thinking and behaviour through consultation with industry, labour and government.

Creativity/Problem Solving:

Requires the ability to identify, define and analyze alternative courses of action. Position must also identify and analyze initiatives in the program areas. Explanation guides and interpretative documents are developed in support of regulations. Position leads in facilitating a diverse stakeholder group to renew and revise Occupational Health & Safety regulations.

Responsibility:

Position fulfills the role of ?Director of Occupational Hygiene? defined in the OHS Act. As such, it is responsible for setting provincial standards, and is authorized to make final decisions of hygiene issues.

Subsidiary 4 Benchmark Job Description - 049ST47

Identification Section

Working Title:	Senior Occupational Hygienist
Department:	Labour
Division, Branch/Unit:	Workplace Investments Division - Workplace Policy and Standards Branch
Reports To:	Manager of Legislation, Standards and Technical Services
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 Occupational Hygienist leads planning and development and coordinates delivery of the federal- provincial Workplace Hazardous Materials Information system (WHMIS) program to reduce workplace injuries. The position is the provincial expert in occupational hygiene and is responsible for planning and maintenance of the provincial asbestos abatement program for the protection of worker's health.

As the provincial lead the position fulfills the role of ?Director of Occupational Hygiene? as defined in the OHS Act, with the responsibility for setting provincial standards and facilitate completion of regular reviews of occupational health and safety regulations through consultation with industry, labour and government.

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. Lead implementation and coordinate delivery of the WHMIS program in cooperation with the departments Compliance Branch.**

- Respond to enquiries and interpret legislation and regulations for the public and field officers.
 - Develop informational material to prevent workplace illness and injuries.
 - Coordinate with other jurisdictions for regulatory harmonization.
- Train field officers to be designated as federal WHMIS inspectors.

2. Support the departments Occupational Health and Safety programs.

- Implement and maintain the provincial asbestos abatement program including setting standards for worker certification.
 - Act as the Director of Hygiene as defined under the Occupational Health and Safety (OHS) Act and in accordance with responsibilities prescribed in the OHS Regulations and Code.
 - Represent the Department at provincial and inter-provincial forums such as the National WHMIS Current Issues Committee.
- Support the Department in the administration of its overall OHS business plan.

3. Lead the regular review and revision of the OHS regulations governing chemical hazards or workplace noise in accordance with the department regulatory review plan.

- Establish and lead regulatory review task forces.
 - Draft regulations and lead public forum to review them.
- Liaison with Alberta Justice and the Regulatory Review Taskforce to finalize regulations.

4. Develop explanation guides and interpretative documents in support of the regulations.

- Coordinate technical, operational and policy input from internal and external sources to draft documents.

Scope

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

The primary purpose of this role is to be the Provincial WHMIS program coordinator and provincial expert and lead on occupational hygiene issues in the workplace. The position also leads a regular review of these Occupational Health and Safety regulations by a tri-partite committee of stakeholders.

Contacts

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

The position is the provincial contact on occupational hygiene and is required to facilitate diverse stakeholder groups in the reviews and revisions of Occupational Health and Safety regulations.

The position is also required to communicate with the health and safety professionals in industry, academia and consulting sectors in arriving at recommendations and/or decisions to government related to occupational hygiene.

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 expertise in the area of occupational hygiene and a broad overall knowledge of occupational health and safety.
- Must have the ability to facilitate meetings of stakeholders with multiple agendas.
- Position requires the ability to critique scientific articles and to determine applicability to the Alberta workplace.
- Requires an advanced degree in Occupational Hygiene and registration with the Canadian Board of Occupational Hygiene or its American equivalent.
- Must have extensive experience.

Organization

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

Position has no formal supervisory responsibilities but oversees contractors in the course of project work.

Last Review / Update: 2016-03-11

Subsidiary 4

Benchmark Evaluation - 048ST38

Identification Section

Working Title:	Administrator/Chief Inspector, Plumbing and Gas
Department:	Municipal Affairs
Division, Branch/Unit:	Public Safety Division, Safety Services, Mechanical and Legislative Services
Reports To:	Director, Mechanical and Legislative Services
Levels to D.M.:	4
Job Description:	048ST38
Minimum Recruitment Standard:	See the Minimum Recruitment Standards for Standards, Safety and Compliance
Job Code:	048ST - Standards, Safety and Compliance 6

Comments on Role

Position is a specialist in plumbing and gas safety codes and standards. It advises and participates with committees governing the development and application of plumbing and gas codes on a national level. Also participates in the establishment of standards, which are set at national and international levels. This position also promotes the awareness and understanding of plumbing and gas safety. This position has the authority to issue rulings effectively changing the plumbing and gas codes in the Province.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E+I2 230	38% 87	R2 115	432

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

- Position must be a certified journeyman level plumber and gasfitter. Additional training is required to become a safety codes officer coupled with a thorough knowledge of applicable codes, standards, and code/standard development process is needed in conjunction with a comprehensive knowledge of the plumbing and gas industry. Significant theory applications is required resulting in an E+ rating.

Complexity and Diversity:

- Position administers and participates in the development of safe and cost effective codes in plumbing and gas installations through consultation with committees and governing councils (i.e. Safety Codes Council).

Human Relations Skill:

- Must be able to influence behaviour through promoting safe plumbing and gas installations for Albertans as well as mediating technical safety disputes.

- **Creativity/Problem Solving:**

New procedures are set in place as the position leads in the development of safe and cost-effective codes regarding plumbing and gas installations at a provincial and national level.

- **Responsibility:**

As the department specialist in plumbing and gas safety codes and standards, the position is named in a ministerial order to issue rulings and province wide variances to amend plumbing and gas codes and provide primary support the Safety Codes Council in establishing provincial codes. The position is identified in regulation to collect information related to accidents, incidents and product failures. At a provincial level, the position has a high level impact, and reviews orders in accordance with the Act.

Subsidiary 4 Benchmark Job Description - 048ST38

Identification Section

Working Title:	Administrator/Chief Inspector, Plumbing and Gas
Department:	Municipal Affairs
Division, Branch/Unit:	Public Safety Division, Safety Services, Mechanical and Legislative Services
Reports To:	Director, Mechanical and Legislative Services
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 Administrator/Chief Inspector, Plumbing and Gas is a department specialist in plumbing and gas safety codes and standards. Position advises, consults and participates with committees that govern the development and application of plumbing and gas Codes and standards at provincial and national levels as well as with industry and municipal governments and reviewing orders in accordance with the Act. Promotion of effective and safe plumbing and gas practices is a responsibility of this position.

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. Act as Administrator in accordance with the Safety Codes Act and participate in the development of safe and cost-effective Codes and standards related to plumbing and gas installations.

- Participate in the development of provincial and national natural gas, propane and plumbing codes.
- Participate on related advisory and steering committees, and forums.
- Administrator for appeals, variances and technical reports.
- Exercise the duties of a safety codes officer.
- Administrator for accident reporting, and maintenance and placement of entries on the information system.
- Attend regular meetings of Councils and organizations that govern plumbing and gas Codes and standards.

2. Promotion of awareness and understanding of plumbing and gas safety.

- Advise Minister, general public, related organizations and industry on technical safety matters and information notices.
- Respond to complaints and technical safety issues.
- Maintain a technical information system.
- Liaison with other departments and governments on technical safety matters.
- Advise municipalities, agencies and corporations.

3. Provide fair and flexible alternatives within legislative framework.

- Review plumbing and gas orders pursuant to applicable sections of legislation.
- Review plumbing and gas incident and accident reports as per legislation.
- Issue variances having provincial impact in consultation with governing Councils.
- Mediate technical safety disputes where appropriate.

4. **Maintain knowledge and competency by attending conferences and workshops, reviewing current literature, and networking with national and international peers.**

Scope

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

Position is a member of a team of technical experts working in the Safety Services Branch and is responsible for technical and legislative policy development for gas and plumbing systems under the Safety Codes Act. Also promotes safe plumbing and gas installations for Albertans.

Contacts

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

Position advises, consults and participates with Councils that govern the development and application of plumbing and gas Codes and standards. Other communication responsibilities include mediating disputes and promoting technically safe plumbing and gas practices to industry.

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.)

- Must have a thorough knowledge of applicable codes and standards, and the code/standard development process.
- Requires highly developed written and verbal communication skills and a comprehensive knowledge of the plumbing and gas industry.
- Must be certified as a journeyman level plumber and gasfitter.

Organization

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

Position has no supervisory responsibilities.

Last Review / Update: 2016-03-11

Subsidiary 4

Benchmark Evaluation - 048ST49

Identification Section

Working Title:	Team Leader
Department:	Labour
Division, Branch/Unit:	Workplace Investments, Workplace Health and Safety and Employment Standards Compliance - North and South Regions
Reports To:	North and South Workplace Health and Safety Regional Manager
Levels to D.M.:	4
Job Description:	048ST49
Minimum Recruitment Standard:	See the Minimum Recruitment Standards for Standards, Safety and Compliance
Job Code:	048ST - Standards, Safety and Compliance 6

Comments on Role

Position provides co-ordination, expertise and direction to a team of Occupational Health and Safety Officers and leads the delivery of occupational health and safety programs in a region of the province. It supervises investigations of Disciplinary Action Complaints, Repeat Offenders, and evaluates occupational health and safety hazards.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E+I2 230	33% 76	R2 100	406

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

- Position requires significant knowledge of occupational health and safety, chemical, biological, radiation, noise, dust hazards and their controls. This is a seasoned position typically requiring an Occupational Health and Safety related degree or diploma with extensive related experience, including supervisory experience. Position is also required to have a good knowledge of WHMIS. The content knowledge is reflected in the E+ rating.

Complexity and Diversity:

- As a go to resource in the legislation and regulation of Occupational Health and Safety, position co-ordinates a team of Occupational Health and Safety Officers ensuring effective and efficient service delivery. A more direct role is assumed in complex investigations.

Human Relations Skill:

- Position is responsible for supervising a team of Occupational Health and Safety Officers in their role of conducting inspections and investigations. Position provides guidance, direction and mentoring to the team.

- **Creativity/Problem Solving:**

Requires considerable depth and breadth of knowledge. Position provides advice and support in the analysis and problem solving of various investigations.

- **Responsibility:**

The position is in an enforcement capacity with authority to stop work where appropriate.

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Job Description - 048ST49

Identification Section

Working Title:	Team Leader
Department:	Labour
Division, Branch/Unit:	Workplace Investments, Workplace Health and Safety and Employment Standards Compliance - North and South Regions
Reports To:	North and South Workplace Health and Safety Regional 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 Team Leader leads the delivery of occupational health and safety programs in a region of the province by providing co-ordination, expertise and direction to a team of Occupational Health and Safety Officers (Officers). Position supervises field inspections and investigations of diverse occupational environments to identify and evaluate occupational health and safety hazards.

The Team Leader promotes team-building activities, facilitates team meetings and assists with developing the team's budget. Position is responsible for mentoring and coaching field staff on all areas of the business plan.

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. Supervise complaint and targeted inspections.

- Screen and assign complaints or inspections, and monitor progress.
- Coach Officers and provide feedback.
- Review Officer progress and monthly reporting, ensuring quality of documentation and consistency with policy.
- Deal with sensitive client issues and keep Regional Manager informed.

2. Supervise fatal and serious injury investigations.

- Determine level of response in consultation with the Regional Manager.
- Respond with the Lead Investigator on complex incidents and support the Investigator with additional resources where required.
- Monitor the progress of investigation and ensure fatality log is kept current.
- Lead the editing and review of reports.
- Ensure prosecution sequence is initiated where required and prepare briefing notes.
- Keep Regional Manager informed of high profile and sensitive issues.

3. Provide expertise to team and others.

- Assist team with solving problems.
- Participate in educational and teaching assignments.
- Review current literature and report on current trends and recent developments.

- Act as a consultant to industry and other agencies on matters related to work site occupational health and safety.

4. Administrative responsibilities.

- Ensure that there is adequate coverage accounting for vacations, flextime, etc.
- Ensure department overtime and other human resource policies are followed.
- Recommend overtime requests.

Scope

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

Position supervises Officers who perform work site inspections and investigations. Primary responsibility is to co-ordinate a team ensuring effective and efficient service delivery. Position may take a more direct role in complex investigations.

Contacts

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

Position has considerable communication responsibilities providing guidance, direction and mentoring to a skilled team of occupational health and safety specialists.

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 thorough knowledge of occupational health and safety including safety, chemical, biological, radiation, noise, and dust hazards and their controls.

- Knowledge of the *OHS Act*, Regulations and Code.
- Must have a good knowledge of the Workplace Hazardous Materials Information System.
- Position typically requires an Occupational Health and Safety related degree or diploma and extensive related experience, including supervisory experience.

Organization

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

Position supervises a team of Officers and Lead Investigators. Position provides guidance and direction, and formally appraises performance in consultation with the Regional Manager.

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Evaluation - 048ST48

Identification Section

Working Title:	Lead Investigator
Department:	Labour
Division, Branch/Unit:	Workplace Investments, Workplace Health and Safety and Compliance, Northern and Southern Regions
Reports To:	Team Leader
Levels to D.M.:	5
Job Description:	048ST48
Minimum Recruitment Standard:	See the Minimum Recruitment Standards for Standards, Safety and Compliance
Job Code:	048ST - Standards, Safety and Compliance 6

Comments on Role

Position primarily leads investigations into fatal and serious injury work-site incidents (approx.6-10 investigations per year). Responsible for all facets of the investigation including preparing cases for prosecution. Duties of an Occupational Health and Safety Officer are also assumed by performing work-site inspections, providing assistance in formulating health and safety programs and developing Workplace Health and Safety Regional Implementation plans.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
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E+I2 230	33% 76	R2 100	406
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Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

- Position is comparable to an Occupational Health and Safety Officer (BM #37); however, it requires significantly more knowledge of occupational health and safety, chemical, biological, radiation, noise, dust hazards and their controls. This is a seasoned position typically requiring an Occupational Health and Safety related degree or diploma with considerable related experience, including fatality investigation experience. Position is also required to undergo an 8-week training course in investigations from the RCMP. The combination of the training and knowledge required results in an E+ rating.

Complexity and Diversity:

- Position leads fatal and serious injury incident investigations including conducting interviews with witnesses, preparing reports, prosecution analysis and briefing notes in accordance with procedures. Work-site inspections and analysis is performed to ensure health and safety standards are met.

Human Relations Skill:

- Seminars are planned and delivered by position and behaviours are influenced through participation in formulating health and safety programs, reviewing proper methods and procedures.

- **Creativity/Problem Solving:**

Great degree of analysis and judgement is needed in performing in-depth investigations to ensure all facets of the investigation have been appropriately handled.

- **Responsibility:**

The position has the authority to stop work, seize equipment, obtain evidence and statements and order required remedial action.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Job Description - 048ST48

Identification Section

Working Title:	Lead Investigator
Department:	Labour
Division, Branch/Unit:	Workplace Investments, Workplace Health and Safety and Compliance, Northern and Southern Regions
Reports To:	Team 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 Lead Investigator leads investigations into fatal and serious injury work site incidents. Position is responsible for all facets of the investigations including the initial response, investigating the site, forensics and reviewing the incident with the injured worker or next-of-kin. Responsibilities include preparing cases for prosecution and providing evidence in court.

Position also performs the duties and responsibilities of an Occupational Health and Safety Officer (Officer) by performing work site inspections. Where site conditions are not within regulatory standards, position will work with the employer to upgrade worker protection, or where employers do not co-operate, issue a compliance order. Where there is imminent danger to workers, position is required to stop work processes at the work site and ensure controls are instituted. In cases of persistent contravention, the position will initiate prosecution.

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. Lead fatal and serious injury incident investigations.

- Direct an accompanying Officer in processing an incident investigation.
- Establish lead role and responsibilities, and co-operate with other agencies in multi-jurisdictional investigations.
- Ensure incident site poses no further risk to workers.
- Conduct and supervise an in-depth review of the site, witness interviews and development of scene diagrams, maps and sketches.
- Ensure that pertinent evidence is collected and catalogued, and determine the need for an autopsy.
- Prepare a report, prosecution analysis and briefing notes in accordance with operational procedures and standards.
- Prepare fatality or serious incident investigation findings for court where required.
- Conduct or oversee meetings with next-of-kin or family members of an accident victim.
- Ongoing follow-up to ensure compliance with department orders at an incident scene.

2. Conduct work site inspections and analysis to ensure that minimum health and safety standards are met and respond to complaints.

- Perform a walk through of a work site to determine whether health and safety hazards have been identified and controlled.
- Interview workers and employer representatives about general health and safety status of the work environment.
- Determine if adequate health and safety procedures are present and document uncontrolled hazards.

- Issue client contact reports that outline observations, conclusions and where minimum standards have not been met.
- Monitor to ensure compliance with regulations.

3. Schedule and attend pre-project meetings with owners, prime contractors, employers, etc.

- Outline and clarify employer responsibilities under the *Occupational Health and Safety Act (OHS Act)*, Regulations and Code.
- Provide assistance to the private sector in formulating health and safety programs, reviewing proper methods and procedures.
- Plan and deliver seminars on the *OHS Act*, Regulations and Code.
- Assist with the development of Workplace Health and Safety Regional Implementation Plans.
- Provide health and safety information.

4. Other related responsibilities.

- Provide technical assistance to other staff in the development of safe work procedures and codes of practice.
- Provide guidance and support to other officers assigned to inspections.
- Identify deficiencies in current legislation and recommend amendments.
- Provide advice and interpretation in reference to health and safety legislation.
- Co-operate with Regional staff, and other divisions and departments on province-wide initiatives.

Scope

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

The majority of this position's time is spent leading investigations into fatal and serious injury workplace incidents. A Lead Investigator conducts approximately 6 to 10 investigations per year. A small amount of time is spent in the role of an Officer performing work site inspections. The Investigator has the authority to stop work, seize equipment, obtain written and electronic evidence, obtain statements, and require remedial action.

Contacts

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

Position interviews witnesses, employers and contractors for the purpose of obtaining evidence during an investigation. Position also provides guidance and assistance to junior staff and is required to interact with staff from other regions, divisions and departments on provincial initiatives.

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 thorough knowledge of occupational health and safety including safety, chemical, biological, radiation, noise, and dust hazards and their controls.
- Knowledge of the *OHS Act*, Regulations and Code.
- Must have a good knowledge of the Workplace Hazardous Materials Information System.
- Position typically requires an Occupational Health and Safety related degree or diploma and considerable related experience, including fatality investigation experience.

Organization

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

Position has no formal supervisory responsibilities but does provide direction to officers who are assisting an investigation.

Last Review / Update: 2016-03-11

Subsidiary 4

Benchmark Evaluation - 047ST45

Identification Section

Working Title:	Technical Advisor, Electrical
Department:	Municipal Affairs
Division, Branch/Unit:	Public Safety Division, Safety Services, Mechanical Codes and Standards Development
Reports To:	Director, Mechanical Codes and Standards Development
Levels to D.M.:	4
Job Description:	047ST45
Minimum Recruitment Standard:	See the Minimum Recruitment Standards for Standards, Safety and Compliance
Job Code:	047ST - Standards, Safety and Compliance 5

Comments on Role

Position assists with carrying out department responsibilities in developing and implementing electrical safety codes, regulations and standards. Position participates on several stakeholder committees charged with the responsibility of monitoring and developing related codes on a provincial and national level. Research and preparing standards and variances are also required.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
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E12 200	33% 66	R2 87	353
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Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

- In addition to a journey level certification as an electrician, position also requires a thorough understanding of electrical codes and standards. Comprehensive knowledge of the electrical industry and development process results in an E rating.

Complexity and Diversity:

- Position requires analytical skills to provide advice and guidance to the industry and public regarding the interpretation of the electrical codes, standards and regulations. Development of related codes on a provincial and national level is also involved.

Human Relations Skill:

- The position provides advice and represents the province on several national committees and sub-committees that govern electrical safety codes.

- **Creativity/Problem Solving:**

Analysis and judgement is applied to situations and position applies theory into practice. This is necessary for monitoring and developing related codes on a provincial and national level.

- **Responsibility:**

The position may be an alternate administrator appointed by Ministerial Order pursuant to the Safety Codes Act.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Job Description - 047ST45

Identification Section

Working Title:	Technical Advisor, Electrical
Department:	Municipal Affairs
Division, Branch/Unit:	Public Safety Division, Safety Services, Mechanical Codes and Standards Development
Reports To:	Director, Mechanical Codes and Standards Development
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 Technical Advisor, Electrical assists with carrying out department responsibilities in regards to developing and implementing electrical safety codes, regulations and standards. Position participates on several stakeholder committees charged with the responsibility of monitoring and developing related codes on a provincial and national level. Researching and issuing Standata and variances are assigned duties.

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. **Participate on National Code Committees and sub committees under the direction of the Administrator.**
 - Review, comment and ballot the applicable provincial, national and international codes and standards as introduced, revised or harmonized.
 - Ensure provincial safety concerns and interests are addressed.

2. **Increase understanding of the Public Safety System by providing advice and uniform interpretations of the electrical codes, standards and regulations.**
 - Provide advice and assistance to partners in the safety system including manufacturers, distributors, and the public.
 - Attend inter-departmental meetings and work co-operatively with institutions, municipalities, agencies, and provincial and national departments.
 - Participate in electrical industry safety seminars.
 - Provide code/safety seminars for industry and post secondary institutions.
 - Respond to Action Requests.

3. **Research and prepare standata and variances.**
 - Research and develop standards.
 - Research and develop province wide variances.

Scope

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

Position assists the Electrical Technical Administrator with the development, maintenance and adoption of Electrical Codes and Regulations, increasing public awareness of the Safety Codes Act, and working co-operatively with stakeholders in the performance of legislated responsibilities.

Position may be an alternate Administrator appointed by Ministerial Order pursuant to the Safety Codes Act.

Contacts

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

Position communicates with a considerable number of stakeholders and requires the ability to represent the province on several committees that govern electrical safety codes. Provides advice and guidance to industry 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 thorough understanding of electrical codes and standards, and their development process. Must have a comprehensive knowledge of the electrical industry, and solid analytical skills.
- Strong communication skills are necessary.
- Must have journeyman level certification as an electrician.

Organization

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

Position has no supervisory responsibilities.

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Evaluation - 047ST42

Identification Section

Working Title:	Public Safety Specialist
Department:	Environment and Parks
Division, Branch/Unit:	Parks & Protected Areas, Kananaskis Country, Operations
Reports To:	Operations Manager
Levels to D.M.:	3
Job Description:	047ST42
Minimum Recruitment Standard:	See the Minimum Recruitment Standards for Standards, Safety and Compliance
Job Code:	047ST - Standards, Safety and Compliance 5

Comments on Role

Position manages the Kananaskis Country Public Safety Program. It responds to all aspects of the Public Safety Program, educates staff, supervises staff training sessions, and actively supervises emergency response missions. The position incorporates internal and external areas requiring an immense involvement within multi-discipline areas. It is appointed as a committee member on various committees such as the Occupational Health & Safety Committee and is the Deputy Director of Disaster Services for Kananaskis Improvement District.

Evaluation

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

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

- The position requires a diploma or degree in the Field of Outdoor Adventure Programs and must have the Mountain Guide certification. This certification has a total of 4 extensive levels encompassing various categories in Outdoor pursuits. In addition to the Mountain Guide, various other specific qualifications are required to manage the program such as the Emergency Medical Responder and Wilderness Medical Certification. The application of theoretical knowledge required results in the E rating.

Complexity and Diversity:

- Position trains team leads, coordinates rescue missions and develops training programs. Planning and implementation skills are used when preparing for presentations.

Human Relations Skill:

- Behaviour is influenced through the position's supervisory duties as well as from delivering awareness training and presenting to managers, directors or Ministers.

- **Creativity/Problem Solving:**

Theoretical principles are applied when training team leads where solutions are found within a body of knowledge and experience. As the incident commander, judgement is guided by clear objectives.

- **Responsibility:**

Position holds the designation of Special Constable and has an enforcement focus in the securing of sites where fatalities have occurred and in maintaining public order in these areas.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Job Description - 047ST42

Identification Section

Working Title:	Public Safety Specialist
Department:	Environment and Parks
Division, Branch/Unit:	Parks & Protected Areas, Kananaskis Country, Operations
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.)

The main purpose of the job is to manage the Kananaskis Country Public Safety Program. In addition, to actively respond to all aspects of the Public Safety Program, educate staff, supervise staff training sessions, and actively supervise emergency response missions. Appointed as a committee member on local Occupational Health & Safety Committee, Search And Rescue committee, and Calgary-Bow Corridor District Mutual Aid Committee. Appointed as Deputy Director of Disaster Services for Kananaskis Improvement District.

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. **Investigations - The Public Safety Specialist is to manage investigation training programs, be incident commander for the technical specialty incidents, coordinate joint command in multi agent incidents within Kananaskis Country, delegate tasks to appropriate staff, and finalize completion of mission with reports and Critical Incident Stress Debriefing sessions.**

The following are examples of types of investigations involving provincial and/or national standards:

- Avalanche investigations - utilizes the Canadian Avalanche Association and Provincial Coroners formats for avalanche accident information gathering. (incident circumstances, snow characteristic analysis and patient/body recovery).
- Alpine accident and fatality investigations - require detailed knowledge of terrain aspects; staff technical qualifications and enforcement investigative techniques. (incident circumstances, physical/environmental and equipment characteristic analysis and patient/body recovery.)
- Aircraft accidents investigations - assist National Defense Rescue Centre, RCMP, Alberta Medical Examiner, and the Canadian Aviation Safety Board with search management and incident investigations.
- Local Investigations involving the Public at Large - conduct investigations relating to frequent situations resulting in accidental, death, suicide, lost/stranded individuals, non-fatal accidents/injuries and incidents of criminal activity. Assist/Collaborate with RCMP and local police in their subsequent investigation in the provision of investigation notes and findings from their initial investigation.

These incidents require the specialist to lead the initial search as an incident commander, investigate the tragedy on behalf of the appropriate agencies, and report to Alberta Government levels up to the Minister, interview with any media on request of the RCMP concerning technical information, and being responsible to organize Critical Incident Stress Debriefing sessions for immediate staff or any other associated agency requesting debriefing assistance.

2. **Enforcement - The incumbent must maintain Special Constable status for use in the Public Safety Program to secure sites of accidental death, sites of potential criminal activity, and maintain public order at an emergency site.**
 - As a Special Constable has authority to close a location from public access, lawfully request persons to provide information, seize equipment, lawfully order people to leave an area or detain them.

3. Supervision.

- Immediate staff
 - Keep Public Safety Assistant updated to Program changes.
 - Delegate appropriate tasks.
 - Supervise completion of tasks.
- Emergency mission response staff
 - As Incident Commander, co-ordinate response mandate of safety during all missions.
 - Supervise their training and evaluate their skill development.
 - Follow up on stress debriefing needs.
- Indirect consult to dispatchers
 - Liaison with policies and guidelines of Program to dispatcher requirements.
 - As Incident Commander, have resources called out specific to mission needs.

- 4. Public Relations - Depending on the agency, the Public Safety Specialist must be able to converse with peer level and above for accomplishment of emergency missions, cross-training benefits, technical expertise consultation, and liability potentials. As well, the position must be able to give compassionate, detailed information to family members who have questions and needs concerning traumatic incidents.**

The following are agencies that the Public Safety Specialist must maintain communications with:

- Provincial
 - Fish & Wildlife, Forestry, Medical Examiner, Labour Alberta, Alberta Fire Commissioners Office.
- Federal
 - RCMP, National Transportation Safety Board, Parks Canada, Canadian Military, British Military, Canadian National Army Cadet Camp and National Search and Rescue Secretariat.
- Municipal
 - Kananaskis Country Deputy Director of Disaster Services, Calgary-Bow Corridor Mutual Aid, Canmore Emergency Services, Cochrane Emergency Services, Foothills Regional Emergency Services, Redwoods Emergency Services.
- Volunteers
 - CALSARA, Foothills SAR, SARA Alberta
- Media
 - Radio, Newspapers, TV
- Private
 - Shell Oil, Husky Oil, Engadine Lodge, Campgrounds Operators, Ski Hill Operators, & General Public.
- Other
 - Liaison with Canadian Avalanche Association, Association of Canadian Mountain Guides, University of Calgary, Victim Services, local Health Authorities, Local helicopter contract, Air Rescue Association of Canada, and provide supervision for student practicum Mt. Royal College.

5. Administration - The Public Safety Specialist must be able to have functioning computer knowledge to plan, implement, and archive information and data. This then supports the need for report completion and presentation of activities to managers, directors, or to Ministers.

- Budget
 - Oversee and manage all expenditures in the Public Safety Program.
- Computer Use
 - Use Microsoft Office, SnowPro Program, Web page input, Camera downloads, SAR Programs, Campbell Scientific Weather Station Equipment, Mapping, GPS, and any other specialty programs related to Public Safety.
- Reports, Occurrences
 - Complete all required reports for supervisor, occurrences, Director of Disaster Services, annual and monthly reports.
- Meetings
 - Attend monthly managers meeting.
 - Have formal and informal meetings with all Public Relations groups (Agencies listed above) on a scheduled basis.

6. Public Safety Management

- Research
 - Keep up to date with new SAR technologies.
 - Maintain proficiency in areas including: snow science, mountain rescue, and water rescue.
 - Review and incorporate current academic theories in the outdoor environment as they relate to public safety.
 - Use all of the above to maintain professional standard.
 - Test equipment & clothing requirements for emergency responses.
 - Develop and improvise specialty equipment to meet special demands
- Avalanche Program
 - Manage snow pack information gathering, correct interpretation of results, and dissemination of avalanche hazard bulletins to public via web sites, fax and verbal response.
 - Respond to avalanche emergencies in a command position.
 - Manage and hold current Blaster certificate to operate active avalanche control procedures.
 - Promote safety-first seminars to schools, volunteer groups and associations.
- Training
 - Manage annual training courses calendar that covers all aspects of the Public Safety Program.
 - Plan and co-ordinate ongoing staff training program throughout the year.
 - Prescribe an Annual review of ongoing staff skill development.
 - Take ongoing education and re-certification with courses and seminars to maintain professional standard.
- Communication
 - On all emergency issues with the Director and Operations Manager.
 - Communication with staff regarding incidents, reports, and wellness.
 - Media related responses, general public responses, and next of kin debriefings.

7. Emergency Response

- Evacuation and/or recovery of life and property
 - Coordinate rescue mission with priority of staff safety.
 - Remove patients effectively to next level of medical care.
 - Recover remains for next of kin, RCMP and Medical Examiner.
 - Update and report to supervisor.

8. Health & Wellness

- Physical Fitness
 - Maintain personal physical fitness level.
- Psychological Wellness
 - Provide an avenue to staff to attend group debriefing.
 - Provide an avenue for staff to get personal counselling assistance as requested.

9. The Deputy Director of Disaster Services - This appointed position by the Director of Kananaskis Country includes responsibility of the specialist for:

- Maintaining liaison with industry (gas and oil) for review of safety plans, directing Kananaskis Country emergency response resources in the event of an industrial accident and follow-up reporting of the accident.
- Holds position to declare a 'State of Emergency' in accordance with the policies of Kananaskis Country and the Alberta Municipal Affairs Ministry.
- Must be certified in emergency management as per the policies of Alberta Municipal Affairs.
- Must manage disasters and/or participate or command at all positions in disaster management and respond to emergencies that are of disaster proportions. This has included fire closures in Kananaskis Country and the Pine Lake Tornado.
- Attends Improvement District mutual aid meetings on behalf of the Director.
- Attends industrial safety meetings on behalf of the Director.

- Reports to the Director of Kananaskis Country (therefore, reporting level to Deputy Minister is 2 in this position).
- Review and update the Kananaskis Country Municipal Emergency Plans.
- Liaison with the Kananaskis Country Fire Chief on resource requirements and emergency dispatch.

Scope

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

This unique position requires immense involvement within multi-discipline areas. The position incorporates both internal and external areas.

Internally, all staff involved in the Public Safety Program are influenced by the activities whether in training or in emergency response. The responsibility of the Public Safety Specialist is to provide leadership in developing skills to safely execute emergency responses. With rapid emergency response, quick problem solving skills with a priority of staff safety is of primary importance.

Externally, the position allies with the policies and guidelines of Federal, Provincial, Municipal and volunteer organizations. This flexibility in liaising with a multitude of different agencies is necessary because each agency has a slightly different agenda.

Creative negotiation is required of the Public Safety Specialist with other external organizations. This requires active listening, co-operative problem solving and confident presentation of Alberta Public Safety positions in negotiations.

Contacts

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

Reporting to the Manager of Operations concerning matters dealing with the Public Safety Program, the Public Safety Specialist is responsible for managing the program including, leadership, training, safety, creativity of program syllabus, implementation, planning, standards and guidelines that will support Conservation Officers in obtaining knowledge and experience to work in any type of weather condition or terrain configuration during an emergency response in the Kananaskis Country.

Reporting to the Director, the Public Safety Specialist is responsible for overseeing that the Improvement District is prepared for a disaster, has plans in place, and has mutual aid agreements in place.

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 Public Safety Specialist requires a Degree in the Field of Outdoor Adventure Programs. Completion of the Mountain Guide certification or diploma is primary due to its extensive knowledge and experience base. The Mountain Guide certification or diploma also requires certification of snow science, avalanche forecasting, and advanced wilderness first aid.
- The following is a list of specific qualifications necessary to manage the Public Safety Program: Mountain Guide (Association of Canadian Mountain Guides) Certification, Wilderness Medical Certification, Emergency Medical Responder, Search Manager Certification, Calgary Fire Dept. Aquatics Rescue I, Rescue III Certification - Swift Water Rescue Technician I, Canadian Avalanche Association Level II Certification, Blasters Certification for Avalanche Control, Long Arm Firearms Qualification, Canadian Ski Instructor Alliance Level IV, Information Officer Certificate, Emergency Site Management Course, Incident Command System Course, Certification for 4x4, ATV, snowmobiles and watercrafts.
- All these certification courses have association standards, which must be maintained to assist protection of liability for the Public Safety Program.
- Other certification job requirements include: Organized Rope Rescue for High Angle Mountain Rescue, Helicopter Safety Procedures and Helicopter Sling Rescue System, Control Tactics.
- The specialist must maintain special constable status by completing the enforcement retraining sessions as set forth by Community Development enforcement policies.
- Must have thorough knowledge of the geographic area of Kananaskis Country and surrounding areas.
- Emergency pager call-out requires 24/7 response and/or consultation.

Organization

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

Supervision Exercised

- Direct staff - Assistant Public Safety Specialist.
- All qualified emergency responders during rescue missions and all participating staff during training sessions. This can include a minimum of 2 responders or up to 30 personal to accomplish an emergency mission.
- Indirect consult to emergency dispatchers on non-emergency issues, but during emergencies we continually update and supervise dispatchers to incident commanders requests and needs.

Last Review / Update: 2016-03-11

Subsidiary 4

Benchmark Evaluation - 047ST02

Identification Section

Working Title:	Supervisor
Department:	Advanced Education
Division, Branch/Unit:	Apprenticeship and Industry Training Division, Client Services-North and South Regions
Reports To:	Regional Director
Levels to D.M.:	3
Job Description:	047ST02
Minimum Recruitment Standard:	See the Minimum Recruitment Standards for Standards, Safety and Compliance
Job Code:	047ST - Standards, Safety and Compliance 5

Comments on Role

Position promotes and oversees the delivery of apprenticeship and industry training programs and services in a large urban centre and surrounding rural districts (based in Calgary or Edmonton). As the main information resource for these programs and services, the position assists in operational planning and strategy development, oversees the operation of the region's weld test and/or qualification exam centres in Edmonton or Calgary, and is the liaison with NAIT or SAIT. The position has supervisory responsibilities and acts for the Regional Director in his absence.

Evaluation

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

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

- Position requires in-depth knowledge of apprenticeship and Industry legislation and regulations as well as an appreciation of the unique characteristics of all of Alberta's 50 designated trades. Position must have Journeyman level trades certification in at least one trade and a minimum of 5 years experience in a trade at the journeyman level. The combination of this knowledge demonstrates wider breadth resulting in the E rating.

Complexity and Diversity:

- The position requires good consulting, negotiating, troubleshooting and leadership skills. It participates in the development of operational strategies and manages the human and financial resources in the program. This requires strong coordination and organizational skills.

Human Relations Skill:

- Position supervises a number of professional staff including Trade Specialists. It influences the level of participation in the trades and the integrity/effectiveness of the area's apprenticeship examination system through relationship building with industry, unions, communities, training institutions and department stakeholders.

- **Creativity/Problem Solving:**

Analysis and judgement is needed to apply theoretical principles in policy and strategy development.

- **Responsibility:**

The position works in an enforcement capacity with authority to make final decisions regarding the delivery of apprenticeship and industry training programs and services in its area of responsibility.

Last Reviewed

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Job Description - 047ST02

Identification Section

Working Title:	Supervisor
Department:	Advanced Education
Division, Branch/Unit:	Apprenticeship and Industry Training Division, Client Services-North and South Regions
Reports To:	Regional Director
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 Senior Consultant oversees the delivery of apprenticeship and industry training programs and services in a large urban centre and surrounding rural districts. The position assists in operational planning and strategy development for the region, and provides input and recommendations to the Regional Director on program policies, processes and operating practices. The position also oversees the operation of the region's weld test and/or qualification centres, the Edmonton or Calgary exam centres, local promotion of trades and apprenticeship, and liaison with NAIT or SAIT. The position supervises a number of professional staff, including Trade Specialists, and acts for the Regional Director in his absence

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. Lead a team of consultants who deliver apprenticeship and industry training programs and services.

- Supervise day-to-day unit operations and respond to enquiries, requests or complaints from clients.
- Interpret policies and guidelines, respond to Action Requests, and guide staff.
- Manage human and financial resources.
- Train and coach staff including assessing development needs and conducting regular performance appraisals.
- Recruit, select and deploy staff.

2. Business planning and development of operational strategies.

- Participate in developing the division and region operational business plan and regional budget.
- Contribute to resolution of regional operational issues.
- Monitor and adjust apprenticeship and industry training program and service delivery to meet changing needs and requirements.
- Compile statistics and reports on program and staff activities.

3. Manage weld test, qualification, liaison and/or exam centres.

- Manage budget, scheduling and operations.
- Respond to issues and concerns, and oversee material supplies and equipment.

4. Build relationships with industry, unions, communities, training institutions and department stakeholders.

- Promote apprenticeship and industry training programs and services.
- Interpret policy, and provide advice and assistance to business, industry, unions, community stakeholders and the public.
- Develop and maintain close working relationships with department managers and staff.
- Participate on various program committees and confer with counterparts in other provinces.

Scope

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

Position oversees and manages delivery of apprenticeship and industry training programs and services for a large urban area and surrounding districts, with a client base of 15,000 to 25,000 employers and apprentices. Position strongly influences the level of participation in the trades, the integrity and effectiveness of the apprenticeship examination system within the area, relationships with major technical training institutes, the operations of the weld test centre, the effectiveness of the qualification centre, and the overall success of programs within the urban centre and surrounding districts. Position makes decisions on a day-to-day basis that impact client training and employment.

Contacts

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

Position has considerable interaction with industry, apprentices, unions, training institutions and the public on various matters related to apprenticeship and industry training programs and services. Communication often occurs at a senior level. The position also deals with senior and professional staff from other departments and agencies on trades safety and enforcement matters.

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.)

- Journeyman level trades certification and considerable related experience.
- Must have a thorough understanding of the Apprenticeship and Industry Training Act, Regulations and program policies, and in-depth knowledge and appreciation of the unique characteristics of all of Alberta's 50 designated trades.
- Requires good consulting, negotiating, troubleshooting and leadership skills.

Organization

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

Position supervises several Apprenticeship Consultants, including Trade Specialists.

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Evaluation - 047ST43

Identification Section

Working Title:	Safety Codes Officer
Department:	Municipal Affairs
Division, Branch/Unit:	Public Safety Division
Reports To:	Regional Manager, North/South
Levels to D.M.:	4
Job Description:	047ST43
Minimum Recruitment Standard:	See the Minimum Recruitment Standards for Standards, Safety and Compliance
Job Code:	047ST - Standards, Safety and Compliance 5

Comments on Role

Position provides technical and general advice to Safety Code users such as municipalities and industry associations. It works within the Safety Codes Act, associated regulations, Safety Codes Council policies, department business and operational plans and department guidelines. The position's primary role is to administer the government's responsibilities under the Safety Codes Act.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
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EI2 200	29% 57	R2 76	333
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Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

- Position requires a combination of 10 years of training and related experience in the field; (i.e. Journey level trades certification in addition to 5 years related field experience), with 1 year of Safety Codes certification training. It needs a thorough understanding of the Safety System, Safety Codes Act, related codes, standards and policy. This wider breadth of knowledge results in an E rating.

Complexity and Diversity:

- The position must have the ability to advise a wide range of clients on the Safety Codes Act. Skills in monitoring compliance requirements are required to support workplace safety for Albertans.

Human Relations Skill:

- Behaviour is influencing, as the position must effectively communicate compliance requirements to clients while maintaining relationships and fostering partnerships.

- **Creativity/Problem Solving:**

There is increased latitude to exercise judgement within department operational plans, Safety Codes Act and other associated regulations. The Technical Advisor is available for assistance when needed.

- **Responsibility:**

The position assumes a regulatory role and enforces decisions made to ensure compliance.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Job Description - 047ST43

Identification Section

Working Title:	Safety Codes Officer
Department:	Municipal Affairs
Division, Branch/Unit:	Public Safety Division
Reports To:	Regional Manager, North/South
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 Safety Codes Officer provides technical and general advice to Safety Code users such as municipalities, industry associations, learning institutions, architects, engineers, trades personnel, fire departments and the public. Position works within the Safety Codes Act, associated regulations, Safety Codes Council policies, department business and operational plans, and department guidelines. Administering the government's responsibilities under the Safety Codes Act is the primary responsibility of this position.

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. Provide technical and general advice in regards to the Safety Codes Act, Regulations, Codes, Standards and Policy.

- Advise agencies, municipalities, corporations and public on the Safety System and its administration.
- Provide technical advice and Code information related to the Safety Codes Act to the public, industry and other Safety Codes Officers.

2. Monitor compliance to the Safety Codes Act and standards, and investigate incidents and complaints.

- Monitor and evaluate municipal, corporate and agency compliance to Safety Codes Act and related policies.
- Conduct field visits, review files, conduct evaluations and formulate recommendations.
- Conduct investigations into incidents and complaints and take enforcement action if appropriate.
- Participate as a support to municipalities and act as a lead for fire investigations by examining the site, taking evidence, writing a report and co-operating with police, fire departments and crown prosecutor.

3. Contract Administration.

- Administer service contracts to ensure compliance with contract terms, Safety Codes Act and policy.
- Monitor the activities of agencies and take appropriate actions.

4. Participate in special projects that support the Department programs including code development, policy development and quality management.

Scope

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

Safety Codes Officers are experts in their related fields. As a result, they provide support to Safety Codes Officers working in municipalities, agencies and corporations. A Municipal Affairs Safety Codes Officer must effectively communicate compliance requirements to clients while maintaining relationships and fostering partnerships.

Contacts

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

Position provides technical advice on the Safety Codes Act to a wide range of clients including architects, engineers, trades personnel, designers, homeowners and fire departments. This communication is required to support an appropriate level of safety for Albertans.

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 thorough understanding of the Safety System, Safety Codes Act , related codes, standards and policy.
- Must have well-developed verbal and written communication, consultation, technical and investigation skills along with the ability to mediate disputes.
- Position typically requires Safety Codes certification and journey level trades certification or equivalent.

Organization

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

Position has no supervisory responsibilities.

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Evaluation - 047ST37

Identification Section

Working Title:	Occupational Health and Safety Officer
Department:	Labour
Division, Branch/Unit:	Workplace Investments, Workplace Health and Safety and Employment Standards Compliance - North and South Regions
Reports To:	Team Leader
Levels to D.M.:	5
Job Description:	047ST37
Minimum Recruitment Standard:	See the Minimum Recruitment Standards for Standards, Safety and Compliance
Job Code:	047ST - Standards, Safety and Compliance 5

Comments on Role

Position conducts work site inspections to ensure employers are reducing work related health and safety incidents required under the Occupational Health and Safety Act (OHS Act), regulations and code. Position will work with the employer to upgrade worker protection and issue compliance orders where needed. Investigations of fatal and serious work site incidents are also conducted under the direction of a Lead Investigator.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E12 200	29% 57	R2 76	333

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

- Position requires an Occupational Health and Safety related degree or diploma with considerable related experience. It requires a thorough knowledge of the numerous facets of occupational health and safety such as safety, chemical, biological and dust hazards and their controls. Knowledge of the principles, practices of Occupational Health and Safety and how the theory is applied to the physical environment is needed, resulting in an E rating.

Complexity and Diversity:

- Analytical skills are needed when conducting site inspections to ensure minimum health and safety standards are met. Planning and organizational skills are also used when delivering seminars on the OHS Act, Regulations and Code.

Human Relations Skill:

- Behaviour is influenced when position delivers seminars, issues compliance orders and provides guidance and support to other Officers assigned to inspections.
- **Creativity/Problem Solving:**

The position works within a defined framework of the Occupational Health and Safety Act with considerable latitude to choose the appropriate procedure to use.

- **Responsibility:**

The position is in an enforcement capacity with authority to stop work and/or issue compliance orders where appropriate.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Job Description - 047ST37

Identification Section

Working Title:	Occupational Health and Safety Officer
Department:	Labour
Division, Branch/Unit:	Workplace Investments, Workplace Health and Safety and Employment Standards Compliance - North and South Regions
Reports To:	Team 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 Occupational Health & Safety Officer (Officer) conducts work site inspections to ensure employers are reducing work related health and safety, incidents as required under the *Occupational Health and Safety Act (OHS Act)*, Regulations and Code. Where site conditions are not within regulatory standards, position will work with the employer to upgrade worker protection, and issue compliance orders where necessary. Where there is imminent danger to workers, position is required to stop work processes at the work site and ensure controls are instituted. In cases of persistent contravention, the position will initiate prosecution.

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 work site inspections and analysis to ensure that minimum health and safety standards are met and respond to complaints.

- Perform a walk through of a work site to determine whether health and safety hazards have been identified and controlled.
- Interview workers and employer representatives about general health and safety status of the work environment.
- Determine if adequate health and safety procedures are present and document uncontrolled hazards.
- Issue client contact reports that outline observations, conclusions and where minimum standards have not been met.
- Issue orders in accordance with the department's compliance policy.
- Monitor to ensure compliance with regulations.

2. Schedule and attend pre-project meetings with owners, prime contractors, employers, etc.

- Outline and clarify employer responsibilities under the *OHS Act*, Regulations and Code.
- Provide assistance to the private sector in formulating health and safety programs, reviewing proper methods and procedures.
- Plan and deliver seminars on the *OHS Act*, Regulations and Code.
- Assist with the development of Workplace Health and Safety Regional Implementation Plans.
- Provide health and safety information.

3. Under the direction of a Lead Investigator, conduct investigations of fatal and serious work site incidents.

- Review site conditions, taking detailed notes, photographs and/or videos, and developing scene diagrams, maps and sketches.
- Interview witnesses and take written statements.

- Write report clearly and factually, in accordance with operational standards.
- Attend meetings of next-of-kin and families to review investigation reports.
- Monitor to ensure compliance with orders.
- Prepare case files in preparation for prosecution.

4. Other.

- Provide technical assistance to other staff in the development of safe work procedures and codes of practice.
- Provide guidance and support to other Officers assigned to inspections.
- Identify deficiencies in current legislation and recommend amendments.
- Provide advice and interpretation in reference to health and safety legislation.
- Co-operate with Regional staff, and other divisions and departments on province-wide initiatives.

Scope

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

Position has the authority to enter and inspect work sites to ensure compliance with the *OHS Act*, Regulations and Code. It may take samples of products, conduct tests, take photographs and examine documents. An Officer can interview and take statements from persons at the work site and where position believes a work site is dangerous, can order an immediate work stoppage or require corrective action.

Contacts

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

Position is required to work closely with employers where there are unsafe conditions to gain voluntary compliance with the *OHS Act*, Regulations and Code. Interviewing workers and witnesses is also a responsibility of this position.

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 thorough knowledge of occupational health and safety including safety, chemical, biological, radiation, noise, and dust hazards and their controls.
- Knowledge of the *OHS Act*, Regulations and Code.
- Must have a good knowledge of the Workplace Hazardous Materials Information System.
- Position typically requires an Occupational Health and Safety related degree or diploma and considerable related experience.

Organization

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

Position has no supervisory responsibilities.

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Evaluation - 047ST01

Identification Section

Working Title:	Senior Consultant
Department:	Advanced Education
Division, Branch/Unit:	Apprenticeship and Industry Training Division, Client Services - North and South Regions
Reports To:	Regional Director
Levels to D.M.:	3
Job Description:	047ST01
Minimum Recruitment Standard:	See the Minimum Recruitment Standards for Standards, Safety and Compliance
Job Code:	047ST - Standards, Safety and Compliance 5

Comments on Role

Position delivers the apprenticeship and industry training programs and services in a large geographic district (based in smaller urban centre) and is the department's key representative with local communities on apprenticeship and industry training matters, including promotion of the program. The position provides information, consultations and support to assist clients in accessing training and employment opportunities. It also gives input and recommendations on program policies, processes and operating practices.

Evaluation

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

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

- The position must have a broad based knowledge of all 50 trades and occupations. Requires a journeyman level trades certification in at least one trade and a minimum of 5 years experience. The E rating reflects the wider breadth of knowledge required to perform the duties.

Complexity and Diversity:

- Position must have the skills to coordinate training and organize and invigilate industry examinations. The position also has the ability to manage a district office, providing input into the region's operational plan.

Human Relations Skill:

- This position supervises professional and administrative support staff working out of the district office. It must effectively promote the trades and apprenticeship program through liaising with the community, employers and other stakeholders. This results in the 2 rating.

- **Creativity/Problem Solving:**

There is latitude to exercise judgement within a defined framework (i.e. Apprenticeship and Industry Training Act and Regulations). Recommendations are provided to the Regional Director on program policies, processes and operating practices.

- **Responsibility:**

The position administers and enforces the Apprenticeship and Industry Training Act and Regulations. Compliance orders are issued where required and position assists Alberta Justice where court actions are required.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Job Description - 047ST01

Identification Section

Working Title:	Senior Consultant
Department:	Advanced Education
Division, Branch/Unit:	Apprenticeship and Industry Training Division, Client Services - North and South Regions
Reports To:	Regional Director
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 Senior Consultant is responsible for the delivery of apprenticeship and industry training programs and services in a large geographic district, and serves as the department's key representative with local communities on apprenticeship and industry training matters. Operating with a high degree of independence, the position works closely with businesses, unions, industry associations, and schools and colleges throughout the district to promote training and certification in designated trades and occupations. While working closely with industry, this position administers and enforces the *Apprenticeship and Industry Training Act* and regulations, and frequently issues compliance orders. The position also provides liaison with local colleges providing apprenticeship technical training, administers industry exams and manages partnerships. Providing information, consultation and support to assist clients access apprenticeship training and employment opportunities is a responsibility of this position. The position also provides input and recommendations to the Regional Director on program policies, processes and operating practices. The position supervises professional and administrative support staff working out of the district office.

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. Manage district office.

- Serve as expenditure officer and monitor expenditures within budget.
- Supervise district office staff, ensuring they are properly trained in their responsibilities.
- Evaluate performance and resolve human resource issues and problems.
- Ensure that data about apprentices and employers is accurately entered into the apprenticeship and industry training database.
- Provide input into the region's operational plan.

2. Administer the *Apprenticeship and Industry Training Act* and regulations in the district.

- Respond to client inquiries and concerns regarding apprenticeship training, certification in designated trades and occupations, and other matters related to the apprenticeship and industry training system, and troubleshoot issues and complaints from district clients.
- Monitor trade shops and construction sites through site visits to check working and learning environments, wage rates and adherence to training requirements.
- Work with employers to develop effective training programs, encouraging the provision of a broad based apprenticeship training experience, and ensuring their compliance with the apprenticeship and industry training legislation.
- Monitor apprentices' progress and take appropriate steps to address non-progressing apprentices.
- Facilitate a dispute resolution process to address difficult issues between employers and their apprentices.

- Issue compliance orders where required, and support the efforts of Government to enforce compliance with the *Apprenticeship and Industry Training Act* and regulations.

3. Conduct apprenticeship examinations ensuring integrity and security.

- Organize, co-ordinate and invigilate industry examinations (theory and practical) at local colleges, training centres, Aboriginal communities and other locations.
- Arrange for and provide appropriate supports for individuals with special needs.
- Collect examination fees and maintain records.
- Maintain a secure and accurate inventory of all examination materials assigned to the district.

4. Effective and proactive liaison with community, employers, other departments and local training institutions.

- Promote the apprenticeship and industry training system to industry, business associations, trade groups, Aboriginal groups, etc.
- Act as the liaison officer for the colleges in their district, including taking the necessary steps, for example, removing an apprentice from the technical training program, to resolve issues.
- Act as a resource to apprenticeship instructors in local colleges providing apprenticeship technical training.
- Conduct orientation sessions and class visits.
- Partner with organizations such as ?CAREERS: the Next Generation? to promote trades as a viable career option with local high school students.
- Respond to requests for information.
- Co-ordinate meetings of the local apprenticeship committees and serve as committee secretary.

Scope

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

Position is responsible for the implementation, administration and enforcement, within the district, of the *Apprenticeship and Industry Training Act* and regulations, and policies and procedures under that legislation, including those set out in orders made by the Alberta Apprenticeship and Industry Training Board. The employment of persons in up to 55 designated trades and occupations across numerous industries in the district creates a diverse and complex matrix of services required by local employers and apprentices. While exercising delegated authority of the Minister and the Executive Director, Apprenticeship and Industry Training, the position is expected to use good judgment in the application of apprenticeship and industry training policies and procedures to address the unique and/or sensitive situations that occur on a regular basis.

Contacts

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

Position has considerable contact with apprentices, trainees, trades people, employers, colleges, schools, Aboriginal community leaders, unions, industry/business associations, community groups and other government departments/agencies. The purpose of this contact is to provide information, resolve issues, co-ordinate training, promote training and certification in designated trades and occupations, and ensure compliance with the apprenticeship and industry training legislation, policies and procedures.

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 journeyman level certification and completion of apprenticeship in at least one trade, plus a minimum of five years experience in a trade working at a supervisory level, or several years experience working as an apprenticeship consultant including previous supervisory experience.
- Position requires broad based knowledge of all designated trades and occupations, excellent communication skills and good computer skills.

- Public speaking/presentation skills are also important requirements of this position.
- Position requires a good understanding of the *Apprenticeship and Industry Training Act* and regulations. Because the position works closely with industry, it is important that the position has a good understanding of other government legislation and programs, and other organizations that affect the apprenticeship and industry training programs. Examples include: legislation governing safety in the workplace, and working and employment (e.g. *Occupational Health and Safety Act, Employment Standards Code*), student grants and loans programs, Alberta Motor Vehicle Industry Council (AMVIC), etc.

Organization

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

Position supervises apprenticeship consultants and administrative support staff that work out of the district office.

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Evaluation - 046ST09

Identification Section

Working Title:	Assistant Public Safety Specialist
Department:	Environment and Parks
Division, Branch/Unit:	Parks and Protected Areas, Kananaskis Country, Operations
Reports To:	Public Safety Specialist
Levels to D.M.:	4
Job Description:	046ST09
Minimum Recruitment Standard:	See the Minimum Recruitment Standards for Standards, Safety and Compliance
Job Code:	046ST - Standards, Safety and Compliance 4

Comments on Role

Position primarily assists in the Public Safety Program under the supervision of a Public Safety Specialist. Position works in areas of Public Safety operations, Public Relations, Emergency Response and with delegated activities in administration and on-site supervision.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D+I2 175	29% 50	R2 66	291

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

- Position requires the completion of the Summer and/or Winter assistant Mountain Guide component with potential to complete the entire Mountain Guide diploma. Similar to the Public Safety Specialist, the position must also complete various other qualifications in Outdoor pursuits. Knowledge of investigative policies and techniques pertaining to search and rescue incidents and fatalities is also required. The D+ rating is in recognition of the variety of skills and certification needed to perform the duties of the position.

Complexity and Diversity:

- Position trains team leads and coordinates rescue missions.

Human Relations Skill:

- Communication skills are used beyond the purpose of information exchange. The position is influencing as it also delivers training programs to team leads.

- **Creativity/Problem Solving:**

With access to assistance from the Public Safety Specialist, the position is highly operational and judgement is guided by diverse guidelines.

- **Responsibility:**

Position holds the designation of Special Constable and has an enforcement focus in the securing of sites where fatalities have occurred and in maintaining public order in these areas.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Job Description - 046ST09

Identification Section

Working Title:	Assistant Public Safety Specialist
Department:	Environment and Parks
Division, Branch/Unit:	Parks and Protected Areas, Kananaskis Country, Operations
Reports To:	Public Safety Specialist
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 main purpose is to assist with the Public Safety Program. Particularly in areas of Public Safety operations, Public Relations, Emergency Response, and with delegated activities in administration and on-site supervision. Complete knowledge of the management of the Public Safety program is required so that immediate decisions and actions of all emergencies can be carried out when the Public Safety Specialist may be unavailable due to vacation, time off, or illness.

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. Investigations - the Assistant Public Safety Specialist is to have complete knowledge of all aspects of investigation policies of agencies working in investigations of search and rescue incidents and**

fatalities in Kananaskis Country. The position is to work independently when the Public Safety Specialist is unavailable.

The following are examples of types of investigations involving provincial and/or national standards:

- Avalanche investigations - utilizes the Canadian Avalanche Association and Provincial Coroners formats for avalanche accident information gathering. (incident circumstances, snow characteristic analysis and patient/body recovery.)
- Alpine accident and fatality investigations - require detailed knowledge of terrain aspects; staff technical qualifications and enforcement investigative techniques. (incident circumstances, physical/environmental and equipment characteristic analysis and patient/body recovery.)
- Aircraft accidents investigations - assist National Defense Rescue Centre, RCMP, Alberta Medical Examiner, and the Canadian Aviation Safety Board with search management and incident investigations.
- Local Investigations involving the Public at Large - conduct investigations relating to frequent situations resulting in accidental, death, suicide, lost/stranded individuals, non-fatal accidents/injuries and incidents of criminal activity. Assist/Collaborate with RCMP and local police in their subsequent investigation in the provision of investigation notes and findings from their initial investigation.

These incidents require the specialist to lead the initial search as an incident commander, investigate the tragedy on behalf of the appropriate agencies, and report to Alberta Government levels up to the Minister, interview with any media on request of the RCMP concerning technical information, and being responsible to organize Critical Incident Stress Debriefing sessions for immediate staff or any other associated agency requesting debriefing assistance.

2. Enforcement - The incumbent must maintain Special Constable status for use in the Public Safety Program to secure sites of accidental death, sites of potential criminal activity, and maintain public order at an emergency site.

- As a Special Constable has authority to close a location from public access, lawfully request persons to provide information, seize equipment, lawfully order people to leave an area or detain them.

3. Supervision - Acting as a front line responder, the Assistant Public Safety Specialist is a safety officer to all personal directly or indirectly under his jurisdiction.

- Emergency mission response staff

- Continually mandate safety during all missions.
- Supervise their training and evaluate their skill development.
- Follow up on stress debriefing needs.
- Indirect consult to dispatchers
 - As Incident Commander, have resources called out specific to mission needs.

4. Public Relations - The Assistant Public Safety Specialist must be able to communicate with field level response staff of all different agencies that interact in the Public Safety Program.

The following are the agencies that the Assistant public Safety Specialist must communicate with:

- Provincial
 - Fish & Wildlife, Forestry, Medical Examiner, Labour Alberta, Alberta Fire Commissioners Office
- Federal
 - RCMP, National Transportation Safety Board, Parks Canada, Canadian Military, British Military, Canadian National Army Cadet Camp.
- Municipal
 - Kananaskis Country Deputy Director of Disaster Services, Calgary-Bow Corridor Mutual Aid, Canmore Emergency Services, Cochrane Emergency Services, Foothills Regional Emergency Services, Redwoods Emergency Services.
- Media
 - Radio, Newspapers, TV
- Private
 - Shell Oil, Husky Oil, Engadine Lodge, Campgrounds Operators, Ski Hill Operators, & General Public.

5. Administration - The Assistant Public Safety Specialist must have functioning computer skills to complete assigned tasks and reports.

- Computer Use

- Use confidently Microsoft Office, SnowPro Program, Web page input, Camera downloads, SAR Programs, Campbell Scientific Weather Station Equipment, Mapping, GPS, and any other specialty programs
- Reports, Occurrences
 - Complete assigned reports for managers, supervisor, occurrences, and annual reports.

6. Public Safety Program

- Research
 - Keep up to date with new SAR technologies and academic theories in the outdoor environment.
 - Test equipment & clothing requirements for emergency response.
 - Develop and improvise specialty equipment to meet special demands.
- Avalanche Program
 - Assist the management of snow pack information gathering, correct interpretations of results, and dissemination of avalanche hazard bulletins to public via web sites, fax and verbal response.
 - Respond to avalanche emergencies in a command position.
 - Hold current Blaster certificate to operate active avalanche control procedures.
 - Promote safety-first seminars to schools, volunteer groups and associations.
- Training
 - Assist with the management of annual training courses calendar that covers all aspects of the Public Safety Program.
 - Educate staff by teaching, participating and evaluating their skill development annually.
 - Increase personal knowledge and skills by attending courses, seminars and teaching education sessions in areas appropriate to the Public Safety Program.

7. Emergency Response

- Evacuation and/or recovery of life and property
 - Prime objective is to keep staff safe.
 - Remove patients effectively to next level of medical attention.
 - Recover remains for next of kin, RCMP and Medical Examiner.
 - Report to supervisor with details.

8. Health & Wellness

- Physical Fitness
 - Maintain personal physical fitness level.
- Psychological Wellness
 - Assist with providing an avenue to staff to attend group intervention.
 - Assist with providing an avenue for staff to get personal debriefing assistance as requested.

Scope

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

The job impacts a large number of different internal and external areas. This requires great flexibility on the job and the ability to prioritize on an ongoing basis in a stressful situation. As seen in responsibilities and activities, internally the job impacts all Conservation Officer staff to be cognizant of all areas of Public Safety Program during training and emergency responses. In many scenarios they work under the supervision of a Public Safety Specialists and the Assistant Public Safety Specialist. Externally the job crosses federal, provincial, municipalities and volunteer organizations policies and guidelines to complete emergency missions. This diversity in covering a multitude of different agencies adds to the complexity of the job because each agency has a slightly different agenda. The job is open to creative solutions to the many different types of emergency responses. This includes the responsibility to rescue teams, family members, observers, other agency assistances, and any other related personal. The primary issue is staff safety, some times no agency protocols exist requiring on the spot solutions. These improvised solutions are reported to the Public Safety Specialists.

Contacts

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

Reporting to the Public Safety Specialist to keep abreast of currant changes in the Public Safety Program. When the Public Safety Specialist is unavailable, the Assistant Public Safety Specialist

must respond to emergencies with full control and knowledge of policies and guidelines. After the mission he/she must then report to the Manager of Operations.

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 Assistant Public Safety Specialist requires an applied degree in an Outdoor Adventure Program of a College or University. This must include certification as a Summer or Winter assistant Mountain Guide (ACMG) certification with motivation to attain the Alpine Guide, Ski Guide specialty certification, with potential to complete the Mountain Guide Degree.
- The following is a list of specific qualifications needed to complete the job: Alpine Guide or Ski Guide (Association of Canadian Mountain Guides) Certification, Wilderness Medical Certification, Emergency Medical Responder, Search Manager Certification, Calgary Fire Dept. Aquatics Rescue I, Rescue III Certification - Swift Water Rescue Technician I, Canadian Avalanche Association Level II Certification, Blasters Certification for Avalanche Control, Long Arm Firearms Qualification, Information Officer Certificate, Emergency Site Management Course, Incident Command System, Certified to safely drive 4x4, ATV, snowmobiles and watercrafts.
- All these certification courses have association standards, which must be met to assist protection of liability for the Public Safety Program.
- As well as certification in Organized Rope Rescue for High Angle Mountain Rescue, Helicopter Safety Procedures and Helicopter Sling Rescue System, Control Tactics.
- The specialist must maintain special constable status by completing the enforcement retraining sessions as set forth by Community Development enforcement policies.
- Must have thorough knowledge of the geographic area of Kananaskis Country and surrounding areas.
- Emergency pager call-out requires 24/7 response and/or consultation.

Organization

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

Supervision Exercised

- All qualified emergency responders during rescue missions and all participating staff during training sessions. This can include a minimum of 2 responders or up to 30 personal to accomplish an emergency mission.
- Indirect consult to emergency dispatchers on non-emergency issues, but during emergencies continually update and supervise dispatchers to incident commanders requests and needs.

Last Review / Update: 2016-03-11

Subsidiary 4

Benchmark Evaluation - 046ST03

Identification Section

Working Title:	Apprenticeship Consultant
Department:	Advanced Education
Division, Branch/Unit:	Apprenticeship and Industry Training Division Client Services - North and South Regions
Reports To:	Senior Consultant
Levels to D.M.:	4
Job Description:	046ST03
Minimum Recruitment Standard:	See the Minimum Recruitment Standards for Standards, Safety and Compliance
Job Code:	046ST - Standards, Safety and Compliance 4

Comments on Role

Position administers and delivers the Apprenticeship and Industry Training Act, programs and services for specific assigned trades and occupations in the city and for all of the trades and occupations for a designated surrounding rural area (i.e. Calgary/Edmonton or district offices). It provides services and support in apprenticeship training on numerous facets including assessment, marketing, coordination and delivery of exams.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E-I2 175	29% 50	R2 66	291

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

- Position needs at least 3 years experience at a journeyman level with knowledge of all trades. Must have knowledge in Labour Standards, rules and regulations and of other government department programs impacting the apprenticeship and industry training programs/services. This knowledge level combined at the full working level results in an E- rating.

Complexity and Diversity:

- Position has the ability to coordinate practical examinations and local advisory committees. Analysis is used when determining if all shops, employers and employees in the program are in compliance to department rules, regulations and requirements.

Human Relations Skill:

- Influence is exerted when serving as experts and resource to the local advisory committees. Behaviour is influenced when giving advice to apprentices and when promoting the program to prospective clients.
- **Creativity/Problem Solving:**

Work is performed within a defined framework that requires increased latitude.

- **Responsibility:**

The position is in a regulatory role with the authority to make final decisions in its area of expertise.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Job Description - 046ST03

Identification Section

Working Title:	Apprenticeship Consultant
Department:	Advanced Education
Division, Branch/Unit:	Apprenticeship and Industry Training Division Client Services - North and South Regions
Reports To:	Senior Consultant
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 Apprenticeship Consultant is considered a specialist in at least one or more trades/occupations, with broad based knowledge in several other related trades and occupations. Reporting to the senior consultant, the position is assigned an area and/or specific trades and occupations, and serves as Apprenticeship and Industry Training's primary contact with businesses, unions, industry associations, schools and colleges/technical institutes within that area and/or those trades and occupations. The position provides advice and assistance to employers and employees on training and certification in designated trades and occupations, promotes apprenticeship training and careers in designated trades and occupations, monitors the workplace for appropriate on-the-job training and compliance with the *Apprenticeship and Industry Training Act* and regulations, supports the work of local apprenticeship committees, administers and invigilates exams, and provides liaison and support to the colleges/technical institutes that provide apprenticeship technical training.

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. Administer the *Apprenticeship and Industry Training Act* and regulations in the assigned area under the guidance and supervision of the senior consultant.

- Respond to client inquiries and concerns regarding apprenticeship training, certification in designated trades and occupations, and other matters related to the apprenticeship and industry training system, and troubleshoot issues and complaints from area clients.
- Monitor trade shops and construction sites through site visits to check working and learning environment, wage rates and adherence to training requirements.
- Work with employers to develop effective training programs, encouraging the provision of a broad based apprenticeship training experience, and ensuring their compliance with the apprenticeship and industry training legislation.
- Monitor apprentices' progress and take appropriate steps to address non-progressing apprentices.
- Facilitate a dispute resolution process to address difficult issues between employers and their apprentices.
- Issue compliance orders where required, and support the efforts of Government to enforce compliance with the *Apprenticeship and Industry Training Act* and regulations.

2. Monitor apprenticeship examinations ensuring integrity and security.

- Assist the examination/institute liaison specialist and/or senior consultant with the coordination and invigilation of industry examinations (both theory and practical) at area colleges/technical institutes, training centres, Aboriginal communities and other locations.
- Provide appropriate supports for individuals with special needs.
- Maintain a secure and accurate inventory of all examination materials assigned to an examination sitting.

Effective and proactive liaison with community, employers, other departments and local training institutions.

- Promote the apprenticeship and industry training system to industry, business associations, trade groups, Aboriginal groups, etc.
- Act as a resource to apprenticeship instructors in the colleges/technical institutes to provide technical and/or professional advice in their respective fields or areas of expertise.
- Conduct orientation sessions and class visits as required.
- Partner with organizations such as "CAREERS: the Next Generation" to promote trades as a viable career option with local high school students.
- Respond to requests for information.
- Co-ordinate meetings of the local apprenticeship committees and serve as committee secretary.
- Recruit industry champions to participate in the apprenticeship and industry training system industry committee network, including the local apprenticeship committees, provincial apprenticeship committees, and/or the Alberta Apprenticeship and Industry Training Board.

Scope

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

Position is responsible for the implementation, administration and enforcement, within the assigned area, of the *Apprenticeship and Industry Training Act* and regulations, and policies and procedures under that legislation, including those set out in orders made by the Alberta Apprenticeship and Industry Training Board. The employment of persons in up to 55 designated trades and occupations across numerous industries in each area creates a diverse and complex matrix of services required by local employers and apprentices. While exercising delegated authority of the Minister and the Executive Director, Apprenticeship and Industry Training, the position is expected to use good judgment in the application of apprenticeship and industry training policies and procedures to address the unique and/or sensitive situations that occur on a regular basis.

Contacts

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

Position has considerable contact with apprentices, trainees, trades people, employers, colleges/technical institutes, schools, Aboriginal community leaders, unions, industry/business associations, community groups and other government departments/agencies. The purpose of this contact is to provide information, resolve issues, co-ordinate training, promote training and certification in designated trades and occupations, and ensure compliance with the apprenticeship and industry training legislation, policies and procedures.

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 at the full working level requires journeymen certification, completion of apprenticeship and a minimum of three years working experience at the journeyman level, in at least one trade, as well as an additional two years working as an entry-level apprenticeship consultant.
- Position requires broad based knowledge of several designated trades and occupations, excellent communication skills, and good computer skills.
- Public speaking/presentation skills are also important requirements of this position.
- Position requires a good understanding of the *Apprenticeship and Industry Training Act* and regulations. Because the position works closely with industry, it is important that the position has a good understanding of other government legislation and programs, and other organizations that affect the apprenticeship and industry training programs. Examples include: legislation governing safety in the workplace, and working and employment (e.g. *Occupational Health and Safety Act, Employment Standards Code*), student grants and loans programs, Alberta Motor Vehicle Industry Council (AMVIC), etc.

Organization

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

Although this position does not directly supervise any employees, the Apprenticeship Consultant is expected to work as a team member with other branch and divisional staff on a regular basis (team player).

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Evaluation - 046ST59

Identification Section

Working Title:	Team Leader
Department:	Environment and Parks
Division, Branch/Unit:	Parks and Protected Areas, Operations Support, Kananaskis Emergency Services Centre
Reports To:	Manager of Operations Support, Senior Manager
Levels to D.M.:	5
Job Description:	046ST59
Minimum Recruitment Standard:	See the Minimum Recruitment Standards for Standards, Safety and Compliance
Job Code:	046ST - Standards, Safety and Compliance 4

Comments on Role

Position coordinates daily operations of the Kananaskis Emergency Services Centre providing emergency and non-emergency services. It oversees emergency preparedness in the area and is responsible for the area's annual fire prevention program, Occupational Health & Safety program. The position is also responsible for budgeting, and overseeing the emergency medical services private contract for the Kananaskis Improvement District.

Evaluation

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

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

- Position requires certification as an Emergency Medical Technician and Alberta Safety Codes Officer - Fire Designation, and considerable leadership experience. Emphasis on the breadth of knowledge required in rescue emergency situations to oversee the area's emergency preparedness processes, results in a D+ rating.

Complexity and Diversity:

- Awareness and coordination skills are needed in the supervisory responsibilities and overseeing of 30 funded call-out Firefighters and Advance Life Support Emergency Medical Care Ambulance contracts.

Human Relations Skill:

- Position has considerable supervisory responsibilities required to influence behaviour in directing, guiding, training and orienting the efforts of emergency response full time and part time staff.

- **Creativity/Problem Solving:**

Position is responsible for the operations of the Kananaskis Emergency Services Centre providing leadership, emergency and safety preparedness and supervising the delivery of emergency response services for incidents including fire and vehicle accidents.

- **Responsibility:**

Position is focused on service delivery, ensuring that the daily operations of the area are in place involving emergency and non-emergency services as well as the overseeing of contracts.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Job Description - 046ST59

Identification Section

Working Title:	Team Leader
Department:	Environment and Parks
Division, Branch/Unit:	Parks and Protected Areas, Operations Support, Kananaskis Emergency Services Centre
Reports To:	Manager of Operations Support, Senior 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 Team Leader co-ordinates the day-to-day operations of the Kananaskis Emergency Services Centre that provides emergency and non-emergency services related to structural fire suppression, vehicle rescue, emergency medical services, structural rescues, hazardous material intervention, wild land urban interface, wild land fire suppression, backcountry and slope rescue, and water and ice rescue. Position oversees emergency preparedness in the area and is responsible for the area's annual fire prevention program, occupational health and safety program, and the application of the Alberta Fire Code and Alberta Safety Code Act.

Responsibilities include budgeting for present and future needs, and overseeing the emergency medical services private contract for the Kananaskis Improvement District.

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. Administer and supervise the delivery of emergency services and related programs in Kananaskis Country.

- Culture a positive work place that is responsive to emergency and non-emergency situations.
- Estimate, allocate and prioritize annual budget and expenditures.
- Manage a capital replacement program.
- Investigate and apply for alternative funding (e.g. grant programs).
- Train work unit employees in all facets of emergency and non-emergency services and programs.
- Oversee maintenance and replacement of all emergency program equipment, vehicles and buildings.
- Supervise the Kananaskis Improvement District emergency 911 system and field radio communication system.
- Oversee the contracted Advanced Life Support Emergency Medical Care Ambulance service.

2. Oversee delivery of a public education program.

- Research, create and deliver emergency awareness and education programs that meet community needs.
- Oversee an inspection and pre-emergency planning programs for all facilities with the Kananaskis Improvement District.
- Audit facility preparedness and initiate orders or variances deficiency corrections.
- Ensure the front-counter public information service is delivered to Department standards and that all public enquiries receive a proper response.

3. Supervise the response to a variety of emergency situations.

- Respond to emergency scenes and provide on-site leadership to return the scene to a safe environment.
- Ensure that all pre-response, response and post incident guidelines are met.
- Ensure that all communications including taking the initial call, dispatching of resources, compiling accurate reports are completed in recoverable professional format.
- Ensure provincial reports are completed as per governing legislation.

Scope

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

Position provides leadership in the area of emergency and safety preparedness in the Kananaskis Improvement District and supervises the deliver of emergency response services in the area to such incidents such as fire, hazardous materials, rescues and vehicle accidents. Responsible to oversee the contracted Advanced Life Support Emergency Medical Care Ambulance service.

Contacts

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

Position has considerable supervisory responsibilities and as the senior emergency response position, is required to direct, guide, train, orient and correct the efforts of emergency response full time and part time staff. Other communications include the provision of a public education program in emergency preparedness.

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 considerable depth of knowledge to respond to a variety of emergency situations including fire suppression; water, trail and ice rescue; vehicle rescue; and emergency medical services.
- Requires certification as an Emergency Medical Technician and Alberta Safety Codes Officer - Fire Designation, and considerable leadership experience.

Organization

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

Position has full supervisory responsibility for three full time Fire Prevention Officers, one temporary Maintenance Service Worker and two Radio Operators. As well, position oversees the work of 30 funded call-out Firefighters and the Advance Life Support Emergency Medical Care Ambulance contract.

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Evaluation - 045ST04

Identification Section

Working Title:	Apprenticeship Consultant
Department:	Advanced Education
Division, Branch/Unit:	Apprenticeship and Industry Training Division Client Services - North and South Regions
Reports To:	Senior Consultant
Levels to D.M.:	4
Job Description:	045ST04
Minimum Recruitment Standard:	See the Minimum Recruitment Standards for Standards, Safety and Compliance
Job Code:	045ST - Standards, Safety and Compliance 3

Comments on Role

With some initial assistance from the Senior Consultant, position administers and delivers the Apprenticeship and Industry Training Act, programs and services for specific assigned trades and occupations in the city and for all of the trades and occupations for a designated surrounding rural area (i.e. Calgary/Edmonton or district offices). It provides services and support in apprenticeship training on numerous facets including assessment, marketing, coordination and delivery of exams and will acquire a good understanding of the Apprenticeship and Industry Training Act and regulations.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
DI2 152	25% 38	R2 50	240

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

- Position needs at least 3 years experience at a journeyman level with knowledge of all trades. The position uses technical knowledge to apply specialized skill sets. It has knowledge in Labour Standards, rules and regulations and other government department programs that impact the apprenticeship and industry training programs/services. The application of knowledge in this entry level position results in the D rating.

Complexity and Diversity:

- Position is an individual contributor that coordinates practical examinations and local advisory committees. Analysis is used when determining if all shops, employers and employees in the program are in compliance with department rules, regulations and requirements.

Human Relations Skill:

- Human Relations Skills are strong as it extends beyond practicing a sole trade to being able to influence behaviour when giving advice to apprentices and when promoting the program to prospective clients.

- **Creativity/Problem Solving:**

Judgement is guided by established guidelines. There is latitude to decide on the most appropriate course of action to follow in different situations with readily available assistance.

- **Responsibility:**

The position makes independent decisions and has final authority over matters once advice has been received from the Senior Consultant, resulting in an R2 rating.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Job Description - 045ST04

Identification Section

Working Title:	Apprenticeship Consultant
Department:	Advanced Education
Division, Branch/Unit:	Apprenticeship and Industry Training Division Client Services - North and South Regions
Reports To:	Senior Consultant
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.)

This is an entry-level position requiring additional direction and supervision while the incumbent acquires the knowledge, experience and skills required to undertake the full scope of responsibilities of an Apprenticeship Consultant. The Apprenticeship Consultant is considered a specialist in at least one or more trades/occupations, with broad based knowledge in several other related trades and occupations. Reporting to the Senior Consultant, the position is assigned an area and/or specific trades and occupations, and serves as Apprenticeship and Industry Training's primary contact with businesses, unions, industry associations, schools and colleges/technical institutes within that area and/or those trades and occupations. The position provides advice and assistance to employers and employees on training and certification in designated trades and occupations, promotes apprenticeship training and careers in designated trades and occupations, monitors the workplace for appropriate on-the-job training and compliance with the *Apprenticeship and Industry Training Act* and regulations, supports the work of local apprenticeship committees, administers and invigilates exams, and provides liaison and support to the colleges/technical institutes that provide apprenticeship technical training.

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. Administer the *Apprenticeship and Industry Training Act* and regulations in the assigned area under the guidance and supervision of the Senior Consultant.

- Respond to client inquiries and concerns regarding apprenticeship training, certification in designated trades and occupations, and other matters related to the apprenticeship and industry training system, and troubleshoot issues and complaints from area clients.
- Monitor trade shops and construction sites through site visits to check working and learning environment, wage rates and adherence to training requirements.
- Work with employers to develop effective training programs, encouraging the provision of a broad based apprenticeship training experience, and ensuring their compliance with the apprenticeship and industry training legislation.
- Monitor apprentices' progress and take appropriate steps to address non-progressing apprentices.
- Facilitate a dispute resolution process to address difficult issues between employers and their apprentices.
- Issue compliance orders where required, and support the efforts of Government to enforce compliance with the *Apprenticeship and Industry Training Act* and regulations.

2. Monitor apprenticeship examinations ensuring integrity and security.

- Assist the examination/institute liaison specialist and/or senior consultant with the coordination and invigilation of industry examinations (both theory and practical) at area colleges/technical institutes, training centres, Aboriginal communities and other locations.
- Provide appropriate supports for individuals with special needs.
- Maintain a secure and accurate inventory of all examination materials assigned to an examination sitting.

3. Effective and proactive liaison with community, employers, other departments and local training institutions.

- Promote the apprenticeship and industry training system to industry, business associations, trade groups, Aboriginal groups, etc.
- Act as a resource to apprenticeship instructors in the colleges/technical institutes to provide technical and/or professional advice in their respective fields.
- Conduct orientation sessions and class visits as required.
- Partner with organizations such as ?CAREERS: the Next Generation? to promote trades as a viable career option with local high school students.
- Respond to requests for information.
- Co-ordinate meetings of the local apprenticeship committees and serve as committee secretary.
- Recruit industry champions to participate in the apprenticeship and industry training system industry committee network, including the local apprenticeship committees, provincial apprenticeship committees, and/or the Alberta Apprenticeship and Industry Training Board.

Scope

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

The entry level Apprenticeship Consultant has the same scope and responsibilities as the Apprenticeship Consultant (described below) under the direct supervision of a senior consultant. The level of direct supervision would diminish over a two-year period, until the senior consultant recognizes that the entry level Apprenticeship Consultant has developed the required knowledge and skills to work independently at the full working level.

The scope of the full working level apprenticeship consultant is as follows:

- Position is responsible for the implementation, administration and enforcement, within the assigned area, of the *Apprenticeship and Industry Training Act* and regulations, and policies and procedures under that legislation, including those set out in orders made by the Alberta Apprenticeship and Industry Training Board. The employment of persons in up to 55 designated trades and occupations across numerous industries in each area creates a diverse and complex matrix of services required by local employers and apprentices. While exercising delegated authority of the Minister and the

Executive Director, Apprenticeship and Industry Training, the position is expected to use good judgment in the application of apprenticeship and industry training policies and procedures to address the unique and/or sensitive situations that occur on a regular basis.

Contacts

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

Position has considerable contact with apprentices, trainees, trades people, employers, colleges/technical institutes, schools, Aboriginal community leaders, unions, industry/business associations, community groups and other government departments/agencies. The purpose of this contact is to provide information, resolve issues, co-ordinate training, promote training and certification in designated trades and occupations, and ensure compliance with the apprenticeship and industry training legislation, policies and procedures.

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 journeyman level certification, completion of apprenticeship and a minimum of three years working experience at the journeyman level, in at least one trade.
- Position requires broad based knowledge of several designated trades and occupations, excellent communication skills, and good computer skills.
- Public speaking/presentation skills are also important requirements of this position.
- Position requires a good understanding of the *Apprenticeship and Industry Training Act* and regulations. Because the position works closely with industry, it is important that the position has a good understanding of other government legislation and programs, and other organizations that affect the apprenticeship and industry training programs. Examples include: legislation governing safety in the workplace, and working and employment (e.g. *Occupational Health and Safety Act, Employment Standards Code*), student grants and loans programs, Alberta Motor Vehicle Industry Council (AMVIC), etc.

Organization

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

Although this position does not supervise any employees, the Apprenticeship Consultant is expected to work as a team member with other branch and divisional staff on a regular basis (team player).

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Evaluation - 044ST08

Identification Section

Working Title:	Fire Chief
Department:	Human Services
Division, Branch/Unit:	Michener Services
Reports To:	Director Operations
Levels to D.M.:	4
Job Description:	044ST08
Minimum Recruitment Standard:	See the Minimum Recruitment Standards for Standards, Safety and Compliance
Job Code:	044ST - Standards, Safety and Compliance 2

Comments on Role

Position is responsible for fire prevention, fire protection and Occupational Safety for Michener Services. It is accountable for all aspects of fire prevention including emergency evacuation/fire evacuation, fire inspections and interpretation of Fire Codes and Acts for contracting specifications. Position also supervises and trains fire fighters as well as Home Support Managers and their staff.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
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D-I2 132	29% 38	R1 43	213
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Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

- Position requires a High School diploma with accreditation as a Safety Codes Officer and 3 years related experience. Position utilizes specialized techniques acquired through courses and experience resulting in a D- rating.

Complexity and Diversity:

- Position performs complex tasks to ensure all Fire Codes, Acts and Statutes are met. This includes being able to develop and organize a plan of evacuation for developmentally disabled individuals during fire and disasters.

Human Relations Skill:

- Position has full supervisory and training responsibilities. It is also influencing, as it must be able to motivate its group of voluntary Fire Prevention staff.

- **Creativity/Problem Solving:**

Position performs highly operational duties in Fire Prevention. There is latitude in applying judgement to different situations and solutions are found within defined frameworks such as the Alberta Fire Code and Life Safety Codes.

- **Responsibility:**

Position primarily is focused on providing Fire Prevention services for Michener Services.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Job Description - 044ST08

Identification Section

Working Title:	Fire Chief
Department:	Human Services
Division, Branch/Unit:	Michener Services
Reports To:	Director Operations
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.)

This position is responsible for fire prevention, fire protection and Occupational Safety for Michener Services. It is accountable for all aspects of fire prevention and includes emergency evacuation/fire evacuation, fire inspections and interpretation of Fire Codes and Acts for contracting specifications. The supervisory and training component of the position involves direct supervision of 36 fire fighters as well as training Home Support Managers and their staff. Maintains fire truck and related equipment as Fire Prevention Officer to meet all Fire Codes, Acts and Statutes.

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. Fire Prevention

Maintain a fire warden training program.

Conduct inspections for all occupancies and ensure corrective action taken to meet Alberta Fire Code and Alberta Building Code.

Fire prevention and drill training for all staff.

Interpretation of Codes, Acts, Standards and Statutes for contract specifications.

2. Fire Protection

Administration and supervision of 36 member volunteer Emergency Response Team which includes budgeting, cost recovery, statistics, recruitment, evaluation of work, rostering, equipment and personnel.

Fire Chief - Emergency Fire/Rescue Response 24 hours per day.

Deliver recognized fire training to all team members to meet National Fire Prevention Association standards.

Prepare and maintain disaster planning program.

3. Occupational Health and Safety

Deliver WHMIS and TDG (Transportation of Dangerous Goods) program maintenance and training.

Deliver and manager First Aid/CPR training program.

Hazardous waste management.

Air quality, noise dosimetry and related problems.

4. General responsibilities

Maintain communication equipment for Centre (radios, pagers).

Ensure applicable Codes, Acts, Standards and Statutes are current and adhered to in each topic area.

Maintain good working relations with mutual aid partners and other agencies.

Scope

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

This position is on call 24 hours a day and provides leadership and training to a 36 member volunteer Emergency Response Team. Members of the team work one 14-hour shift per week with four people to a shift. This position works with a great deal of independence and is the Officer-In-Charge for a shift and is required to make independent decisions during emergency response situations.

Contacts

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

Position has supervisory responsibilities for a 36 member volunteer Emergency Response Team. Provides direction, guidance and training to the team.

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 comprehensive knowledge of fire prevention and fire protection techniques as well as emergency evacuation procedures, fire inspections and interpretation of Fire Codes and Acts.
- Position requires a High School diploma with accreditation as a Safety Codes Officer and 3 years related experience.

Organization

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

Position has full supervisory responsibility for a 36 member volunteer Emergency Response Team.

Subsidiary 4 Benchmark Evaluation - 043ST13

Identification Section

Working Title:	Operations Officer
Department:	Environment and Parks
Division, Branch/Unit:	Parks and Protected Areas, Operations Support, Kananaskis Emergency Services Centre
Reports To:	Team Leader, Fire Prevention Officer
Levels to D.M.:	6
Job Description:	043ST13
Minimum Recruitment Standard:	See the Minimum Recruitment Standards for Standards, Safety and Compliance
Job Code:	043ST - Standards, Safety and Compliance 1

Comments on Role

Position provides emergency and non-emergency services related to fire suppression, rescues, and emergency medical services. It educates the public on fire and emergency preparedness and provides interagency assistance to other emergency services agencies in the area.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points

D-I1 115	25% 29	R1 33	177
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Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

- Position requires certification as an Emergency Medical Responder, registration with the Alberta College of Paramedics and an Alberta Safety Codes Officer-Fire Designation. A strong background in emergency response with knowledge in the usage of a variety of rescue apparatus supports a D-rating.

Complexity and Diversity:

- Position requires the ability to organize and direct the activities of emergency workers and to train and supervise call-out and part-time workers.

Human Relations Skill:

- Communication skills exercised is for the exchange of information in emergency response situations.

- **Creativity/Problem Solving:**

Position takes on a diverse role in providing emergency medical services and is required to make independent decisions in emergency response situations based on established guidelines and processes.

- **Responsibility:**

The position is primarily involved with service delivery in emergency preparedness.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Job Description - 043ST13

Identification Section

Working Title:	Operations Officer
Department:	Environment and Parks
Division, Branch/Unit:	Parks and Protected Areas, Operations Support, Kananaskis Emergency Services Centre
Reports To:	Team Leader, Fire Prevention Officer
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 Operations Officer provides emergency and non-emergency services related to fire suppression, rescues, and emergency medical services. Position educates the public on emergency readiness and fire prevention, and provides interagency assistance to other emergency service agencies in the area. Training call-out emergency workers and maintaining the equipment and station are responsibilities. Position dispatches emergency workers and resources.

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. Emergency Response.

Respond to fire, vehicle rescue and other emergency and/or rescue situations.

As Officer-In-Charge direct the efforts of call-out emergency workers.

Provide medical aid.

Assist other emergency response agencies.

2. Training responsibilities and responding to public enquiries.

Train call-out and part-time emergency workers in fire fighting and emergency response.

Receive emergency response training from other agencies.

Answer public enquiries.

Respond to non-emergency requests for assistance.

3. Supervision and administration.

Prepare reports, plans, documents and correspondence.

Supervise part-time and call-out fire department members who are engaged in station duties, training or responding to emergencies.

Maintain the Emergency Services Centre.

Repair emergency response tools, equipment and apparatus.

Scope

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

This position is one of three full-time fire fighting and emergency personnel working in the Kananaskis Improvement District.

Position works rotational shifts and provides emergency response leadership to call-out fire fighters in a team environment.

This position is the Officer-In-Charge for a shift and is required to make independent decisions during emergency response situations.

Contacts

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

Position has some supervisory responsibilities for part-time and call-out emergency workers, providing them guidance, direction and training. This position also responds to public information requests.

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 comprehensive knowledge of municipal fire suppression and prevention techniques, and a strong background in emergency response.
- Must be able to use a variety of municipal fire and rescue apparatus including fire pumpers, fire tankers, rescue units and an elevating aerial device.
- Position requires certification as an Emergency Medical Technician and Alberta Safety Codes Officer ? Fire Designation.
- As well, this position must have a Class 3 or 4 driver's license with air endorsement.

Organization

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

Position has no supervisory responsibility for permanent staff, it provides guidance, direction and training to part-time and part-time call-out fire fighters.

Last Review / Update: 2016-03-11