

Position Number: **Benchmark Job #023**

Ministry: Transportation and Highways

Branch: Engineering Services

Location: Various

Working Title: **Engineering Assistant**

Level: Range 18

NOC Code: 2231

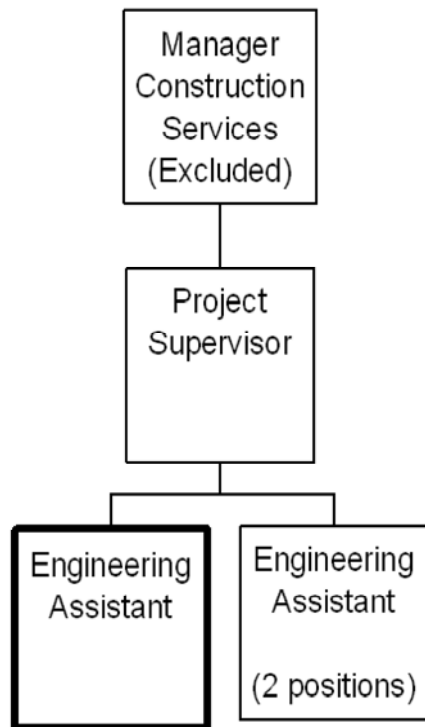
PRIMARY FUNCTION

To provide assistance in all aspects of the administration and control of construction, paving or survey projects.

JOB DUTIES AND TASKS

1. Facilitates the provision of engineering information and services
 - a. meets with regional and district staff, other government agencies, local governments, companies, and the general public to ensure that projects are complimentary to other facilities or interests in such areas as geotechnical, traffic, property, environmental, fish and wildlife disciplines/fields
 - b. responds to requests for information from the public and other agencies providing a technical rationale regarding the intentions of the ministry
 - c. assists in the preparation of reports and information relating to engineering projects
2. Participates in the establishment of terms of reference, selection, guidance, monitoring and review of private consulting firms contracted to provide services
 - a. prepares documents required for tendering of projects including material lists, schedule of quantities required, and any special provisions
 - b. assists in evaluating the requirements, specifications, and special provisions for required services
 - c. develops an awareness and working knowledge of the methods and areas of expertise for various private contracting and consulting firms
 - d. reviews proposals and indicates or compiles particular specifications
 - e. assembles and collates data and information from previous or ongoing projects and advises contracted consultants
 - f. reviews and comments on consultant's reports, and liaises with clients regarding the appropriateness, feasibility, and cost effectiveness of implementing consultant's recommendations
3. Provides technical assistance to Project Managers, ministry officials, and consultants, ensuring
 - a. contracted works are completed and meet ministry engineering and safety standards
 - b. enters into minor local work contracts
 - c. prepares detailed schedules for portions of projects, indicating required allocation of material, utilization of equipment, deployment of personnel as required for operational efficiency, and analysis and estimate of costs for the project
 - d. monitors and reviews completed work and work in progress to determine if it meets design and construction principles and standards and initiates any corrective action
4. Assists with resource allocations
 - a. provides daily crew assignments and allocates resources to meet project requirements

- b. participates in the budgeting (daily, weekly, monthly) for allocation of resources for estimated and committed costs
 - c. compiles cost projections for portions of larger projects and for amendments to existing projects
 - d. makes recommendations in regards to priority changes or monetary adjustments
 - e. assesses and reviews in liaison with project managers, area managers and District Highways Managers the project plans taking into consideration local factors
 - f. monitors field crew expenses to ensure that policies and procedures are adhered to
5. Performs other related duties
- a. oversees the work of assigned crews and contractors and ensures the accuracy and quality of the work as the project team leader
 - b. attends job sites to review work in progress, initiates changes to plans and activities and resolves problems in the field



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Understand the principles of construction engineering with specialized knowledge in road construction, survey or drafting in order to administer, monitor and oversee resource allocation and other aspects of highway related projects.</p>	G	250
2	<p>MENTAL DEMANDS</p> <p>Judgement to apply structured study and analysis using the principles of construction engineering to review the work of contractors engaged in highway construction projects that involve technical engineering principles.</p>	F	175
3	<p>INTERPERSONAL COMMUNICATION SKILLS</p> <p>Discretion required to exchange information needing explanation of engineering standards and corrective actions required by contractors on projects.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Moderate coordination and dexterity are required to operate a vehicle to attend field site locations.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by highway design and engineering standards, applies accepted work methods in a different way to provide input in the tendering of contracts, determine the feasibility of consultant recommendations, allocate resources, and make adjustments to project plans for local factors.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Work requires significant financial authority to perform estimates for input to contracts where subject matter of highway construction is required.</p>	E	33

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7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</p> <p>Significant responsibility for the quality of information provided through contracts for highway construction work.</p>	D	22.5
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES</p> <p>Responsible to assign, monitor and review work of assigned workers in the capacity of a team leader (1-5 FTEs).</p>	CD	14
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</p> <p>Moderate care and attention to ensure that safety standards and features are built into highway designs.</p>	C	15
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS</p> <p>Focused sensory concentration to frequently read blueprints and to compile detailed material lists for contracts.</p>	C	12
11	<p>PHYSICAL EFFORT</p> <p>Moderate physical effort to frequently focus on printed material used in the contracting and construction process.</p>	C	12
12	<p>SURROUNDINGS</p> <p>Exposure to outside work in all weather conditions on a frequent basis with shelter available to monitor contractors at highway construction sites.</p>	C	6
13	<p>HAZARDS</p> <p>Moderate exposure to hazards to frequently work around moving equipment at construction sites.</p>	C	6

Total Points: 710.5

Level: Range 18