



Management Job Description

Ministry of Transportation

JOB TITLE: District Manager, Transportation	ML 6/7	CHIPS POS NUM: Various (11 positions)
BRANCH / REGION / DISTRICT Various		DIVISION
SUPERVISORS TITLE Regional Director	ML8	CHIPS POS NUM Various (3 positions)

PROGRAM

The districts are responsible for ensuring the safety of the travelling public on the highway system. They have responsibility for: highway and bridge maintenance and rehabilitation; development approvals delivery; front line services to the public and; interaction with communities. Some districts also have responsibility for avalanche control and inland ferries.

PURPOSE OF POSITION

The district manager, transportation, reports to the regional director and is responsible for the strategic planning, direction and delivery of all provincial highway and bridge maintenance and rehabilitation and related programs within the district. The position is also responsible for the integration with other major transportation systems and control of land development adjacent to the highway system. The manager ensures that the financial, human resource, systems and administration activities of the district are managed in an economical and effective manner.

NATURE OF WORK AND POSITION LINKS

Working with considerable independence, and in a dynamic environment where change is constant and requires rapid, sound responses, the manager interacts with a wide variety of senior officials within various levels of governments, the highway contracting sector, communities and special interest groups. The manager has significant latitude and is expected to demonstrate substantial creativity in developing innovative ways for improving the efficiency and economy of the highway system. Specific contacts include:

- MLAs and elected officials;
- Senior management and regional officials;
- Senior officials in other ministries and government agencies;
- Senior officials in the highway contracting sector;
- Senior officials in local government, community organizations, First Nations, environmental and special interest groups.

SPECIFIC ACCOUNTABILITIES

- Ensuring that roads and bridges are maintained in accordance with the maintenance agreement between the contractor and the province, through a program of quality audits.
- Ensuring continued traffic movement through appropriate incident management, and ensuring provision of traveller information regarding duration, cause and any re-routing required by travel delay or disruption.
- Ensuring efficient and functional integration of the highway system with other major transportation systems (ferries, railways, ports and airports).
- Safeguarding the integrity of the provincial highway system through inspection and approval controls of land development, zoning by-laws, subdivisions, permits for access to provincial highways and permits for work on or adjacent to the highways system.
- Ensuring that MLA's and other elected officials are kept fully informed of the ministry's programs, priorities and relevant emerging issues within their electoral areas.
- Establishing and maintain liaison with representatives of other ministries and agencies, municipal and regional governments, public interest groups, aboriginal representatives and members of the public and the news media to represent the ministry and to explain the ministry's functions, to foster cooperative relationships and to negotiate protocol agreements or partnerships.
- Ensuring that all highway safety and/or capacity deficiencies are identified by developing long-range strategic plans for highway and bridge rehabilitation in conjunction with transportation plans, and with provincial, regional and municipal priorities.
- Directing operations in emergencies such as landslides, floods, rockfalls, avalanches, bridge failures, earthquakes, etc. to restore the function of the highway system as expeditiously and efficiently as possible, bearing in mind the safety of the travelling public.
- Ensuring that all financial, personnel and contracted resources are managed effectively and economically in accordance with ministry and government requirements.
- Providing leadership, developing, managing and evaluating staff to ensure superior performance.

JOB DIMENSIONS

- Budget:
- FTEs:

CERTIFICATION

Employee

I have read and I understand the contents of this job description.

Signature

Print Name

Date

Supervisor

This description is an accurate statement of the position's assigned duties, responsibilities and reporting relationship.

Signature

Print Name

Date

Excluded Manager

This description is an accurate statement of the position's assigned duties, responsibilities and reporting relationships as of _____.

Signature

Print Name

Date

Received by Human Resources Advisor/Regional Human Resources Officer on

Signature

Print Name

Date