

TITLE: WEATHER NETWORK PROGRAM MANAGER

CLASSIFICATION: STO N27

MINISTRY: TRANSPORTATION AND INFRASTRUCTURE

WORK UNIT: AVALANCHE AND WEATHER PROGRAMS

SUPERVISOR TITLE: SENIOR MANAGER, AVALANCHE
AND WEATHER PROGRAMS

SUPERVISOR POSITION #: 51587

CONTEXT

The Provincial Weather Network Program provides critical weather sensor data to Ministry staff as well as the Maintenance Contractor and the public. Headquarters Avalanche and Weather Programs administers the Provincial Weather Network Program, Central Avalanche Program, Provincial Weather Network Program staff and operate in accordance with the Avalanche Safety Plan and in conjunction with other programs within Districts or Regions.

Provincial Weather Network Program staff work closely with other Ministry representatives, the Maintenance Contractors and key stakeholders throughout the year to provide high reliability weather and road condition data, and to identify areas where specific sensors or weather stations are required to enhance public safety. The program is 24 hours per day, 7 days per week as required. To ensure high reliability, Provincial Weather Network Program staff may be required to work extended shifts, to be on call or to work on scheduled days off.

JOB OVERVIEW

The Weather Network Program Manager provides strategic, program and operational management, leadership and direction for the Provincial Weather Network Program. The position collaborates with other ministry representatives, the Maintenance Contractors and key stakeholders to help prioritize improvements to the Provincial Weather Network Program.

ACCOUNTABILITIES

- To achieve operational goals. Determines the equipment, financial and human resource needs required to complete routine maintenance, projects and work assignments in a professional and timely manner to achieve operational goals.
- Prepares program cost estimates, controls and reports on expenditures up to, or exceeding \$1.5M.
- Development of annual program objectives, goals, and performance measures; develop and implement approaches and initiatives to ensure the timely and accurate collection and delivery of weather information.
- Ensure the development of, and manage the annual program operating and capital budgets. Oversee the maintenance of all Provincial Weather Network Program weather stations and ensure station inventory is maintained throughout all Service Areas.
- Supervises staff including assignment of work, development and evaluation of performance plans, approval of leave, response to grievances and initiation of discipline processes.

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- Provide operational program direction for the Provincial Environmental Electronic Technicians, focused on the installation, operation and maintenance of electronic weather stations. This includes training, coaching, facilitating, and ensuring effective communications and teambuilding of staff located in several remote locations. Arrange for avalanche awareness training for Provincial Weather Network Program staff as well as encouraging advanced technical and developmental training.
- In collaboration with the Senior Manager, Avalanche and Weather Programs, and with the involvement of the Weather Network Program Technical staff, develop work methodology, standards, procedures and performance criteria to ensure the effective and safe operation of the Provincial Weather Network Program.
- Ensure the accurate collection of data and information.
- Prepare a wide variety of documentation including statistical reports, program performance reviews, project reports and budget submissions and represent the Weather Network Program at meetings and events.
- Conduct data analysis and prepare concise technical reports for senior officials.
- Determine the need for contracted services; develop contract specifications and RFP's, manage, monitor and quality assurance of contracted works.

JOB REQUIREMENTS

- Grade 12 (or equivalent); and a post-secondary diploma in electronic technologist, or meteorology, or a combination of acceptable education and directly related experience.
- Diploma in Electronic Engineering Technologies or similar post-secondary education in related electronics field
- Successful completion of Canadian Avalanche Association Resource Transportation Avalanche Management Course or equivalent.
- Minimum of 2-years' experience in electronics instrumentation within a Weather Network or similar program.
- Minimum of 2-years experience supervising staff, OR an equivalent combination of experience and supervisory training preferred.
- Minimum 1-year experience with environmental data acquisition – collection, analysis and application.
- Experience working in a comparable or similar capacity, outdoors, in an alpine environment, in harsh winter conditions.
- Experience in backcountry travel on foot, snow board or skis and experience with managing and conducting helicopter field work.
- Valid Class 5 BC Driver's Licence.
- Project Management experience preferred.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required by the ministry.

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BEHAVIOURAL COMPETENCIES

- **Leadership** implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The “team” here should be understood broadly as any group with which the person interacts regularly.
- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.
- **Expertise** includes the motivation to expand and use technical knowledge or to distribute work-related knowledge to others.
- **Relationship Building** is working to build or maintain ethical relationships, networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages. These people may include customers, clients, counterparts, colleagues, etc.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations and non-government organizations. It means focusing one’s efforts on discovering and meeting the needs of the customer/client.
- **Teamwork and Cooperation** is the ability to work cooperatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and the ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Communication** is the ability to be comfortable using a broad range of communication styles that allow one to communicate in a respectful tone and manner, listen actively and communicate effectively with others, write clearly and accurately in a variety of contexts and formats, listen and ask questions to understand other people’s viewpoints, communicate issues in a timely manner and be able to communicate in a diverse work environment.