

Position Number: **Benchmark Job #341**

Ministry: Transportation & Highways

Branch: Highway Planning

Location: Victoria

Working Title: **Manager, Transportation Systems Planning**

Level: Range 30

NOC Code: 2231

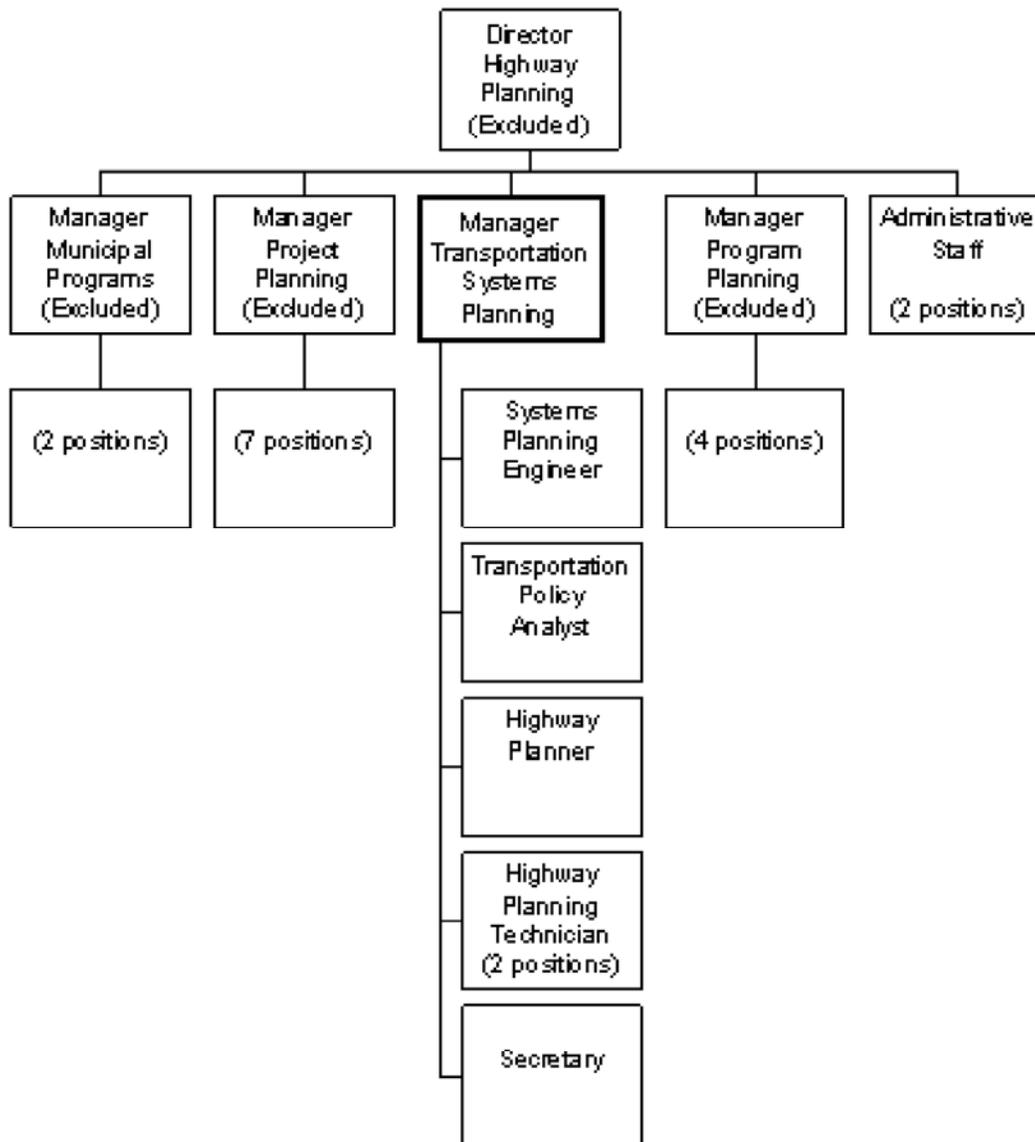
## PRIMARY FUNCTION

To manage the development of the provincial highway strategy and to ensure integration with other transportation modes, regional land use plans, environmental objectives, and planned growth strategies.

## JOB DUTIES AND TASKS

1. Establishes and maintains a comprehensive, province-wide, multi-modal transportation planning process for the ministry
  - a. develops, revises and maintains a consistent framework for multi-modal transportation planning with consideration for economic, social and environmental variables
  - b. functions as the overall ministry authority and focal point for highway planning conducted at the regional and district levels
  - c. oversees the development and deployment of transportation models and options
  - d. analyzes legislation and policies from a wide range of areas and recommends changes designed to improve transportation practices in the province
  - e. serves in a leadership and advisory capacity on a wide range of transportation related planning matters including some that fall beyond the jurisdiction of the ministry
  - f. analyzes and makes recommendations on transportation issues that range from regional to international in scope
  - g. represents the highway planning function in various forums, with different levels of government, and other transportation mandated agencies
2. Coordinates the ministry's Approval Framework Structure and ensures consistent decision making relative to the structure
  - a. guides financial, planning, legal and precedent setting decisions for the ministry which impact on regional areas, local jurisdictions, and developers
  - b. develops standard procedures, policies, guidelines and reference manuals to assist regions and provide province-wide consistency
  - c. examines issues and provides authoritative advice, interpretations and options to resolve disagreements arising from approval decisions
  - d. reviews proposed legislative changes and directs examination and analysis of court judgements relating to the approvals function
  - e. provides leadership and expert guidance on a wide range of approval matters where established precedence does not exist
3. Manages the Provincial Highway Strategy and Plan Process, the Corridor Management Framework, and the Functional Highway Classification System

- a. develops the appropriate strategy, planning and framework processes and ensures that they are integrated across all jurisdictions
  - b. establishes and maintains a process to collect, monitor and analyze planning related data
  - c. guides the development of regional plans and merges plans into the overall provincial strategy
4. Supervises staff and contractors and performs other related duties
- a. allocates work assignments, establishes operational priorities, and provides mentorship to staff
  - b. sets work standards, appraises performance, and determines training needs
  - c. functions as the ministry authority for the major street network program
  - d. oversees a ministry wide service for the collection and storage of gazette information, ministerial notices, highway designations, and related documents
  - e. engages, coordinates and advises contract consultants on multi-modal transportation studies



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p><b>JOB KNOWLEDGE</b></p> <p>Understand all related issues of a major and highly specialized provincial highway program strategy in order to develop the overall framework and approvals structure, consolidate regional plans, and direct a work unit engaged in the integration of a multi-modal transportation network.</p>	J	330
2	<p><b>MENTAL DEMANDS</b></p> <p>Judgement to conduct major long term planning to develop the provincial ten-year multi-modal transportation network and the overall provincial highway strategy and to make strategic policy recommendations in support of the strategy.</p>	I	300
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b></p> <p>Persuasion required to use basic counseling skills to elicit the cooperation of interest groups in agreeing on a transportation strategy.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b></p> <p>Some dexterity is required to keyboard with no requirement for speed or accuracy.</p>	B	10
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b></p> <p>Guided by ministry goals and objectives, establishes a transportation planning framework for the province that involves integrating multi-modal transportation, a provincial highway strategy, corridor management and the interests of regional jurisdictions.</p>	H	220
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b></p> <p>Significant financial responsibility to adapt standardized or pre-approved contract language and to certify satisfactory contract performance.</p>	E	33

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to set up and coordinate a ministry wide system for the collection, storage and retrieval of various source and planning documents.	D	22.5
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise employees, appraise employee performance and take disciplinary action (6 FTEs).	DF	21
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Responsibility for own well-being and safety in a low risk environment.	A	5
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused attention is required to frequently read documents and reports.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus on printed material used in the multi-modal planning process.	C	12
12	<b>SURROUNDINGS</b> Exposure to an office setting with minimal disagreeable elements.	A	2
13	<b>HAZARDS</b> Minimal exposure to hazards.	A	2

Total Points: 1014.5

Level: Range 30