

Position: **Benchmark Job #065**

Ministry: Municipal Affairs and Housing

Working Title: **Head, Aerial Tramway Inspection**

Branch: Engineering & Inspection Branch

Level: Range 30

Location: Burnaby

NOC Code: 2262

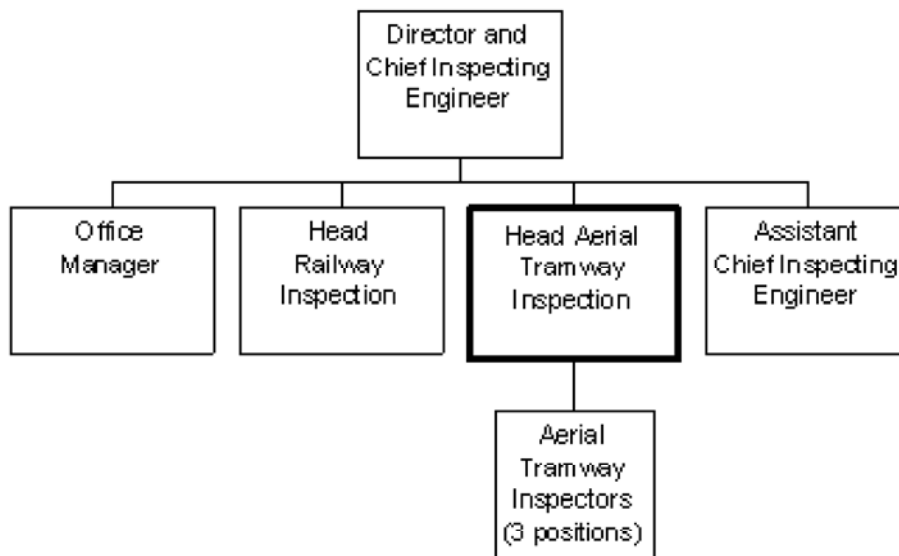
## PRIMARY FUNCTION

To plan and manage the provincial aerial tramway inspection program which examines the design, manufacture, construction, testing, operation and maintenance of aerial tramway systems to ensure compliance with the requirements of the Railway Act and to develop regulations, technical standards and legislation.

## JOB DUTIES AND TASKS

1. Manages the aerial tramway inspection program
  - a. plans, organizes and evaluates the provincial aerial tramway inspection program
  - b. supervises Aerial Tramway Inspectors (2.5 FTEs) including formulating work priorities, and program procedures, scheduling, coordinating inspections and investigations, conducting training sessions, conducting performance appraisals and taking disciplinary action
  - c. interprets policy and regulations to Branch staff, industry and the general public
  - d. organizes the maintenance and updating of aerial tramway records
  - e. provides information and advice to clients regarding inspections
  - f. reviews inspection reports and correspondence prepared by staff
2. Reviews applications and submissions for new and modified installations
  - a. coordinates activities with engineering staff including ensuring that submissions, inspection reports and test reports are complete, accurate and properly assembled
  - b. reviews completed projects in conjunction with Engineering staff and Chief Inspecting Engineer prior to issuance of permission to operate
3. Develops provincial policies and standards for the aerial tramway inspection program
  - a. formulates Branch objectives, policies and standards relating to the aerial tramway inspection program in conjunction with branch program heads
  - b. compiles and analyzes information to propose changes to the Canadian Standards Association Code, Railways Act and regulations
  - c. represents the program on Canadian Standards Association Code Committees and with other related organizations
  - d. keeps up-to-date on developments in the tramway industry and exchanges information with other jurisdictions, agencies, operator organizations and management groups by attending meetings, seminars and by giving presentations
  - e. reviews master plans relating to tramway locations, avalanche control and plans the testing of critical components
  - f. recommends changes to legislation, regulations and codes

- g. provides information for budget preparations
- 4. Supervises investigations and conducts inspections of aerial tramways and accidents throughout the province
  - a. supervises the investigation of accidents and/or equipment failures
  - b. recommends corrective measures or other courses of action
  - c. keeps accident and failure statistics and provides conclusions and corrective proposals
  - d. conducts inspections related to areas of aerial tramway installations including ordering tramways out of service if unsafe and giving permission to operate tramways following incidents or repairs
  - e. operates vehicles, skis, climbs towers to access inspection sites and performs inspections
- 5. Performs other related duties
  - a. provides information as an expert witness at inquiries, inquests and in court
  - b. prepares correspondence and briefing notes as required
  - c. monitors and certifies performance of contractors who develop computer programs



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p><b>JOB KNOWLEDGE</b></p> <p>Understand all related issues of a significant and highly specialized program to plan and manage the program inspecting the design, manufacture, construction, testing, operation and maintenance of aerial tramways and provide authoritative advice through the development of regulations, technical standards and legislation.</p>	I	305
2	<p><b>MENTAL DEMANDS</b></p> <p>Judgement to plan, organize and evaluate the provincial aerial tramway inspection program including developing policies and standards and recommending changes to legislation, regulations and codes.</p>	H	250
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b></p> <p>Persuasion required to use basic counselling skills to interview and gather information on accidents/incidents on aerial tramways with aerial tramway industry and owners.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b></p> <p>Significant coordination and dexterity required to use precision instruments and hand tools for testing when performing aerial tramway inspections.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b></p> <p>Guided by ministry goals and objectives, develop provincial policy and standards for the design, testing, installation and maintenance of provincial aerial tramway systems and influence national standards.</p>	G	190
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b></p> <p>Moderate financial responsibility to approve staff travel expenses and to certify completion of contract work by computer programmers.</p>	D	22.5

<b>FACTOR</b>	<b>REASON FOR CLASSIFICATION</b>	<b>DEGREE</b>	<b>POINTS</b>
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b></p> <p>Major level of responsibility to manage an inspection program ensure the safe construction, manufacture, design, testing, maintenance and operation of all aerial tramway systems.</p>	F	43
8	<p><b>RESPONSIBILITY FOR HUMAN RESOURCES</b></p> <p>Responsibility to supervise inspectors and engineers, appraise employee performance and take disciplinary action (2.5 FTEs).</p>	DE	20
9	<p><b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b></p> <p>High level of care and attention to manage the provincial aerial tramway inspection program.</p>	F	50
10	<p><b>SENSORY EFFORT/MULTIPLE DEMANDS</b></p> <p>Focused attention to detail to frequently read investigation reports, applications and submissions.</p>	C	12
11	<p><b>PHYSICAL EFFORT</b></p> <p>Relatively heavy physical effort to regularly hike and climb with pack to conduct inspections.</p>	D	18
12	<p><b>SURROUNDINGS</b></p> <p>Exposure to overnight travel frequently.</p>	C	6
13	<p><b>HAZARDS</b></p> <p>Significant exposure to hazards from frequent climbing to inspect aerial tramway systems.</p>	D	9

Total Points: 993

Level: Range 30