

# Standards, Safety and Compliance – Subsidiary 4

## APS Benchmark Listings

Sub. No.	Bench- mark	Department	Working Title Job Title	Know-How				Creativity/ Problem Solving		Responsibility		Total Points
				Prof./ Cont.	Comp. Div.	H.R. Skills	Points	%	Points	Profile	Points	
<b>Standards, Safety &amp; Compliance 7 (Point Range 439 - 518)</b>												
004	<a href="#">049ST47</a>	Jobs Economy and Trade	Senior Occupational Hygienist	F	I	2	264	38	100	R2	132	496
<b>Standards, Safety &amp; Compliance 6 (Point Range 371 - 438)</b>												
004	<a href="#">048ST51</a>	Jobs Economy and Trade	OHS Technical Advisor	E+	I	2	230	33	76	R2	100	406
004	<a href="#">048ST52</a>	Forestry and Parks	Mountain Rescue Team Lead	E+	I	2	230	38	87	R1	100	417
004	<a href="#">048ST50</a>	Jobs Economy and Trade	Partnership Consultant	E+	I	2	230	33	76	R1	87	393
004	<a href="#">048ST48</a>	Jobs Economy and Trade	OHS Lead Investigator	E+	I	2	230	33	76	R2	100	406
<b>Standards, Safety &amp; Compliance 5 (Point Range 314 - 370)</b>												
004	<a href="#">047ST46</a>	Forestry and Parks	Mountain Rescue Specialist	E	I	2	200	33	66	R1	76	342
004	<a href="#">047ST47</a>	Transportation	Vehicle Safety Investigator	E	I	2	200	33	66	R2	87	353

004	<a href="#">047ST37</a>	Jobs Economy and Trade	Occupational Health and Safety Officer	E	I	2	200	29	57	R2	76	333
<b>Standards, Safety &amp; Compliance 4 (Point Range 269 - 313)</b>												
004	<a href="#">046ST03</a>	Advanced Education	AIT Officer	D+	I	2	175	29	50	R2	66	291
<b>Standards, Safety &amp; Compliance 3 (Point Range 228 - 268)</b>												
004	<a href="#">045ST04</a>	Advanced Education	Apprenticeship Consultant (entry level)	D	I	2	152	25	38	R2	50	240

**Note:** Work at **Standards, Safety and Compliance 1 and 2** levels no longer exists; new benchmark will be established if work is found at this level in the future.

Last Review / Update: May 2024

## Subsidiary 4 Benchmark Evaluation – 049ST47

### Identification Section

<b>Working Title:</b>	Senior Occupational Hygienist
<b>Department:</b>	Jobs, Economy and Trade
<b>Division, Branch/Unit:</b>	Safe, Fair and Healthy Workplaces, OHS Program Delivery, Specialized Professional Services
<b>Reports To:</b>	Manager, Specialized Professional Services
<b>Levels to D.M.:</b>	5
<b>Job Description:</b>	<a href="#">049ST47</a>
<b>Minimum Recruitment Standard:</b>	See <a href="#">Minimum Recruitment Standards</a> for Standards, Safety & Compliance
<b>Job Code:</b>	<a href="#">049ST</a> – Standards, Safety & Compliance 7

### Comments on Role

The Senior Occupational Hygienist is the provincial expert in occupational hygiene and is responsible for planning and maintenance of the provincial asbestos abatement program for the protection of workers' health, the radiation registration program and leads planning and development of front line inspection initiatives, legislation review development, and coordinates the delivery of the Health Canada federal-provincial Workplace Hazardous Materials Information System (WHMIS) program to reduce workplace injuries.

As the provincial lead the position fulfills the role of “Director of Occupational Hygiene” as defined in the *Occupational Health and Safety Act* (OHS Act), with the responsibility for setting provincial standards and facilitate completion of regular reviews of occupational health and safety regulations through consultation with industry, labour and government. The Senior Occupational Hygienist also leads and provides technical development and mentoring to a team of other provincial subject matter experts including occupational hygienists, radiation OHS specialist and ergonomists.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
F I 2 264	38% 100	R2 132	496

### Comments on Evaluation

- **Knowledge:**

**Professional/Content Knowledge:**

As the provincial hygiene expert, this position requires considerable technical depth occupational hygiene and a breadth of knowledge relating to specific work hazards including asbestos, radiation, ergonomics, chemical and noise hazards. This knowledge would be acquired from an advanced degree (i.e., Masters/Doctorate) in Occupational Hygiene and registration with the Canadian Board of Occupational Hygiene or American equivalent and extensive related experience in a regulatory setting. Experience drafting and editing regulatory wording for legislation, and policy development and implementation is also necessary to coordinate the review of legislation and regulations involving occupational health and safety. The position requires a combination of advanced academic preparation and significant breadth of experience in different areas of occupational hygiene, resulting in an F rating.

**Complexity and Diversity:**

As the provincial hygiene expert, the position leads the implementation and coordination of the review of legislation and regulations involving occupational health and safety and must be aware of impact of decisions to stakeholders and Alberta worksites.

**Human Relations Skill:**

The position exercises supervisory responsibilities over a group of highly specialized professionals. Position is also required to lead, consult and facilitate diverse stakeholder groups with varied agendas in the reviews/revisions of occupational health regulations requiring the ability to influence thinking and behaviour.

- **Creativity/Problem Solving:**

As the senior occupational hygienist, Director of Hygiene under OHS legislation, and provincial expert, provides overall coordination, consultation and direction of major provincial occupational health and safety programs including asbestos, radiation, ergonomics, and the administration of the federal WHMIS program. The position is responsible to identify, define and analyze program initiatives and/or issues and develop alternative courses of action. The position is responsible for coordinating technical, operational and policy input into the development of explanation guides and interpretative documents in support of regulations. The position is required to critique scientific articles and determine applicability to Alberta workplaces. As required the position can access external academia and other registered hygienists for assistance. The position requires the highest level of operational thinking with the latitude to develop new procedures and identify and analyze program and policy development and research; therefore, 38% is supported.

- **Responsibility:**

As the Director of Occupational Hygiene defined in the *Occupational Health and Safety Act*, the position is responsible for setting provincial standards, and is authorized to make final decisions on hygiene issues including writing of orders.

**Last Reviewed: November 2023**

## Subsidiary 4 Benchmark Job Description – 049ST47

### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

The Senior Occupational Hygienist is the provincial expert in occupational hygiene and is responsible for planning and maintenance of the provincial asbestos abatement program for the protection of workers' health, the radiation registration program and leads planning and development of front line inspection initiatives, legislation review development, and coordinates the delivery of the Health Canada federal-provincial Workplace Hazardous Materials Information System (WHMIS) program to reduce workplace injuries.

As the provincial lead the position fulfills the role of "Director of Occupational Hygiene" as defined in the *Occupational Health and Safety Act* (OHS Act), with the responsibility for setting provincial standards and facilitate completion of regular reviews of occupational health and safety regulations through consultation with industry, labour and government. The Senior Occupational Hygienist also leads and provides technical development and mentoring to a team of 6 other provincial subject matter experts including 4 occupational hygienists and two ergonomists.

### Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)*

#### Lead, support and coordinate delivery of the WHMIS program in cooperation with the departments Compliance Branch:

- Respond to enquiries and interpret legislation and regulations for the public and field officers.
- Develop informational material to prevent workplace illness and injuries.
- Coordinate with other jurisdictions for regulatory harmonization.
- Train field officers to be designated as federal WHMIS inspectors.

#### Support the departments Occupational Health and Safety programs:

- Implement and maintain the provincial asbestos abatement program including setting standards for worker certification.
- Act as Director of Hygiene as defined under the OHS Act and in Current Issues Committee.
- Support the Department in the administration of its overall OHS business plan.
- Administration of the provincial Radiation Program.

#### Lead the regular review and revision of the OHS regulations relating to Occupational Hygiene issues, including chemical hazards and workplace noise, in accordance with the department regulatory review plan:

- Establish and lead regulatory review task forces.
- Draft regulations and lead public forum to review them.
- Liaison with Alberta Justice and the Regulatory Review Taskforce to finalize regulations.

#### Develop explanation guides and interpretive documents in support of the regulations:

- Coordinate technical, operational and policy input from internal and external sources to draft documents.

Lead and develop a team of technical experts to carry out day to day work related to the programs and initiatives managed by the department.

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

- Directly impact provincial legislative requirements, and policy decisions related to occupational hygiene at Alberta worksites.

## Knowledge, Skills, and Abilities

*(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)*

- Requires an advanced degree in Occupational Hygiene and registration with the Canadian Board of Occupational Hygiene or its American equivalent. Must have extensive experience and be able to mentor and provide technical to direct reports including other occupational hygienists and ergonomists.
- 5-10 years experience as a registered occupational hygienist in a regulatory setting, including application of technical skills to solve unique problems related to occupational hygiene. Experience drafting and editing regulatory technical wording for legislation. Experience working with stakeholders in the review and modification of regulations. Experience with policy development and implementation. Experience managing technical experts is considered an asset.
- Requires in-depth expertise in the area of occupational hygiene and broad overall knowledge of occupational health and safety. Must have the ability to facilitate stakeholder meetings with multiple agendas. Position requires the ability to critique scientific articles and to determine applicability to the Alberta workplace.

## Contacts

*(The main contacts of this position and the purpose of those contacts.)*

- The position is the provincial contact on occupational hygiene and is required to facilitate diverse stakeholder groups in the reviews and revisions of Occupational Health and Safety regulations.
- The position is also required to communicate with the health and safety professionals in industry, academia and consulting sectors in arriving at recommendations and/or decisions to government related to occupational hygiene.

## Supervision Exercised

Supervises a team of 6 other provincial subject matter experts including 4 occupational hygienists and two ergonomists.

## Subsidiary 4 Benchmark Evaluation – 048ST51

### Identification Section

<b>Working Title:</b>	Occupational Health and Safety Technical Advisor
<b>Department:</b>	Jobs, Economy and Trade
<b>Division, Branch/Unit:</b>	Safe, Fair and Healthy Workplace Division, Occupational Health and Safety Inspection Program
<b>Reports To:</b>	Manager
<b>Levels to D.M.:</b>	5
<b>Job Description:</b>	<a href="#">048ST51</a>
<b>Minimum Recruitment Standard:</b>	See <a href="#">Minimum Recruitment Standards</a> for Standards, Safety & Compliance
<b>Job Code:</b>	<a href="#">048ST</a> – Standards, Safety & Compliance 6

### Comments on Role

Reporting to the Manager, the Technical Advisor is a senior level resource providing technical advice to team members in respect to *Occupational Health and Safety Act* (OHS Act), Regulations and Code application and interpretation; and advice on technical aspects of OHS Regulatory compliance. The position provides field level coaching/mentoring to Officers for correct identification of compliance/contraventions and recognizing the minimum required standards for compliance with the OHS Act, regulation and Code as well as Operational Procedures for inspection/investigation of worksite issues.

The position takes a lead role in conducting complex worksite inspections and investigations requiring advanced skill and technical knowledge in the recognition of hazards, evaluation of these in relation to minimum required standards in the OHS Act, regulations and code, and the controls of these health and safety hazards. Also supports investigations of fatal and serious work site incidents conducted under the direction of a Lead Investigator. The position is an appointed Peace Officer with powers under the OHS legislation.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E+ I 2 230	33% 76	R2 100	406

### Comments on Evaluation

- **Knowledge:**  
**Professional/Content Knowledge:**

As a seasoned technical specialist, the position requires significant knowledge of occupational health and safety, including in-depth knowledge of hazard recognition (e.g., chemical, biological, radiation, noise, dust), evaluation and controls gained through a related OHS degree or diploma, extensive related experience preferably as an OHS Officer, completion of internal OHS training programs and appointment as a Peace Officer. Position requires a thorough knowledge of relevant legislation, regulations, codes, policies and procedures as well as principals and theory of occupational health and safety. Knowledge of major industries, their practices, procedures, and occupations is also required. The significant content knowledge in addition to theoretical knowledge and experience necessary to provide technical advice and coaching/mentorship to OHS Officers supports the push (+) on the E rating.

**Complexity and Diversity:**

The OHS Technical Advisor requires a strong understanding of OHS programs, legislation, as well as operating procedures and analytical skills to provide technical expertise/advice, guidance and/or mentorship/coaching to a team of Occupational Health and Safety Officers, and as required, for conducting complex inspections.

**Human Relations Skill:**

As a mentor and coach, the position is required to influence behavior. When conducting complex inspections/investigations utilizes skills in persuasion, and assertiveness when meeting with employers to encourage and enforce compliance with legislation.

**▪ Creativity/Problem Solving:**

The position works within a framework of legislation, regulations, codes, policies, and operating procedures. As a technical advisor, provides consultation, guidance and interpretation to officers and managers. The position applies expert knowledge and experience to a wide variety of situations requiring analysis of the issue and development of appropriate approaches/responses within the parameters of legislation. The position identifies, develops, and recommends new operating procedures and internal training opportunities for staff. A 38% rating is not supported as the position works within a defined legislated regulatory environment limiting the latitude to develop new procedures or alternative courses of action outside the established framework.

**Responsibility:**

Position has the delegated authority under OHS legislation and *Alberta Peace Officer Act* to enforce OHS legislation, regulations, codes, and statutes.

**Last Reviewed: November 2023**

## Subsidiary 4 Benchmark Job Description – 048ST51

### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

As a member of a multi-disciplinary Occupational Health & Safety (OHS) Team, the incumbent provides technical advice to team members in respect to *Occupational Health and Safety Act (OHS Act)*, Regulations and Code application and interpretation. The Technical Advisor is a senior level resource to OHS Officers, providing advice on technical aspects of OHS Regulatory compliance and field level coaching. Field level coaching involves mentoring Officers for correct identification of compliance, as well as contraventions and recognizing the minimum required standards for compliance with the OHS Act, regulation and Code. The incumbent will coach OHS Officers on the Operational Procedures for inspection/investigation of worksite issues, discussion with employers/workers regarding their responsibility under the OHS Act and the methodology of effective intervention when compliance is not evidenced at worksites. Additionally, the Technical Advisor will work with OHS Officers to familiarize them with all aspects of the OHS information system.

Reporting to the Manager, Compliance programs, the Technical Advisor will be assigned to the lead or participate in provincial teams providing technical advice in their areas of expertise to complete branch project priorities (i.e., Provincial Training Team). The Technical Advisor will provide consultation and expertise in the development of industry specific strategies/plans to facilitate industry sector progress to address health and safety compliance issues. Engaging external clients in discussion to achieve compliance will also be an important role for the incumbent. The Technical Advisor will support the development of Operational Procedures and provide feedback on industry practices, concerns and issues as they relate to officer's activity in the field. Technical Advisors may be required to liaise with policy and legislative units and other internal branches to build better field practices.

### Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)*

#### Provide Technical Advice:

- Take a lead role in conducting complex worksite inspections and investigations requiring advanced skill and technical knowledge in the recognition of hazards, evaluation of these in relation to minimum required standards in the OHS Act, regulations and code, and the controls of these health and safety hazards.
- Provide expert advice and consultation to other branches of safe, Fair and healthy Workplaces regarding the application of the OHS Act, Regulations and Code.
- Provide advice and direction to OHS Officers on the operational process and procedure, methods of addressing health and safety complaints and disciplinary action complaints.
- Provide technical advice and assistance to managers, OHS Officers, other divisional personnel and clients regarding health and safety matters, including incident prevention, hazard assessment, chemical/biological/physical hazard identification, industry specific hazards and their specific controls.
- Coordinate and provide procedural and technical advice to OHS Officers concerning appeals to the Occupational Health and Safety Council.
- Analyse and provide technical opinions and advice in the review process of branch

operational procedures.

- Advise Manager(s) of any politically sensitive issues/incidents that impact Occupational Health and Safety Compliance.

#### Quality Assurance:

- Provide advice/expertise to OHS Officers in respect to delivery of high-quality inspections and reports that provide clear specific details regarding the observations and findings during those inspections.
- Review the quality of orders and tickets issued.
- Review OHS Officer referrals related to pursuance of an administrative penalty, relative to Operational Procedures and specific violations under the OHS Act, Regulations and Code.
- Inform Manager of issues pertaining to timely response of work assigned.
- Develop and implement an effective quality assurance plan in conjunction with the manager for all employees, involving data collection, analysis and appropriate performance indicators.
- Perform quality assurance checks related to inspections and investigations information documented to files as directed by the Manager.
- Provide feedback to Manager regarding OHS Officers technical capacity and capability in the completion of their fieldwork.
- Provides input and advice in the development and implementation of procedures that improve quality of inspections and consistency of inspections.
- Lead/participate in initiatives for continuous improvement of inspection/investigation systems and processes.

#### Staff Coaching and Training:

- Promotes staff development and transfer of knowledge by cross training, coaching and guiding the activities of OHS Officers.
- Collaborate and make suggestions to the manager to develop comprehensive learning plans with specific measures for achieving elements of the plan.
- Coordinates the training activities for OHS Officers to meet goals set out in development plan.
- Participates where required in the preparation and delivery of training for new OHS Officers in the OHS Act, regulations and Code and Operational Procedures.
- Assist with ongoing review and evaluation of training material and technical learning modules being provided to staff.
- Work with Management to develop, coordinate and maintain training records to ensure Officer competency is achieved in all desired areas.

#### Coordinate Work Distribution:

- Coach OHS Officers in the accurate identification the industry specific health and safety violation relative to the OHS Act, Regulation and Code, documentation of observations in the field and methods of obtaining compliance to minimum health and safety regulated standards.
- Provide specific constructive feedback to Manager regarding Officers worksite inspections or service request follow-up.
- Coach OHS Officers on the most appropriate handling of delicate or sensitive issues and advise the Manager where intervening may be required.

#### Conduct Work Site Inspections and Investigations:

- Determine if the Employer has reviewed their work process for hazards and have eliminated or controlled the identified hazards.

- Perform a walkthrough of the work site to determine existence of health and safety hazards and to determine if these are being controlled.
- Observe and document the identified health and safety hazards. Discuss with the employer the hierarchy of controls that may be applicable for the hazards presented at the work site in order to meet minimum legislated standards.
- Obtain input from workers and employer representatives about the general health and safety status in the work environment.
- Determine if adequate health and safety procedures are present at the work site to address the identified hazards.
- Conduct an initial analysis of physical (example: noise and lighting) and chemical (example: vapours, gases and dust) hazards at the work site.
- Where required issue documentation (orders, stop work orders, stop use orders, notice to produce) in accordance with Operational procedures.
- Refer to OH&S Compliance Policy to select the most appropriate compliance tool in accordance with the operational procedures.
- When contraventions of the OHS Act, Regulations and Code are observed issue orders, stop work or use orders, issue tickets or make a referral for consideration of an administrative penalty to motivate employers and workers into compliance with this legislation.
- Follow up re inspections to achieve compliance with OHS Act, Regulation and Code.
- Participate in the appeal process of an order where required.
- Maintain contact and support Officer with necessary resources to conduct investigation.
- Coach to achieve investigations conducted in accordance with Operating procedures and Compliance policy.
- Appear as a witness in a court of law, as required by the *Provincial Offences Procedures Act* (ticketing processes).

#### Investigation of Disciplinary action Complaints (DAC):

- Meet with complainant, obtain statement of complaint and explain process for review of complaint.
- Gather pertinent information, interview witnesses, conduct site inspection, obtain and review documents in respect to complaint.
- Use these investigation opportunities to coach and train newer staff members in the DAC processes.
- Analyze the evidence and make determination regarding any contravention under the OHS Act, Regulation or Code.
- Complete a full and comprehensive written report in accordance with Operational procedure.
- Use listening skills and investigative techniques to get to the root concerns and resolve issues between employer/employee.

#### Relationship Development & Relationship Management:

- Build productive and positive working relations with business industry and employee group to aid in achieving compliance to all minimum legislated OHS standards and to promote best health and safety practices.
- Build and cultivate positive and productive internal working relations with colleagues and management team focused on achieving branch outcomes.
- Work with other internal and external; stakeholders in areas impacting province-wide programs and initiatives.
- Collaborate with other OH&S staff, other divisions of Safe, Fair and Healthy Workplaces and

other government departments to achieve safe work sites.

- Encourage non-compliant employers/employees to meet obligations to comply with minimum legislated standards under the OHS Act, regulation and Code.
- Recognize potentially volatile situations that may escalate and employ conflict management skills to diffuse these situations.
- Generate discussions with employers to help their development of safety solutions to site specific health and safety concerns identified.
- Take part in the operational planning process as requested, co-ordinate work distribution, implement programs and identify critical successes or barriers to meeting goals.

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

Technical Advisor provides technical occupational health and safety advice to OHS Officers, managers and clients. The Technical Advisor provides expert advice to OHS Officers to ensure the department delivers effective and efficient occupational health and safety services. Incumbent will coach and train staff in the details of the applicable legislation, operational procedures and inspection/investigation process in conjunction with the manager. The incumbent will develop operational procedures and staff training strategies. The incumbent will inspect work sites as part of a proactive strategy to prevent incidents/injury. The incumbent will also perform investigation of work site incidents. The incumbent can stop work for the purpose of investigating, seize equipment, obtain written and audio/video evidence, obtain statements and require remedial action before work can start at the incident site.

Authority for this position is derived from at least one of the following:

- *Occupational Health & Safety Act.*
- *Radiation Protection Act.*
- *Mines Safety Act.*
- *Federal Controlled Products Act.*
- *Provincial Offences Procedures Act* and Procedures Regulation.
- Public Security Peace Officer Program Policy and Procedure Manual; and
- Administrative Penalties Regulation.

These Acts and regulations establish standards for the protection and promotion of workers' health and safety throughout the province and outline the rights and responsibilities of employers, employees and other parties connected with the work site. Officers have the authority to enter and inspect work sites. They may take samples of products, conduct tests, take photographs and they may ask to examine and copy relevant documents. They may also interview and take statements from persons at the work site. In situations where an officer believes a work site is dangerous, they may order work stopped immediately or require corrective action. An officer may also order that a particular piece of equipment be shut down if they believe it is unsafe/unhealthy to operate.

## Knowledge, Skills, and Abilities

*(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)*

### Qualifications:

- Related degree or diploma plus considerable related industry experience including progressively responsible assignments concerning coordination of programs or an equivalent combination of education and experience.
- Successful completion of OHS peace officer training and appointment as an Alberta peace officer, level two.
- Requires at least 5 years progressively related health and safety experience, preferably within the division/branch setting.

### Knowledge:

- In depth knowledge of hazard recognition, evaluation and control principals.
- Thorough knowledge of theory and principals related to occupational health and safety.
- Thorough knowledge of relevant legislation, regulations, codes, policies and procedures and knowledge of major industries, their practices, procedures and occupations.
- Working knowledge of other jurisdictional programs and trends and may require a thorough knowledge of specific industries.
- Knowledge of analytical sampling techniques to measure contamination levels at work site.
- Considerable knowledge of a wide variety of physical hazards that can be present at a work site.
- Has specific knowledge of:
  - *Occupational Health & Safety Act, Regulation and Code.*
  - *Provincial Offences Procedures Act and Procedures Regulation.*
  - Occupational Health and Safety Operational Procedures.
  - Public Security Peace Officer program Policy and Procedure Manual.
  - Ticketable Provisions List.
  - Safety hazards and engineering controls.
  - Chemical and biological hazards and their controls.
  - Radiation hazards and controls.
  - Noise exposure and controls.
  - Dust exposure in a wide variety of industries and control measures; and Workplace Hazardous Materials Information System.

### Skills and abilities:

- Requires excellent analytical, problem solving and decision-making abilities to identify hazards or potential hazards, to determine compliance to the legislation and to find feasible solutions.
- Ability to learn and use technical knowledge to solve complex problems or assist other officers is required.
- Ability to coach, mentor and train regional staff.
- Strong decision making and judgment skills will be required to distinguish appropriate action steps, such as when a situation warrants a stop work order or, alternately, when an approach focused more on employer assistance and education may be best suitable.
- Demonstrated ability to effectively communicate with multiple parties and provide consultation

where required.

- Excellent interpersonal skills.
- Excellent verbal and written communication skills.
- Skilled in using computer hardware and software.

## Contacts

*(The main contacts of this position and the purpose of those contacts.)*

- Clients - investigation, interviews and data collection.
- Manager(s) - consult on interpretation of legislation and day-to-day activities.
- Other Officers - consulting on technical expertise, previous dealings with same client.
- Crown prosecutors Office.

## Supervision Exercised

No Supervision.

## Subsidiary 4

### Benchmark Evaluation – 048ST52

#### Identification Section

<b>Working Title:</b>	Mountain Rescue Team Lead
<b>Department:</b>	Forestry and Parks
<b>Division, Branch/Unit:</b>	Parks Operation
<b>Reports To:</b>	Kananaskis West Area Manager
<b>Levels to D.M.:</b>	5
<b>Job Description:</b>	<a href="#">048ST52</a>
<b>Minimum Recruitment Standard:</b>	See <a href="#">Minimum Recruitment Standards</a> for Standards, Safety & Compliance
<b>Job Code:</b>	<a href="#">048ST</a> - Standards, Safety & Compliance 6

#### Comments on Role

Reporting to the Area Manager and Regional Director, the position is the program expert, responsible for the supervision and ongoing operation of the backcountry and mountain rescue and safety programs for Kananaskis. The position maintains and promotes safe outdoor recreational experiences for Albertans through delivery of the mandate of the Kananaskis Mountain Rescue (KMR) Program. The position sets the overall program direction in fulfilling the program mandate. It is critical in the overall functioning of the KMR Program. The Mountain Rescue Team Lead has exceptional levels of training in a variety of backcountry skills, activities, techniques, risk management, extensive experience in leading high-performance teams and high levels of certification in the areas of mountain rescue and snow science. The position delivers backcountry incident response (i.e., medical incidents, accidents or emergencies) through exemplary leadership, first aid, teamwork, and support. The position also delivers training in backcountry rescue skills, activities, methods, and techniques and performs as the Team Lead as well as an essential member of the Kananaskis Mountain Rescue team. The position plays a key lead role in forming the overall direction of the KMR Program.

#### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E+ I 2 230	38% 87	R1 100	417

#### Comments on Evaluation

- **Knowledge:**

- **Professional/Content Knowledge:**

- The Mountain Rescue Team Lead, as the operational program expert, requires knowledge of applicable

provincial and federal regulations, highly specialized training in mountain and backcountry rescue obtained through professional certification as a Mountain Guide (includes Alpine and Ski certifications) from the Canadian Mountain Guide Association and Avalanche certification from the Canadian Avalanche Association. Additionally, the position requires advanced certifications/training in diversified safety and rescue techniques. The knowledge is necessary for the development and evaluation of standards, the overall supervision and operations of backcountry and mountain safety programs, evaluating new technology and equipment, and overall responsibility for incident responses. In addition, the position requires knowledge of budgeting, procurement and contract management. Significant depth and breadth of knowledge support the push (+) on the E.

### **Complexity and Diversity:**

The position oversees the operation of the Kananaskis Mountain Rescue Program to maintain and promote safe outdoor recreational experiences for Albertans when they visit Kananaskis Country.

### **Human Relations Skill:**

The Mountain Rescue Team Lead translates standards, data and risk to non-technical positions, different programs and stakeholders. The position is responsible for supervising a team of Mountain Rescue Specialists supporting the 2 rating.

### ▪ **Creativity/Problem Solving:**

This position is responsible for safety and risk mitigation for visitors and rescue personnel by overseeing the Kananaskis Mountain Rescue program. The Team Lead is responsible for ensuring mountain rescue coverage 7 days per week. In addition, the position is responsible for leading the development and implementation of diverse operating standards, policies and procedures for backcountry and mountain safety and rescue. The position is challenged by the constant evolution of current and new technologies, equipment and outdoor activities requiring research, risk assessment, and analysis to create new safety and rescue procedures, protocols, educational material and identifying the need for specialized rescue equipment and/or training. Increased activities also contribute to concurrent rescue incidents requiring triaging of responses and assigning resources including assuming incident commander responsibilities.

The position develops technical specifications/requirements for contracted resources such as helicopter, and airplanes, used in search and rescue activities and is responsible for the management of the contracts. The team lead must ensure provincial and federal regulations/legislation, professional standards are met and is responsible for addressing and implementing new or changing requirements ensuring the safety of all users (internal and external)/stakeholders. As the position is responsible for staff and operations including the development and implementation of standards and processes the 38% rating is supported.

### ▪ **Responsibility:**

The positions primary responsibility is overseeing the delivery of the Kananaskis Mountain Rescue program.

**Last Reviewed: December 2023**

## Subsidiary 4 Benchmark

### Job Description – 048ST52

#### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

Supporting the Area Manager and Regional Director, the Mountain Rescue Team Lead maintains and promotes safe outdoor recreational experiences for Albertans through delivery of the mandate of the Kananaskis Mountain Rescue (KMR) Program which includes: 1) Backcountry Search and Rescue 2) Avalanche Forecasting & Mitigation, 3) Training, 4) Outreach and Public Education, and 5) Program Area Support. The mission statement for the KMR Program is: *The saving of human life shall take precedent over all other park activities.* Though it is a provincial resource, the KMR Program, first established in the 1970s, is unique to the Kananaskis Region. It strives to develop and maintain a highly skilled workforce with a focus on safety excellence while developing capacity amongst internal and external partners. The helps meet the growing popularity of outdoor recreation and increasing Park visitation.

The position leads by example and sets the overall program direction in fulfilling the program mandate. It is critical in the overall functioning of the KMR Program. The Mountain Rescue Team Lead has exceptional levels of training in a variety of backcountry skills, activities, techniques, risk management, extensive experience in leading high-performance teams and high levels of certification in the areas of mountain rescue and snow science. The position delivers backcountry incident response (i.e., medical incidents, accidents or emergencies) through exemplary leadership, first aid, teamwork, and support. The position also delivers training in backcountry rescue skills, activities, methods, and techniques and performs as the Team Lead as well as an essential member of the Kananaskis Mountain Rescue team. The position plays a key lead role in shaping the overall direction of the KMR Program.

The position is accountable for making informed and complex decisions in a fast-paced, dynamic, and high (life and death) consequence environment. The Mountain Rescue Team Lead has responsibility for overseeing and providing direction on the operational components of the KMR Program including the Avalanche (and Snow Science), Rope Rescue, Heli-Sling Rescue, and Critical Incident Stress Management (CISM) elements of the program. The position guides the direction of the training program for all KMR Program staff including (but not limited to) Conservation Officers and Park Rangers. The Team Lead develops and maintains strong working relationships with key stakeholders, agencies, and Regional partners. The position plays an important role in public education and outreach and assists the Area Manager, Regional Director and CPE with media inquiries, Action Requests (ARs), Program Presentations, Business Case Development, and contract administration. The Team Lead may supervise contractors (where required).

The position works collaboratively with the Area Manager and Regional staff including program staff, program leads, and managers to ensure effective and efficient operations within the Kananaskis Region including Conservation Officers, Park Rangers, Canmore Nordic Centre incident response staff and Kananaskis Emergency Services (KES) as well as staff from Permitting, Planning, Maintenance, Trails, Human-Wildlife Co-existence, Interpretation, Information, Partnerships and OH&S Program Areas.

#### Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)*

##### Leadership & Supervision/ Operational Leadership:

Provide leadership through effective communication, ethical decision making, commitment to achieving

established goals and objectives, and ensuring compliance with outcome measurements, targets, and standards as follows:

- Contribute to the formulation of policies, develop programs and/or administer programs.
- Lead staff work planning activities and take independent action in controlling the quality of work performed.
- Foster a high-quality workplace with a focused commitment to quality and continuous improvement with a Mountain Rescue focus.
- Participate fully and provide a leadership role in all aspects of Mountain Rescue and incident response categories. Maintain all equipment in a state of readiness and ensure the physical and mental capacity to perform hazardous duties are in place to produce high quality results.
- Identify improvement opportunities for the KMR Program and determines implementation strategies for site-based initiatives.
- Gather data, analyze information, and develop recommendations for improvement and act on the recommendations in collaboration with the KMR Program team and key stakeholders and partners.
- Monitor and organize the workflow including daily staffing schedules, staff assignment and workload measurement.
- Delegate effectively while ensuring the coordination of operational issues and priorities.
- Make recommendations for changes in operational standards and practices.
- Monitor and report progress, as required, toward achievement of performance indicators and collaborate with the Area Manager and Team to analyze trends and meet targets.
- Ensure the efficient use of human resources in providing the most effective and efficient delivery of rescue/incident response and training.
- Collaborate with key stakeholders to ensure staff receive required Parks orientation and education (including required mandatory required course completion) and participate in on-call responsibilities.

#### Strategic Planning:

Provides strategic leadership to KMR team members while collaborating with other KR staff to determine priorities, develop plans, implement actions, and evaluate progress toward Regional projects, goals and performance targets:

- Solve problems strategically by involving and informing key stakeholders, identifying options, and negotiating resolution.
- Form tactics to support strategy to sustain a high-performance workplace and support mountain rescue focused programs.
- Understand and support the strategic direction of the broader Department and Ministry and the alignment of the Program within existing frameworks.
- Structure opportunities for team members and key stakeholders to meet to discuss program needs and strategize effective solutions to meet these needs and
- Develop operational plans that align with Departmental operational goals and objectives.

#### Change Leadership:

Develop change leadership and coaching skills and support staff reporting to the position and other team members to help effectively navigate change:

- Develop change leadership and coaching skills and support staff reporting to the position and other team members to help effectively navigate change.
- Implement and support new or modified approaches, practices, and processes in the organization.
- Recognize ongoing change and the need for adaptability across the Kananaskis Region and set priorities accordingly. Continually analyze the change process and make necessary adjustments

to maximize effectiveness.

- Lead the piloting and evaluating of new ideas and explore creative solutions for using resources more efficiently and effectively.
- Plan for change under the direction of the Area Manager and Regional Director.
- Under direction of the Area Manager, participate in committees and working groups (e.g., Workplace Health and Safety Committee).
- Foster an environment of self-directed growth and development and promote this environment to staff reporting to this position.
- Assist individuals in conflict resolution and team building, and Foster confidence and recognize success.

#### Backcountry Search and Rescue:

- Provide search and rescue response for backcountry emergencies and large-scale disasters under the authority of the RCMP - K Division - Memorandum of Understanding (MOU).
- Ensure that Mountain Rescue Specialist staff operate all rescue and training missions to the competencies and professional membership standards of an Association of Canadian Mountain Guide (ACMG) certified Alpine Guide, Ski Guide, or Mountain Guide.
- Effectively provide first responder care and evacuate patients in distress from backcountry areas.
- Ensure the safety of staff and public are top priority.
- Support Mountain Rescue Specialists in ensuring regional rescue gear and personally issued Personal Protective Equipment (PPE) / gear is maintained to designated manufacturers standards and is at 100% readiness.
- Provide 24 hours per day/365 days per year rescue response coverage (including scheduling 730 standby shifts).
- Provide mutual aid (on request) for incidents requiring specialized skills to other jurisdictions in both Alberta and British Columbia.
- Investigate, provide analysis and causation for mountaineering/backcountry accidents (including fatality occurrences) to the RCMP.
- Act as ex-officio Medical Examiners (on authorization of the RCMP) to remove deceased individuals from hazardous mountainous terrain utilizing specialized skills and equipment.
- Investigate aircraft accidents - assist the Department of National Defense Rescue Coordination Centre, RCMP, Alberta Medical Examiner, and the Transportation Safety Board of Canada with search management and investigations.

#### Medical Protocols:

Actively participate with the Canadian Backcountry Medical Council to review and develop medical protocols:

- Maintain certifications in advanced first aid, advanced medical protocols and CPR/AED.
- Provide appropriate first aid to patients in distress in a backcountry environment.
- Conduct quality assessment reports and audits as per the requirements of the *Health Professions Act*.
- Annual Review of Medical Protocols with Medical Director.
- Deliver appropriate medical content-based lectures and in-service training to staff.
- Evaluate first aid course provider (ongoing annually).
- Maintain relationships with STARS, Alberta Health Services and local Fire Departments for the coordinated delivery of effective patient care and Attend and actively participate in annual Canadian Society of Wilderness Medicine conferences.

### Search and Rescue Certifications:

Utilize and maintain training and certifications in the following technical skills to effectively evaluate and mitigate hazards (while providing appropriate patient care and evacuation to injured and uninjured subjects in a mountainous environment):

- Rock, snow, and ice climbing.
- Mountaineering.
- Advanced wilderness first aid with advanced protocols (authorized use of specific medications and medical procedures).
- Cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED).
- Remotely Piloted Aircraft System (RPAS)/Drone piloting.
- Cave rescue.
- Chainsaw operations.
- Helicopter Class D fixed line operations including Petzl, Lezard Specialty.
- Helicopter safety.
- Aviation Crew Resource Management (CRM).
- Incident Command System (ICS) 100/200/300.
- High Angle Rope Rescue.
- Crevasse rescue.
- Snowmobile/Off-Highway Vehicle/dirt bike operations.
- Swift-water rescue - Level 3.
- Thin-ice rescue.
- Transportation of dangerous goods.
- H2S awareness.
- Provincial boat operator's course.
- Jet boat operator's course.
- Restricted radio operator's certificate for aviation.
- Search and Rescue (SAR) fundamentals.
- SAR manager.
- Long arms (rifle and shotgun), and Wildlife Human Attack Response training.

### Avalanche Forecasting & Mitigation:

- Schedule Mountain Rescue Specialists appropriately to support avalanche forecasting and avalanche control duties.
- Supervise the Snow Science and Avalanche Forecasting program elements.
- Complete daily avalanche forecasting field trips for the collection of weather and snowpack data (requires safe and competent travel in mountainous avalanche terrain).
- Document snow stratigraphy, density, temperatures and stability test results in snow profiles and post data in software program.
- Author and publish daily Public Avalanche Bulletins with AVID software for posting on the Avalanche Canada webpage.
- Complete avalanche hazard assessments (twice daily) and corresponding submission of data to the Canadian Avalanche Association industry information exchange (INFOEX).
- Evaluate avalanche risk and publish daily Avalanche Hazard Evaluation for local highways and distribute daily hazard evaluation to stakeholders and partners.
- Maintain explosives magazine inventory in accordance with Explosives Regulatory Division Canada and Alberta Labour regulations.
- Deliver the Avalanche Control Program for roads/trails effectively and safely with explosives and

periodic road/trail closures as per agreement with Alberta Transportation and in cooperation with highway maintenance contractor.

- Annually review/update Avalanche Control Standard Operating Guidelines.
- Complete year-end report for Alberta Transportation including summary of risk mitigation actions on Alberta Provincial Highways and review the inter-agency operating agreement.
- Annual review/update of both the Avalanche Control Plan and Avalanche Safety Plan.
- Investigate avalanche accidents, including fatality occurrences, as SME, to provide analysis and causation to the RCMP, Alberta Medical Examiner, Canadian Avalanche Association (CAA) and Avalanche Canada.
- Maintain a backcountry network of weather stations in the Kananaskis Region.
- Assist federal, provincial and Non-Government Organization (NGO) partners with maintenance of AvID avalanche forecasting software with Avalanche Canada.
- Attend and actively participate in Canadian Avalanche Association (CAA) Annual General Meeting.
- Work with the Area Manager to maintain annual Grant Agreement with Avalanche Canada in support of public avalanche forecasting and education.

#### Avalanche Certifications:

Utilize and maintain training and certifications in the following to effectively deliver on Avalanche Forecasting and Mitigation:

- CAA Observation Guidelines and Recording Standards for weather, snowpack, and avalanche observations.
- Professional membership standards of a CAA Level II Forecaster.
- Alberta Labour & Immigration blaster's License for avalanche control using explosives.
- Transportation of Dangerous Goods certificate for the purposes of moving explosives by ground and helicopter, and Natural Resources Canada Explosives approval for authorized deployment of explosives for avalanche control.

#### Training:

- Support Mountain Rescue Specialists to develop and deliver all training priorities for the KMR Program.
- Identify and coordinate learning opportunities to align with the broader needs of the KMR Program team including Mountain Rescue Specialists, Conservation Officers, Park Rangers and other regional staff.
- Develop annual mountain rescue training schedule for operational staff.
- Supervise and develop technical team members in all aspects of mountain rescue skills.
- Maintain personal fitness and mountain travel and rescue skills at a high level by completing peer-to-peer training sessions multiple times a month.
- As SME, develop training standards for other departments/ministries across the province for work in a backcountry SAR context.
- Provide staff evaluations for all major training events.
- Continually evaluate the need for new rescue skills and training to meet the needs of emerging recreation types and trends.
- Periodically review and update training manuals and course curriculum.
- Coordinate staff in training situations to ensure risk is safely managed.
- Collaborate with key staff and program areas to implement required staff orientation.
- Ensure staff/students under supervision receive required Parks orientation and education.
- Prepare performance appraisals (PAs) for staff directly reporting to the Mountain Rescue

Specialist and monitor staff performance to provide ongoing performance feedback, coaching, mentoring and support to ensure consistency in the application of standards, protocols, policy and code of conduct.

- Report the results of performance management and learning to the Area Manager.
- Facilitate the availability of student practicum and preceptor opportunities.

#### Risk Management & Occupational Health and Safety:

Adhere to applicable *Occupational Health and Safety Act* (OHS Act), Regulation, Code, or Guidelines and promote safety as “a state of mind” as follows:

- Ensure the KMR Program complies with legislated requirements and policies including Occupational Health and Safety (OHS).
- Reports and works to resolve safety incidents, complex program issues, deviations on approved activity or budget levels, changes in resource requirements and deviations from normal personnel and operating issues to the Area Manager.
- Coordinate safety and other audits as required.
- Commit to improving health and safety performance through promotion of culture supporting hazard assessment, risk management, incident identification, reporting and correction, and compliance with applicable regulations, policies, and safe work practices.
- Work as a risk manager for staff involved in backcountry/front country rescue/emergency situations and be well versed in risk and hazard assessments for backcountry situations.
- Coordinate the application of best practice standards and guidelines to mitigate risk in collaboration with key stakeholders.
- Lead the development of the Critical Incident Stress Management (CISM) Program.
- Maintain timely/accurate training records for all individuals to meet OHS standards.
- Designate a team member to be elected/appointed to the Kananaskis Region Worksite OHS Committee.
- Complete all equipment inspection sheets (as required).
- Annual Review/update of Hazard Assessment and Control Reports (HACRs), and report all near misses and incidents utilizing Departmental procedures and 1GX.

#### Course Instruction:

Develop and deliver comprehensive single-day and multi-day mountain rescue training courses, sessions and events for Conservation Officers and Park Rangers as per annual training schedule on the following:

- Numerous 2 and 3-day winter, summer, and fall mountaineering schools.
- Three-day spring rope rescue schools.
- Helicopter safety.
- Annual Class D helicopter fixed line (Human External Cargo) training.
- Crew resource management for aviation.
- Two-day swift water rescue.
- Thin-ice rescue.
- Two-day swift water boat handling (jet boat).
- Cave rescue.
- Dirt bike use.
- Crevasse rescue.
- Ice climbing.
- Avalanche rescue.
- Search manager refresher.
- Paraglider rescue.

- Canyoneering rescue.
- Rope rescue training to Parks requested outside Region (i.e., Cypress, Dinosaur), and First-Aid training refresher for Conservation Officer, Park Ranger and Canmore Nordic Centre First Responder staff.

#### Outreach & Public Education:

- Develop public safety messaging for social media and web content. Develop relevant provincial avalanche safety messaging to be delivered by social media videos and other content for communicating avalanche and snowpack information with a focus on accident prevention.
- Conduct media interviews (as requested and as per CPE direction) according to prescribed protocols.
- Develop and deliver Public Safety presentations to both internal and external audiences.
- Through interaction with internal and external partners and participants, influence the direction of key safety initiatives.
- Attend professional association meetings including the Association of Canadian Mountain Guides, Canadian Avalanche Association, International Commission for Alpine Rescue, and International Snow Science Workshop.
- Build relationships with cooperating agencies.
- Collaborate with key stakeholders to ensure effective and efficient coordination of operations.
- Develop effective service area networks to meet both Program and partner needs.
- Lead the Team in sharing information, continuously improve flow processes and the work environment.
- Serve as a role model in the support of the organizational culture and promotion of the Departments' vision, ensuring support of the vision, mission and goals of the broader Ministry.

#### Program Area Support/Administration:

Lead the team consisting of professional specialists and collaborating with non-professional occupational groups to complete administrative work as follows:

- Collaborate with the Regional Controller to ensure alignment with operating budget targets for the Program.
- Schedule the Mountain Rescue Specialist Team for day-to-day duties and standby shifts.
- Manage 1GX requirements including time approvals, vacation approvals, expenditures (e.g., Pcards), etc.
- Hold regular team meetings for information sharing and problem solving.
- Attend Area team meetings and update team members with priorities and information.
- Regularly update Kananaskis West Area Manager on all aspects of the program.
- Monitor personal and program expenditures under the direction of the Area Manager.
- Complete business case and request for proposal, monitor, and manage contract agreements with air operator for helicopter rescue and avalanche control services.
- Access and utilize information to inform resource allocation decisions made in collaboration with the Area Manager including rescue missions, equipment, and monthly expenditures.
- Engage specific team members to identify and access the resources, including equipment, required to achieve identified results.
- Submit as required equipment priorities in collaboration with the Area Manager and Program staff.
- Ensure and authorize accurate payroll submission for direct reports or when acting for the Area Manager.
- Manage time effectively to ensure that overtime is not collected without solid rationale.
- Participate in 1GX recruitment using Alberta Parks established recruitment processes.

- Coordinate storage and availability of equipment in collaboration with other program areas such as Conservation Officers and Park Rangers.
- Update Annual Operating Plans (as required).
- Complete timesheets in a timely manner.
- Submit expense claims on a timely basis.
- Complete purchases as required following prescribed GOA procedure/policy.
- Collect and analyze mountain rescue statistics (annually) or as requested.
- Record occurrence reports for all mountain rescue responses.
- Maintain Helicopter Class D equipment records in accordance with the Canadian Aviation Regulations as per Transport Canada.
- Organize and deliver annual Kananaskis Mountain Rescue Critique.
- Develop, review, and maintain MOUs within cooperating agencies.
- Complete SAR New Initiatives Fund (NIF) applications for projects.
- Keep up to date with new SAR technologies and academic literature.
- Test equipment & clothing requirements for emergency response.
- Develop and improvise specialty equipment to meet evolving demands.
- Follow applicable Collective Agreements and Parks Division and Ministry policies and work in collaboration with the Area Manager, Human Resources, other key staff and advisors to seek solutions to identified issues, grievances, and conflicts, and provide input on Administrative Officer status (pending - in progress) to facilitate closure of park lands or facilities for the purposes of search and rescue operations, evacuations and/or accident investigations.

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

Impacts of decisions have a direct impact on human life including team members, staff, partners, and the public.

### Typical problems solved:

- Problems often involve a high degree of complexity associated with high consequence and risk evaluation and management within an incident response context involving human life (i.e., general public and staff). Decision-making in a high consequence environment also involving personnel, equipment, hazards, Occupational Health and Safety requirements, risk management, and factors sometimes out of the realm of control (e.g., weather, avalanche hazard, rockfall, etc.).
- Problem solving may also occur within a politically complex environment with frequently changing priorities.

### Types of guidance available for problem solving:

- Staff, program team leads/supervisors, manager, regional director, networks, partners, other agencies, etc.
- Legislated requirements (e.g., regulations, policies, etc.).
- Best practice standards and guidelines.
- Guiding documents: Backcountry Medical Protocols, Helicopter Class D Fixed Line Operations Manual, Avalanche Control Procedures, etc.
- Case studies, peer literature and research publications.
- Networks such as International Commission for Alpine Rescue (ICAR).

## Knowledge, Skills, and Abilities

*(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)*

Experience participating in and/or leading search and rescue operations and/or incident response:

- Minimum of 6 years in a mountain rescue/visitor safety specialist/guide role.
- Minimum - in Association Canadian Mountain Guides (ACMG) Certified Mountain Guide with ACMG professional membership.
- Expertise in field of snow science, avalanche forecasting, and avalanche control; active professional membership with the Canadian Avalanche Association (CAA) (minimum Level II) and Alberta Labor Blasters Certification.
- Current certifications in: Advanced Wilderness first aid (80 hours); Search Manager Certification, Rescue III Swift Water Rescue Technician; Long Arm Firearms; Emergency Site Management; Incident Command System (ICS) 300 and Technical Rope Rescue.
- Experience/certification operating 4x4 vehicles, ATV, snowmobiles and a variety of watercraft.
- Demonstrated skills in Rope Rescue for High Angle Mountain Rescue.
- Expertise with Helicopter Safety Procedures and Class D Helicopter Rescue procedures.
- Must have thorough knowledge of the geographic area of the Kananaskis Country land base including surrounding areas.
- Experience acquiring, managing, and issuing specialized equipment, gear, and clothing.
- Note: Emergency call-out requires 24/7 response and/or consultation.
- Demonstrated overall clear pattern of both professional and personal development.

In addition, demonstrated experience and abilities in the following areas:

- Maintain Continuing Professional Development (CPD) standards for professional memberships in the Association of Canadian Mountain Guides (ACMG) and Canadian Avalanche Association (CAA).
- Effective communicator with strong organizational, influential, and negotiation skills, and commitment to providing quality services.
- Leadership skills, including demonstrated ability and confidence with decision making responsibilities, developing, and delivering training, coaching, and teaching, and the ability to inspire and build confidence in others.
- Demonstrated ability to manage ongoing change, to be adaptative, and to be nimble.
- Ability to manage human, financial and physical resources within an operating environment.
- Experience in public outreach and education (i.e., In-person and online presentations) and the ability to participate in media interviews in a professional manner.
- Strong track record in establishing and maintaining effective working relationships with both internal staff and external stakeholders.
- Effective leadership abilities combined with a strong commitment to operating within a team environment and the ability to motivate and inspire others to achieve common goals (including the broader goals of the Department and Ministry).
- Excellent analytical and sound decision-making skills under pressure and with tight timelines.
- Ability to foster a climate of cooperation amongst, and build solid relationships with public agencies, government, committees and other partners.
- Ability to distill complicated and sometimes sensitive information in a format suitable for directors, managers, staff, media and the public. This may include assisting with information

gathering for Action Requests (ARs), contracts, business cases, infrastructure/equipment requests, etc.

- Ability to independently learn new software applications and systems such as 1GX.
- Ability to proficiently use Microsoft Office (e.g., Word, Outlook, etc.) and other software programs and Apps related to the Mountain Rescue Program.
- Ability to work within a physically demanding environment and have strong physical stamina.

## Contacts

*(The main contacts of this position and the purpose of those contacts.)*

### Key Relationships:

Stakeholders, partners, and collaborators would include the following for joint training and rescue missions (partial list only):

- Royal Canadian Mounted Police (RCMP) Detachment Commanders.
- Kananaskis Emergency Services (KES) Fire and Dispatch.
- STARS Air Ambulance and local Emergency Medical Services (EMS).
- Local/regional fire departments.
- Volunteer Search and Rescue (SAR) Associations/Organizations.
- Alpine Helicopters.
- Canadian Transportation Safety Board.
- Parks Canada - Visitor Safety, Mountain Safety.

### Collaboration with the following to support the winter component of the Mountain Rescue Program:

- Canadian Avalanche Association (CAA) and Avalanche Canada.
- Water Monitoring staff and/or researchers.
- Alberta Transportation and subcontractors (e.g., Volker Stevin).

### Other:

- Media (pro-active messaging in emergency situations and public education).
- Oil and Gas Companies.
- Occupational Health and Safety.
- Other Provincial Park, Crown Land, and Ministry staff for training collaboration.
- Alberta Parks program leads and staff including the Mountain Rescue Program Manager(Kananaskis West Area Manager) and Regional Director.

## Supervision Exercised

Supervises staff, students, contractors and technical team members.

## Subsidiary 4 Benchmark Evaluation – 048ST50

### Identification Section

<b>Working Title:</b>	Partnership Consultant
<b>Department:</b>	Jobs, Economy and Trade
<b>Division, Branch/Unit:</b>	Safe, Fair & Healthy Workplaces, OHS Prevention Services, Partnership In Injury Reduction
<b>Reports To:</b>	Director (SM 2)
<b>Levels to D.M.:</b>	4
<b>Job Description:</b>	<a href="#">048ST50</a>
<b>Minimum Recruitment Standard:</b>	See <a href="#">Minimum Recruitment Standards</a> for Standards, Safety & Compliance
<b>Job Code:</b>	<a href="#">048ST</a> - Standards, Safety & Compliance 6

### Comments on Role

Partnerships Consultants are provincial experts for occupational health and safety (OHS) management systems, responsible for the development, maintenance, delivery, and quality of the Partnerships in Injury Reduction (Partnerships) Program. Partnerships Consultants develop and maintain the provincial Partnerships Standards, conduct quality assurance audits of the Certifying Partners (CPs), program, work with the CPs, oversee the issuance of Certificates of Recognition (CORs), promote the COR program to employers, conduct the Employer Review (ER) process (including action planning with employers) and On-Site Audit Review (OSAR) process.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E+ I 2 230	33% 76	R1 87	393

### Comments on Evaluation

- **Knowledge:**

- **Professional/Content Knowledge:**

Requires a strong knowledge of OHS and in-depth knowledge of Occupational Health and Safety management systems acquired through academic preparation and considerable related experience including previous OHS auditing experience. Must also have strong knowledge of related legislation, policies, and standards and their interrelationships. The push (+) recognizes expert depth of knowledge of the Partnership in Injury Reduction Program necessary for the delivery and administration of the

program and working closely with stakeholders. The “F” rating is not supported as there are a number of positions with the same level of expertise working within their assigned portfolio of partners within PIRP.

**Complexity and Diversity:**

The position partners with industry to promote a health and safety culture throughout Alberta. Requires a strong understanding of how its work relates to the work of others both internal and external to the program (e.g., OHS Compliance, Policy and WCB) and the impact of its actions.

**Human Relations Skill:**

The Partnership in Injury Reduction Program is a voluntary program requiring the position to utilize strong consultative, influence, and negotiation skills to interact with stakeholders and maintain their ongoing participation in the program. The nature of the work will, at times, require the position to deal with conflict situations and to enforce rules.

▪ **Creativity/Problem Solving:**

The position works with considerable independence within established legislation, regulations, standards, and operating policies governing the delivery and administration of the program. Working within its assigned portfolio(s) of certifying partners/CEOs, the position will interpret legislation/standards and policies; and participates in the review and/or establishment of program standards. The development of creative solutions to address a variety of problems/issues (some highly sensitive) are determined within existing frameworks, body of knowledge and experience. A 38% rating is not supported as the position has access to peers, the director, and other experts within the division for consultation.

▪ **Responsibility:**

The primary focus of the position is the delivery of the Partnership in Injury Reduction program and are accountable to issue the COR certification.

**Last Reviewed: November 2023**

## Subsidiary 4 Benchmark

### Job Description – 048ST50

#### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

Working under the direction of the Director of Partnerships and/or Manager of Field Operations, Partnerships Consultants are provincial experts for occupational health and safety (OHS) management systems, responsible for the development, maintenance, delivery and quality of the Partnerships in Injury Reduction (Partnerships) Program. Partnerships Consultants develop and maintain the provincial Partnerships Standards, conduct quality assurance audits of the Certifying Partners (CPs), program, work with the CPs, oversee the issuance of Certificates of Recognition (CORs), promote the COR program to employers, conduct the Employer Review (ER) process (including action planning with employers) and On-Site Audit Review (OSAR) process.

The Partnership program currently certifies the OHS management systems for almost 11,000 employers representing approximately 46% of the Alberta insurable earnings reported to the Workers Compensation Board-Alberta (WCB). COR holders are eligible for WCB PIR refunds, and participating employers in 2017 received a total of over \$72 million. Having a COR is a pre-bid qualification for many employers in the construction, petroleum, and other industries.

#### Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)*

##### Certifying Partners (CPs) Activities:

- Develop and maintain business relationship with CEO level representatives with the 13 current CPs for the delivery of the COR Program to almost 11,000 employers who hold certificates, and other employers who are working toward achieving their COR.
- Based on selection criteria and application submissions, meet with CEO level representatives from organizations that have the potential to act as CPs. Assess administrative capacity and commitment in relation to potential to deliver the COR program. Promote benefits and obligations where applicable.
- Develop a Memorandum of Understanding (MOU) for each CP with bi-annual goals and objectives for achievement of program objectives. Review objectives achieved and assisted in goal setting for the next period. Once complete, the MOUs are signed by the CEO (or equivalent) of the CP organization and the Deputy Minister of Labour.
- Assist CPs to achieve self-sufficiency in carrying out their responsibilities outlined in the MOU and to implement the administrative structure necessary for meeting their COR program responsibilities, including data-base requirements, use of the CORRS (Certificate of Recognition Registry System), audit quality assurance reviews and business policy/procedures manuals).
- Work collaboratively with CPs to develop/maintain/update the provincial Partnerships Standards that govern the operation of the COR program.
- Assist CPs with identifying creative solutions to the resolution of issues including application of program standards to emerging industry requirements, specific employer situations, and auditor performance issues. This entails meeting with industry representatives and negotiating compromises to meet industry specific needs where these fall outside of the Partnerships Standards. It also includes facilitating negotiation between industry sectors where agreement

cannot be reached on standard equivalencies.

- Work with CPs to identify resources and support which can be made available to employers who are participating in the ER process.

#### Quality Assurance of Certifying Partners(CPs) Activities:

- Develop an audit methodology and process framework to ensure that CPs are meeting the provincial Partnerships Standards for delivery of the COR program to Alberta employers.
- Conduct audits of the quality assurance systems of each CP to ensure adherence to the provincial Partnerships Standards, including implementation of required policy and procedures.
- The audits include review of a sample of completed COR audits and corresponding CP audit reviews; review of the quality of CP-entered data into CORRS; and review of the CP's documentation (including quality assurance policies and procedures for quality assurance reviews, auditor training course, OHS management system building course, and course exams.
- Develop action plans and timelines for CPs to correct any deficiencies identified by the audit. Then follow-up with the CP until all identified deficiencies are addressed. Consult with the Director, Partnerships in Injury Reduction when the deficiencies identified are significant.
- Assist CPs to develop /maintain/update the provincial Partnership Standards including quality assurance standards and processes. These processes cover areas such as audit review, auditor ethics and conflict of interest guidelines, auditor certification and training, issuing CORs and program administration.

#### Onsite Audit Review(OSAR):

- In order to verify the work of external auditors, Partnerships conducts approximately 100 OSARs each year on a sample of regular audits (including certification, recertification and maintenance audits). OSARs are conducted no more than 120 days after the original auditor has completed their audit. OSARs are not intended to be a complete re-audit of an employer's OHS management system.
- Partnerships Consultants conducting OSARs receive specific training from each of the CPs in the requirements of their specific audit instruments and their audit procedures.
- Partnerships Consultants conducting OSARs will verify the original auditor's findings and determine whether the original auditor used appropriate audit processes.
- OSAR considers the following key areas was the audit sampling representative of the employer's workforce; were site observations conducted at all sites stated, did the auditor complete all crucial audit steps; does the feedback from those interviewed align with the auditor's findings; and does a review of key documentation (including job task inventories and hazard assessment and control measures) support the auditors' findings.
- After the OSAR is completed, the Partnerships Consultant will provide direct feedback to the employer and a report for both the auditor's CP and the original auditor.
- If the Partnerships Consultant identifies significant deficiencies in the original auditor's work, they will follow-up with the auditor's CP and ensure that the CP has taken corrective action with the original auditor.
- If the Partnerships Consultant identifies significant deficiencies in the employer's OHS management system that were not identified by the original auditor, the employer will be advised, and it will be a trigger for the ER process.

#### Employer Review (ER) Activities:

- The ER process identifies and takes corrective action with COR holders who have systemic deficiencies in their OHS management systems. If deficiencies are identified, the COR holder must complete an action plan with the assigned Partnerships Consultant.

- COR holders are considered for ER should any of the following trigger events occur: occurrence of a workplace fatality, serious injury or other reportable incident (as defined by Section 40 of the OHS Act); receipt of two or more stop-work orders issued by Alberta OHS Officers within a 12-month period for imminent danger; identified by an OHS Officer and/or Partnerships Consultant to have significant deficiencies in their OHS management system; issued an administrative penalty; identified through the OSAR process to have systemic deficiencies in their OHS management system; and/or has knowingly misrepresented the reporting of worker injuries as required by the *Workers' Compensation Act* (as reported to Partnerships by the WCB).
- Partnerships administers and maintains an automated system (using DASH/CMIS and CORRS) that is run at least monthly to identify COR holders who experience the occurrence of an ER trigger event. The identified employers are then assigned to individual Partnerships Consultants.
- The assigned Partnerships Consultant gathers/reviews the employer's OHS statistical history (including lost time claim rate, disabling injury rate, days lost frequency rate and occurrence of fatalities), OHS compliance history, and COR audit data.
- The Partnerships Consultant contacts the employer and obtains information about the incident and any corrective actions initiated by the employer in response to the incident.
- The Partnerships Consultant uses his or her knowledge and experience to develop a recommendation on whether or not the employer should complete an ER action plan.
- The Partnerships Consultant will present their recommendation and supporting evidence to the ER Decision Panel (chaired by the Manager of Field Operations and one other Partnership Consultant) who will review the recommendation and evidence gathered to determine whether the employer has deficiency(s) in their OHS management system that must be addressed through an employer action plan.
- If an action plan is required, the employer's PIR refund from WCB will be placed on-hold and a Partnerships Consultant will meet with the employer's CEO level representative and health and safety personnel to explain the ER process and establish an action plan.
- The Partnerships Consultant will oversee the action planning process and verify that the employer completes the agreed upon actions within the specified timeframe.
- Once the action plan has been satisfactorily completed, the Partnerships Consultant will draft a letter to the employer for the signature by the Manager of Field Operations to advise the employer that the action plan has been satisfactorily completed and the PIR refund that was previously placed on-hold will be released.
- The work of the Partnerships Consultants for the ER process is subject to quality assurance review by the Partnerships' Manager of Field Operations.
- Partnerships Consultants will provide feedback to CPs on common deficiencies identified through this process for their employers who have participated in ER and will work with CPs to address any gaps in employer or auditor training that are reflected in ER findings.
- Since July 1, 2011, when the ER process was implemented, Partnerships has investigated more than 3,100 triggering incidents and has completed over 530 action plans with employers.

#### Program Development Activities:

- Develop new provincial Partnerships Standards (including the regular audit standard, audit review standards, small employer specific standards) and maintain/improve existing standards based on consultation with external groups including the CPs and other industry and safety associations. Partnership Consultants chair CP sub-committees and CP working groups and develop/maintain/update the resulting provincial Partnerships Standards and Operational Policies.
- Set requirements for procedures and processes to be developed by the CPs. As CPs represent different industry sectors, the Partnerships Standards must be flexible and adapted to fit multi-industry needs.

- Review and approve all audit instruments used to achieve a COR by the CPs. This involves reviewing audit instruments to ensure all Partnerships Standards are met (including question content, validation techniques, scoring methodology). Work with individual CPs to correct any deficiencies in their audit instruments until all standards for approval are met.
- Review and approve each CP's health and safety program building course, auditor training course and course exams to ensure these meet the Partnerships Standards.
- Review COR requests for accuracy of information and review OHS compliance activity to ensure all employers who receive a COR comply with demands and orders from OHS Officers. Work closely with the administrative positions within Partnerships to ensure program standards are met during the issuing of CORs, the maintenance of the COR list (which is published on the Labour web site) and coordinate the process to remove expired CORs from the list.
- Coordinate any requests for COR presentations.
- Respond to general enquiries on Partnerships.

#### Partners in Injury Reduction Financial Incentive Activities:

- Each COR holder is eligible for a WCB PIR refund of up to 20 percent of their industry rate premium. The amount of the refund varies from 5 to 20 per cent based on their individual performance in reducing claims and costs as measured by the WCB. In 2017, COR holders earned a total of over \$72 million in individual employer refunds from the WCB.
- Maintain a list of COR holders that are under ER to ensure the eligibility for PIR refunds is withheld by WCB until the employer has successfully completed their action plan with Partnerships.
- Work with CPs and WCB to resolve any issues concerning audits in CORRS, and subsequent changes to employer accounts arising from the sale or acquisition of employer operations, changes to operations, and changes to WCB accounts/industry records.
- Approve COR requests in CORRS that require specific approvals (e.g., late audits) or have issues identified by the Partnerships Administrator through routine COR processing.

#### Proactive Strategic Programs Activities:

- Conduct assigned employer visits under the Proactive Strategic Programs (PSP).
- For non-COR holding employers provide information regarding the benefits of implementing an OHS management system and encourage the employer to work with a CP to obtain a COR (including explaining the process to the employer).
- For COR holding employers, review the employer index information and explain the program or potentially complete an action plan to address the deficiencies in the employer's OHS management system to improve performance in chosen metrics.

#### Partners in Injury Reduction (Formal Partners)Activities:

- Based on selection criteria and application submissions, meet with CEO level representatives from organizations that may have the potential to qualify to be a formal Partner. Promote the benefits and explain the obligations of becoming a Partner with Labour.
- Maintain the Partnership relationship with existing Partners by negotiating MOU renewal and annual goal and objective setting.
- In conjunction with the Partner, develop a MOU with measurable annual goals and objectives. Once complete the MOUs are signed by the Partner's CEO (or equivalent) and the Deputy Minister of Labour.
- Review MOU goals and objectives achieved and assist in goal setting for the next period.
- Coordinate an annual "Partner Meeting" process whereby the best practices and knowledge of individual Partners can be shared and leveraged with the others.

### Program Promotion Activities:

- Conduct presentations with industry specific groups to promote their participation in the Partnerships in Injury Reduction Program.
- Attend trade shows and industry specific events to staff the Partnerships booth and promote the program through discussions with attendees and providing COR information and other relevant department information.
- Develop and maintain Partnerships information for the Labour website that is informative and easy to navigate. This includes a current COR holder list, and various standards, policies and procedures.
- Provide articles as requested for industry publications and other media. Create and maintain professional program materials and information sheets.

### Program Administration Activities:

- Maintain and update the operational procedures/process for ER, OSAR, auditing of CPs, and other Partnerships processes.
- Respond to general and help desk inquiries from regional or external clients about the COR program. This may be a general request for information or may involve resolving a policy issue as it applies to a specific employer.
- Maintain relationships and communicate on an ongoing basis with Labour staff responsible for policy and compliance in Occupational Health and Safety.
- Participate in Labour working groups such as grant application panels, when requested, to inform and direct the program priorities and processes.
- Develop/maintain/update/improve the various SharePoint sites maintained by Partnerships (including ER, OSAR, CP Quality Assurance audits, etc.).
- Maintain and periodically review the ER master list records in SharePoint to ensure accurate status reporting for in-progress and completed ER.
- Provide the WCB with regular reports on the status of PIR refunds being held through the ER process.

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

- Stakeholders - Maintain positive and productive relationships with various stakeholders and at the following levels within these organizations:
  - CPs (contact with member of the Board of Directors, executive directors, COR program managers and staff).
  - Formal Partners (contact with members of the Board of Directors, executive directors, COR program managers and staff), Industry and safety associations (contact with executive directors, program managers, staff and employer members).
  - Employers including poor-performing employers (contact with CEOs, chief financial officers, human resource directors, safety professionals site supervisors and other staff), Health and Safety auditors, Industry committees.
  - Alberta OHS Officers.
  - WCB.
  - PSC and other Alberta Government departments and other provincial governments across Canada.

- Auditing - conduct quality assurance audits of CPs, OSARs, COR health and safety audits (for staff who maintain COR auditor status), review/analyse/feedback/approval of CP developed COR audit instruments, system building, auditor training and exams to ensure they meet applicable provincial standards.
- Writing - developing/maintaining/creating provincial Partnerships Standards and Operating Policies, procedures, action requests, briefing notes, correspondence to all organizational levels, magazine articles, advertisements, and web-site materials.
- Influence - Chairing CP subcommittee working groups, conflict resolution at CP level, providing creative solutions to CP and cross industry conflicts, convincing problem employers to achieve COR, assisting CPs in quality assurance/process development, convincing CEO and safety professionals to become involved in program, convincing/assisting Partners in goal/objective setting.
- Creative problem solving - working with CPs to correct quality assurance issues, finding solutions for industry to meet standards, assisting industries in the resolution of differences in standard interpretation.

## Knowledge, Skills, and Abilities

*(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)*

### Qualifications:

- Minimum 2-year Post-Secondary diploma related to health and safety.
- Three years' experience in health and safety or other related field.

### Knowledge:

- Working knowledge of provincial OHS legislation.
- Detailed understanding of OHS management systems.

### Skills and abilities:

- Project management experience.
- Proven communication (verbal and written) skills at all levels.
- Proven analytical skills.
- Quality assurance experience (beneficial).
- Innovation and creative problem-solving skills.
- Leadership skills.
- Ability to interpret political consequences of actions.

## Contacts

*(The main contacts of this position and the purpose of those contacts.)*

- CPs (Board Member/CEO/Executive Directors/Managers/staff) - Conduct quality assurance audits of CPs(including gathering data, present the audit report to the CP's senior management, develop an action plan with the CP for required corrections, and final review); problem solving; conflict resolution; subcommittee work for the creation/maintenance/review of the provincial Partnerships Standards; policy/procedure development; COR request processing; and gaining support for new initiatives/program changes.
- Formal Partners (Board Member/CEO/Executive Director/Managers, staff) – MOU development

/execution/renewal; goal and objective setting; remedial action regarding completion of annual goals as required; and gaining support for new initiatives/program changes.

- Employers (CEO/Director/Managers/OHS Managers/staff/Human Resources/site supervisors) - building commitment for program involvement; developing remedial action for poor performers (through ER and Proactive Strategic Programs); contact to enable the OSAR process; and providing COR program information as required.
- Industry associations (Executive Director/ Director/ Managers/ staff) - to conduct presentations; attend tradeshow; participate on industry working groups; and to provide information about the COR program.
- Alberta Government Departments (Executive Director/ Director/Managers, staff)- including PSC (as a CP) and other departments to provide information in relation to COR requirements and other OHS matters.
- Other Provincial Governments Departments/WCBs (Directors, Managers, staff) - to conduct interjurisdictional comparisons, and to provide information about the Alberta COR program.

## Supervision Exercised

No supervision.

## Subsidiary 4 Benchmark Evaluation – 048ST48

### Identification Section

<b>Working Title:</b>	OHS Lead Investigator
<b>Department:</b>	Jobs, Economy and Trade
<b>Division, Branch/Unit:</b>	Safe, Fair and Healthy Workplace, Occupational Health and Safety, Investigations
<b>Reports To:</b>	Manager
<b>Levels to D.M.:</b>	5
<b>Job Description:</b>	<a href="#">048ST48</a>
<b>Minimum Recruitment Standard:</b>	See <a href="#">Minimum Recruitment Standards</a> for Standards, Safety & Compliance
<b>Job Code:</b>	<a href="#">048ST</a> - Standards, Safety & Compliance 6

### Comments on Role

Reporting to a manager and as a member of a multi-disciplinary Occupational Health and Safety Team within an assigned region/area, the position leads fatal and serious incident investigations. The Lead Investigator is responsible for all facets of incident investigations, from onset of being assigned and responding to an incident, to reviewing the incident with injured workers and family or next-of-kin. Fatality and serious incident investigations are complex and require forensic type investigation. Directs accompanying Occupational Health Safety Officer in processing the incident investigation. Prepares cases for prosecution and provides evidence in court regarding the investigation.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E+ I 2 230	33% 76	R2 100	406

### Comments on Evaluation

- **Knowledge:**

- **Professional/Content Knowledge:**

Position requires related education (i.e., OHS Diploma/Degree), training and considerable experience including completion of OHS academy in service training (6-8 months) and relevant Alberta Peace Officer Training. Significant training and knowledge of investigative techniques, approaches including use of specialized equipment, gathering and handling of evidence and interviewing witnesses is necessary.

Requires strong working knowledge of governing legislation, regulations, codes and policies as well as broad knowledge of occupational and safety hazards and controls. The specialized experience and training required to conduct diverse fatality and serious incident OHS investigations supports the push (+) on the E.

**Complexity and Diversity:**

The position leads fatality and incident investigations requiring the application of analytical and conceptual skills necessary to the planning, organizing and conducting OHS investigations including conducting interviews with witnesses, preparing reports, prosecution analysis and briefing notes in accordance with established procedures.

**Human Relations Skill:**

In leading an investigation, the position utilizes various interpersonal approaches to conduct interviews, interacting and communicating with injured employees and/or next of kin, worksite employees and employers, and the crown prosecutors. While conducting investigations the position may be required to deal with resolution of conflictual situations and to enforce legislation for safety of workers such as shutting down work sites.

▪ **Creativity/Problem Solving:**

The position works within legislative parameters, codes, polices and established frameworks of investigative authorities and procedures. Within the frameworks, knowledge and experience, the investigator works with considerable independence in assessing the situation, determining the applicable approach to the, selecting techniques and course(s) of action, to ensure all facets of the investigation have been addressed. A 38% rating is not supported as the position is focused on conducting the investigation, has access to SMEs and technical advisors, and for the most part solutions are known.

▪ **Responsibility:**

The position is responsible for OHS investigations within the delegated authority under OHS legislation and *Alberta Peace Officer Act* to enforce OHS legislation including recommending prosecution by the Crown and issuing stoppage orders.

**Last Reviewed: November 2023**

## Subsidiary 4 Benchmark Job Description – 048ST48

### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

As a member of a multi-disciplinary Occupational Health & Safety Team, the incumbent leads fatal and serious incident investigations. Is responsible for all facets of investigations from onset of being assigned and responding to an incident, to reviewing the incident with injured workers and family or next-of-kin. Fatality and serious incident investigations are complex and require forensic type investigations. Prepare cases for prosecution and provides evidence in court regarding the investigation. Directs accompanying Occupational Health & safety Officer in processing the incident investigation.

Where site conditions are not within regulatory standards, the officer works with the employer to upgrade worker protection at the work site. When conditions are such that an imminent danger exists, the officer will ensure that the imminent danger is immediately controlled. Where employers, contractors, owners and suppliers do not agree to meet the legislative standards, the officer will issue a compliance order. Incumbent to ensure employers institute controls to address non-compliance situations. If there is persistent contravention(s) at the work site, the officer will pursue a prosecution initiative to enact compliance with the legislation. The officer also performs inspections of work sites to promote compliance with health and safety regulations. The incumbent reports to a manager.

### Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)*

**Leads fatal and Serious Incident Investigations. Directs accompanying Occupational Health & Safety Officer in processing the Incident Investigations.**

#### **Responding to an Incident:**

- Establishes responsibilities and the lead role, where other jurisdictions may be involved.
- Ensures co-operation of other agencies in multi-jurisdictional investigations.
- Supervises the investigation of the incident.
- Ensures proper transfer of scene from police authority.
- Ensures incident site poses no further risks to other workers onsite.

#### **Information Gathering:**

- Supervises in-depth review of site conditions by way of taking photographs and/or videos and detailed notes of observations.
- Interviews witnesses and ensures adequate written statements are obtained from witnesses and employer representatives.
- Supervises and/or develops scene diagrams, maps and sketches. Ensure adequate measurements are obtained.
- Ensures collection and cataloguing of pertinent evidence.
- Oversees chemical sample taking.
- Ensures chain of custody documentation is prepared when evidence is to be analyzed by another party.

- Determines level of expertise needed at the scene (i.e., engineering professionals) to analyze evidence. Assesses the need and arranges for additional resources, both internal and external.
- Determines need and collects additional evidence requirements from manufacturers, suppliers and contractors.
- Determines need and ensures request of available autopsy and/or toxicological reports.
- Ensures scene access is limited and determines when employer can start work again at the incident site.
- Ensures department management and communication's area is updated in a timely and factual manner.
- Ensures next-of-kin letter is sent out from the department at the start of the investigation.

#### Review of Incident:

- Ensures report, prosecution analysis, briefing note (where required) is written as per Operational Procedures for review by Technical Advisor and/or management team. Ensure report is written to Operational Procedures standards in a clear and factual manner.
- Oversees initial contact with next-of-kin or injured family members.
- Monitors follow-up compliance at the incident scene.

#### Prepares Fatality or Serious Incident Investigation Findings for Court (Where Prosecutions are Warranted):

- Prepares case file for review by Alberta Justice Crown Prosecutor with Regional Director or Manager, reviews incident with Crown Prosecutor.
- Works with Crown prosecutor on wording of charges.
- Prepares information for charging company(s) and individual(s) for contravention of the *Occupational Health & Safety Act*, regulation or Code.
- Ensures documents are served to accused and witnesses to ensure their appearance in court.
- Provides evidence in court or at a fatality inquiry.
- Attends court with documentation and evidence to ensure full preparation.
- Gives credible and professional testimony to the court to present facts of investigation.

#### Prepares Investigation Summary Upon Conclusion of all Fatality Investigations:

- Completes a summary of events including outcome and prevention messages/key learnings to be posted on OHS website.

#### Legislative/Regulations Programs:

- Identifies deficiencies in current legislation and recommend legislative amendments/changes in keeping with the industrial technology.
- Provides advice and interpretation on legislation in both day-to-day and controversial situations.
- Interfaces and liaise with other officers to ensure uniformity of the application of regulations.

#### Relationships:

- Work with other investigations staff as well as regional staff and external stakeholders related to worksite incidents.
- Work with crown prosecutors where prosecution/trials result from investigations.
- Communicate with other Occupational Health & Safety Regions, other divisions of Safe, Fair and Healthy Workplaces and other government departments.

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

Incident investigations are complex and time consuming. As per the applicable Operational Procedures, the incumbent must ensure evidence is gathered in an objective and thorough manner within an appropriate time span. *The Occupational Health and Safety Act* provides broad investigation powers to Occupational Health and Safety officers for investigating incidents. The officer can stop work for the purpose of investigating, seize equipment, obtain written and audio/video evidence, obtain statements and require remedial action before work can start at the incident site. The Lead Investigator has to ensure all evidence gathered is handled in a manner so it can be presented in court (ensuring evidence chain of custody is paramount). The Lead Investigator will work with the Alberta Justice Crown Prosecutor to ensure all evidence relating to a case is adequately presented to the court. The incumbent must ensure next-of-kin are provided with factual information in a sensitive manner.

The Lead Investigator is responsible for the following duties:

- Investigation Operational Procedures are followed.
- Overall quality of the investigation and all forensic information has been collected.
- Identification of short-term and long-term compliance strategies
- Efficient use of resources during investigations.
- Ensures accompanying officer follows adequate investigation techniques.

The incumbent will also inspect work sites (time permitting) and be part of a pro-active plan to prevent incidents/injury.

Authority for this position is derived from at least one of the following:

- *Occupational Health & Safety Act.*
- *Radiation Protection Act.*
- *Mines Safety Act.*
- *Federal Controlled Products Act.*
- *Provincial Offences Procedures Act* and Procedures Regulation.
- Public Security Peace Officer Program Policy and Procedures Manual.
- Administrative Penalties Regulation.

These Acts and Regulations establish standards for the protection and promotion of workers' health and safety throughout the province and outline the rights and responsibilities of employers, employees and other parties connected with the work site. Officers have the authority to enter and inspect work sites. They may take samples of products, conduct tests, take photographs and they may ask to examine and copy relevant documents. They may also interview and take statements from persons at the work site. In situations where an officer believes a work site is dangerous, they may order work stopped immediately or require corrective action. An officer may also order that a particular piece of equipment be shut down if they believe it is unsafe/unhealthy to operate.

## Knowledge, Skills, and Abilities

*(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)*

Qualifications:

- Related degree or diploma plus related industry experience or an equivalent combination of education and experience.
- Requires at least 3 years of directly related investigation experience.
- Successful completion of OHS peace officer training and appointment as an Alberta peace officer, Level 2.

#### Knowledge:

- Thorough knowledge of a discipline contributing to health and safety of departmental, divisional and branch goals and objectives, as well as investigation and inspection procedures.
- Thorough knowledge of relevant legislation, regulations, policies and procedures and knowledge of major industries, their practices, procedures and occupations.
- Working knowledge of other jurisdictional programs and trends and may require a thorough knowledge of specific industries.
- Knowledge of analytical sampling techniques to measure contamination levels at work site. Considerable knowledge of a wide variety of physical hazards that can be present at a work site. Consulting skills are necessary to distinguish when the situation warrants a stop work order or when the employer requires assistance and education.
- Thorough knowledge of investigation techniques, witness interviewing strategies and preparing cases for court.
- Has specific knowledge of:
  - *Occupational Health & Safety Act*, Regulation and Code.
  - *Provincial Offenses Procedures Act* and Procedures Regulation.
  - Occupational Health and Safety Operational Procedures.
  - Public Security Peace Officer Program Policy and Procedures Manual.
  - Safety hazards and engineering controls.
  - Chemical and biological hazards and their controls.
  - Radiation hazards and controls.
  - Noise exposure and controls.
  - Dust exposure in a wide variety of industries and control measures.
  - Workplace Hazardous Materials Information System.

#### Skills and Abilities

- Requires excellent analytical, problem solving and decision-making abilities to identify hazards or potential hazards, to determine compliance to the legislation and to find feasible solutions.
- Ability to learn and use technical knowledge to solve complex problems or assist other officers is required.
- Excellent interpersonal skills.
- Excellent verbal and written communication skills. Skilled in using computer hardware and software.
- The ability to work independently or within a team environment is necessary.
- Ability to make decisions in a complex work environment.
- Ability to recognize imminent danger situations or scenarios that are immediately dangerous to life and health.

## Contacts

*(The main contacts of this position and the purpose of those contacts.)*

- Clients - investigation, interviews, data collection.
- Manager(s)-consult on interpretation of legislation, day-to-day activities.
- Technical Advisors – consult on interpretation of legislation, investigation nuances.
- Occupational Health and Safety Contact Centre (OHSCC) – liaise with related to incidents while on call.
- Other Officers - consulting on technical expertise, previous dealing with same client.
- Crown Prosecutors Office.
- External engineering and professional experts.

## Supervision Exercised

No Supervision.

## Subsidiary 4 Benchmark Evaluation – 047ST46

### Identification Section

<b>Working Title:</b>	Mountain Rescue Specialist
<b>Department:</b>	Forestry and Parks
<b>Division, Branch/Unit:</b>	Parks Operation
<b>Reports To:</b>	Team Lead, Mountain Rescue (SSC6)
<b>Levels to D.M.:</b>	6
<b>Job Description:</b>	<a href="#">047ST46</a>
<b>Minimum Recruitment Standard:</b>	See <a href="#">Minimum Recruitment Standards</a> for Standards, Safety & Compliance
<b>Job Code:</b>	<a href="#">047ST</a> - Standards, Safety & Compliance 5

### Comments on Role

Reporting to the Mountain Rescue Team Lead, the Mountain Rescue Specialist maintains and promotes safe outdoor recreational experiences for Albertans while helping to achieve the overall objectives of the Kananaskis Mountain Rescue Program as part of the broader Alberta Parks Division. The position supports fulfilling the mandate of the program, which is backcountry search and rescue for the Kananaskis Region, avalanche forecasting, training, and outreach and public education. The position is critical in the functioning of the overall Mountain Rescue Program which is a highly skilled, unique, and diverse Program which aspires to develop and maintain a highly skilled workforce with a focus on safety excellence while developing capacity amongst our internal and external partners. The position will act as Incident Command if they respond to a search or rescue call and are responsible for oversight of the response and resources.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E I 2 200	33% 66	R1 76	342

### Comments on Evaluation

- **Knowledge:**

- Professional/Content Knowledge:**

- The Mountain Rescue Specialist requires highly specialized training in mountain and backcountry rescue

obtained through a combination of theoretical knowledge gained through a related diploma, and either an Alpine or Ski certification from the Canadian Mountain Guide Association, and Level II Certification from the Canadian Avalanche Association (snow science theory, avalanche control). Additionally, the position requires advanced medical training (certified to administer advanced medical protocols under the direction of a physician e.g., medications, resetting dislocated shoulder), certifications/training in diversified safety and rescue techniques such as "Heli" safety, swift water, ice, high altitude, human wildlife attack, and blaster and dangerous goods transport licenses. The knowledge is necessary to deliver backcountry and mountain safety programs including the theoretical knowledge of research techniques, approaches and snow science to conduct avalanche forecasting, data analysis supports the E rating.

**Complexity and Diversity:**

The position needs an understanding of how to maintain and promote safe outdoor recreational experiences for visitors to Kananaskis Country including advising of risks of recreational activities, conducting and leading search and rescue efforts, ensuring safety of rescuers and public, forecasting, analyzing and developing strategies and mitigating risks.

**Human Relations Skill:**

The Mountain Rescue Specialist translates technical information of safety and risk for varied audiences including both scientific and recreational audiences. The position provides direction to various agencies while they are incident commander for a rescue incident.

- **Creativity/Problem Solving:**

The Mountain Rescue team provides coverage 7 days per week and the specialist is required to assume lead responsibilities for safety and rescue incidents when scheduled. When leading a rescue incident, the Mountain Rescue Specialist is the Incident Commander responsible for overseeing all aspects of the response; the position must assess the situation, resources, risk and safety of all and respond appropriately. The specialist must adapt to the constant evolution of technologies, equipment and outdoor activities (e.g., base jumping, squirrel suits, climbing, and public accessing remote areas) requiring research, risk assessment, and analysis to assist with the creation of new safety and rescue procedures, protocols, educational material and identifying the need for specialized rescue equipment and/or training. An increased number of activities also contributes to concurrent rescue incidents requiring triaging of responses. A rating of 38% is not warranted as solutions are found within the body of knowledge and experience and the position has access to the Team Lead for assistance.

- **Responsibility:**

The positions primary responsibility is the service delivery of the Kananaskis mountain and backcountry rescue programs.

**Last Reviewed: December 2023**

## Subsidiary 4 Benchmark Job Description – 047ST46

### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

Supporting the Mountain Rescue Team Lead, the Mountain Rescue Specialist maintains and promotes safe outdoor recreational experiences for Albertans through delivery of the mandate of the Kananaskis Mountain Rescue (KMR) Program which includes: 1) Backcountry Search and Rescue 2) Avalanche Forecasting & Mitigation, 3) Training, 4) Outreach and Public Education, and 5) Program Area Support. The mission statement for the KMR Program is: The saving of human life shall take precedent over all other park activities.

Though it is a provincial resource, the KMR Program, first established in the 1970s, is unique to the Kananaskis Region. It strives to develop and maintain a highly skilled workforce with a focus on safety excellence while developing capacity amongst internal and external partners. The helps meet the growing popularity of outdoor recreation and increasing Park visitation. The position is critical in the overall functioning of the KMR Program. The Mountain Rescue Specialist has exceptional levels of training in a variety of backcountry skills, activities, techniques, risk management, teamwork, and high levels of certification in the areas of mountain rescue and snow science. The position delivers backcountry incident response (i.e., medical incidents, accidents or emergencies) through leadership, first aid, teamwork, and support. The position also delivers training in backcountry rescue skills, activities, methods, and techniques and is a key member of the Kananaskis Mountain Rescue team.

The position is accountable for making informed and complex decisions in a fast-paced, dynamic, and high (life and death) consequence environment. The Mountain Rescue Specialist is responsible for operational components of the KMR Program including the Avalanche (and Snow Science), Rope Rescue, Heli-Sling Rescue, and Critical Incident Stress Management (CISM) elements of the program. The position helps support, develop, and guide the direction of the training program for all KMR Program staff including (but not limited to) Conservation Officers and Park Rangers. The Mountain Rescue Specialist develops and maintains strong working relationships with key stakeholders, agencies, and Regional partners under the direction of the Team Lead. The position plays an important role in public education and outreach and assists the Team Lead, Area Manager and CPE with media, education, and outreach requests.

The position may include supervision of a Seasonal Mountain Rescue Specialist and/or supervision of contractors/students/interns (where required). The position works collaboratively with Regional staff including program staff, program leads, and managers to ensure effective and efficient operations within the Kananaskis Region including Conservation Officers, Park Rangers, Canmore Nordic Centre incident response staff and Kananaskis Emergency Services (KES) as well as staff from Permitting, Planning, Maintenance, Trails, Human-Wildlife Co-existence, Interpretation, Information, Partnerships and OH&S Program Areas.

### Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)*

#### Backcountry Search and Rescue:

- Provide search and rescue response for backcountry emergencies and large-scale disasters under the authority of the RCMP - K Division - Memorandum of Understanding (MOU).
- Effectively provide first responder care and evacuate patients in distress from backcountry

areas.

- Operate all rescue and training missions to the competencies and professional membership standards of an Association of Canadian Mountain Guide (ACMG) certified Alpine Guide, Ski Guide, or Mountain Guide.
- Ensure the safety of staff and public are top priority.
- Ensure regional rescue gear and personally issued Personal Protective Equipment (PPE) / gear is maintained to designated manufacturers standards and is at 100% readiness.
- Provide 24 hours per day/365 days per year rescue response coverage (including 730 standby shifts).
- Provide mutual aid (on request) for incidents requiring specialized skills to other jurisdictions in both Alberta and British Columbia.
- Investigate, provide analysis and causation for mountaineering/backcountry accidents (including fatality occurrences) to the RCMP.
- Act as ex-officio Medical Examiners (on authorization of the RCMP) to remove deceased individuals from hazardous mountainous terrain utilizing specialized skills and equipment.
- Investigation of aircraft accidents - assist the Department of National Defense Rescue Coordination Centre, RCMP, Alberta Medical Examiner, and the Transportation Safety Board of Canada with search management and investigations.

Medical Protocols - Actively participate with the Canadian Backcountry Medical Council to review and develop medical protocols:

- Maintain certifications in advanced first aid, advanced medical protocols and CPR/AED.
- Provide appropriate first aid to patients in distress in a backcountry environment.
- Conduct quality assessment reports and audits as per the requirements of the *Health Professions Act*.
- Annual Review of Medical Protocols with Medical Director.
- Deliver appropriate medical content-based lectures and in-service training to staff.
- Evaluate first aid course provider (ongoing annually).
- Maintain relationships with STARS, Alberta Health Services and local Fire Departments for the coordinated delivery of effective patient care and Attend and actively participate in annual Canadian Society of Wilderness Medicine conferences.

Search and Rescue Certifications - Utilize and maintain training and certifications in the following technical skills to effectively evaluate and mitigate hazards (while providing appropriate patient care and evacuation to injured and uninjured subjects in a mountainous environment):

- Rock, snow, and ice climbing.
- Mountaineering.
- Advanced wilderness first aid with advanced protocols (authorized use of specific medications and medical procedures).
- Cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED).
- Remotely Piloted Aircraft System (RPAS)/Drone piloting.
- Cave rescue.
- Chainsaw operations.
- Helicopter Class D fixed line operations including Petzl, Lezard Specialty.
- Helicopter safety.
- Aviation Crew Resource Management (CRM).
- Incident Command System (ICS) 100/200/300.

- High Angle Rope Rescue.
- Crevasse rescue.
- Snowmobile/Off-Highway Vehicle/dirt bike operations.
- Swift-water rescue - Level 3.
- Thin-ice rescue.
- Transportation of dangerous goods.
- H2S awareness.
- Provincial boat operator's course.
- Jet boat operator's course.
- Restricted radio operator's certificate for aviation.
- Search and Rescue (SAR) fundamentals.
- SAR manager.
- Long arms (rifle and shotgun), and Wildlife Human Attack Response training.

#### Avalanche Forecasting & Mitigation:

- Complete daily avalanche forecasting field trips for the collection of weather and snowpack data (requires safe and competent travel in mountainous avalanche terrain).
- Document snow stratigraphy, density, temperatures and stability test results in snow profiles and post data in software program.
- Author and publish daily Public Avalanche Bulletins with AvID software for posting on the Avalanche Canada webpage.
- Complete avalanche hazard assessments (twice daily) and corresponding submission of data to the Canadian Avalanche Association industry information exchange (INFOEX).
- Evaluate avalanche risk and publish daily Avalanche Hazard Evaluation for local highways and distribute daily hazard evaluation to stakeholders and partners.
- Maintain explosives magazine inventory in accordance with Explosives Regulatory Division Canada and Alberta Labour regulations.
- Deliver the Avalanche Control Program for roads/trails effectively and safely with explosives and periodic road/trail closures as per agreement with Alberta Transportation and in cooperation with highway maintenance contractor.
- Annually review/update Avalanche Control Standard Operating Guidelines.
- Complete year-end report for Alberta Transportation including summary of risk mitigation actions on Alberta Provincial Highways and review the inter-agency operating agreement.
- Annual review/update of both the Avalanche Control Plan and Avalanche Safety Plan.
- Investigate avalanche accidents, including fatality occurrences, as SME, to provide analysis and causation to the RCMP, Alberta Medical Examiner, Canadian Avalanche Association (CAA) and Avalanche Canada.
- Maintain a backcountry network of weather stations in the Kananaskis Region.
- Assist federal, provincial and Non-Government Organization (NGO) partners with maintenance of AvID avalanche forecasting software with Avalanche Canada.
- Attend and actively participate in Canadian Avalanche Association (CAA) Annual General Meeting.

#### Avalanche Certifications - Utilize and maintain training and certifications in the following to effectively deliver on Avalanche Forecasting and Mitigation:

- CAA Observation Guidelines and Recording Standards for weather, snowpack, and avalanche observations.

- Professional membership standards of a CAA Level II Forecaster.
- Alberta Labour & Immigration blaster's License for avalanche control using explosives.
- Transportation of Dangerous Goods certificate for the purposes of moving explosives by ground and helicopter, and Natural Resources Canada Explosives approval for authorized deployment of explosives for avalanche control.

#### Training:

- Coordinate, develop and help deliver all training priorities for the KMR Program through consultation with the Team Lead.
- Co-ordinate the training schedule for staff throughout the region to ensure staff receive adequate information and time for participating in training missions.
- Develop annual mountain rescue training schedule for operational staff.
- Supervise and develop technical team members in all aspects of mountain rescue skills.
- Maintain personal fitness and mountain travel and rescue skills at a high level by completing peer-to-peer training sessions multiple times a month.
- As SME, develop training standards for other departments/ministries across the province for work in a backcountry SAR context.
- Provide staff evaluations for all major training events.
- Continually evaluate the need for new rescue skills and training to meet the needs of emerging recreation types and trends.
- Periodically review and update training manuals and course curriculum.
- Coordinate staff in training situations to ensure risk is safely managed.
- Identify and coordinate learning opportunities to align with the broader needs of the KMR Program team including Mountain Rescue Specialists, Conservation Officers, Park Rangers and other Regional staff.
- Collaborate with key staff and program areas to implement required staff orientation.
- Ensure staff/students under supervision receive required Parks orientation and education.
- Prepare performance appraisals (PAs) for staff directly reporting to the Mountain Rescue Specialist and monitor staff performance to provide ongoing performance feedback, coaching, mentoring and support to ensure consistency in the application of standards, protocols, policy and code of conduct.
- Report the results of performance management and learning to the Mountain Rescue Team Lead.
- Facilitate the availability of student practicum and preceptor opportunities.

#### Risk Management & Occupational Health and Safety - Adhere to applicable *Occupational Health and Safety Act* (OHS), Regulation, Code, or Guidelines and promote safety as "a state of mind" as follows:

- Commit to improving health and safety performance through promotion of culture supporting hazard assessment, risk management, incident identification, reporting and correction, and compliance with applicable regulations, policies, and safe work practices.
- Work as a risk manager for staff involved in backcountry/front country rescue/emergency situations and be well versed in risk and hazard assessments for backcountry situations.
- Coordinate the application of best practice standards and guidelines to mitigate risk in collaboration with key stakeholders.
- Assist with development of Critical Incident Stress Management (CISM) Program.
- Maintain timely/accurate training records for all individuals to meet OHS standards.
- Designate a team member to be elected/appointed to the Kananaskis Region Worksite OHS

Committee.

- Complete all equipment inspection sheets (as required).
- Annual Review/update of Hazard Assessment and Control Reports (HACRs), and report all near misses and incidents utilizing Departmental procedures and 1GX.

Course Instruction - Develop and deliver comprehensive single-day and multi-day mountain rescue training courses, sessions and events for Conservation Officers and Park Rangers as per annual training schedule on the following:

- Numerous 2 and 3-day winter, summer, and fall mountaineering schools.
- Three-day spring rope rescue schools.
- Helicopter safety.
- Annual Class D helicopter fixed line (Human External Cargo) training.
- Crew resource management for aviation.
- Two-day swift water rescue.
- Thin-ice rescue.
- Two-day swift water boat handling (jet boat).
- Cave rescue.
- Dirt bike use.
- Crevasse rescue.
- Ice climbing.
- Avalanche rescue.
- Search manager refresher.
- Paraglider rescue.
- Canyoneering rescue.
- Rope rescue training to Parks requested outside Region (i.e., Cypress, Dinosaur), and First-Aid training refresher for Conservation Officer, Park Ranger and Canmore Nordic Centre First Responder staff.

Outreach & Public Education:

- Develop public safety messaging for social media and web content. Develop relevant provincial avalanche safety messaging to be delivered by social media videos and other content for communicating avalanche and snowpack information with a focus on accident prevention.
- Conduct media interviews (as requested and as per CPE direction) according to prescribed protocols.
- Develop and deliver Public Safety presentations to both internal and external audiences.
- Through interaction with internal and external partners and participants, influence the direction of key safety initiatives.
- Attend professional association meetings including the Association of Canadian Mountain Guides, Canadian Avalanche Association, International Commission for Alpine Rescue, and International Snow Science Workshop.
- Build relationships with cooperating agencies.
- Collaborate with key stakeholders to ensure effective and efficient coordination of operations.
- Develop effective service area networks to meet both Program and partner needs.
- Work within a team under the direction of the Team Lead to share information, continuously improve flow processes and the work environment.

- Serve as a role model in the support of the organizational culture and promotion of the Departments' vision, ensuring support of the vision, mission and goals of the broader Ministry.

Program Area Support:

Strategic Planning - Work collaboratively with the Team Lead, other KMR team members and KR staff to help determine priorities, develop plans, implement actions, and evaluate progress toward Regional projects, goals and performance targets:

- Solve problems strategically by involving and informing key stakeholders, identifying options, and negotiating resolution.
- Form tactics to support strategy to sustain a high-performance workplace and support mountain rescue focused programs.
- Understand and support the strategic direction of the broader Department and Ministry and the alignment of the Program within existing frameworks.
- Structure opportunities for team members and key stakeholders to meet to discuss program needs and strategize effective solutions to meet these needs and Help develop operational plans that align with Departmental operational goals and objectives.

Administration - Work within a team consisting of professional and non-professional occupational groups to complete administrative work as follows:

- Work within the operating budgets and targets for the Program and budget program operational areas under the direction of the Team Lead.
- Monitor personal and program expenditures under the direction of the Team Lead.
- Manage time effectively to ensure that overtime is not collected without solid rationale.
- Participate in 1GX recruitment using Alberta Parks established recruitment processes.
- Ensure and authorize accurate payroll submission for direct reports or when acting for the Team Lead.
- Engage specific team members to identify and access the resources, including equipment required, to achieve identified results.
- Coordinate storage and availability of equipment in collaboration with other program areas such as Conservation Officers and Park Rangers.
- Update Annual Operating Plans (as required).
- Complete annual Personal Performance Agreement with supervisor.
- Complete timesheets in a timely manner.
- Submit expense claims on a timely basis.
- Complete purchases as required following prescribed GOA procedure/policy.
- Collect and analyze mountain rescue statistics (annually) or as requested.
- Record occurrence reports for all mountain rescue responses.
- Maintain Helicopter Class D equipment records in accordance with the Canadian Aviation Regulations as per Transport Canada.
- Organize and deliver annual Kananaskis Mountain Rescue Critique.
- Develop, review, and maintain MOUs within cooperating agencies.
- Complete SAR New Initiatives Fund (NIF) applications for projects.
- Keep up to date with new SAR technologies and academic literature.
- Test equipment & clothing requirements for emergency response.
- Develop and improvise specialty equipment to meet evolving demands.
- Follow applicable Collective Agreements and Parks Division and Ministry policies and work in

collaboration with the Team Lead, Area Manager, and Human Resources and other key staff and advisors to seek solutions to identified issues, grievances, and conflicts, and Provide input on Administrative Officer status (pending - in progress) to facilitate closure of park lands or facilities for the purposes of search and rescue operations, evacuations and/or accident investigations.

Change Leadership-Develop change leadership and coaching skills and support staff reporting to the position and other team members to help effectively navigate change:

- Implement and support new or modified approaches, practices, and processes in the organization.
- Recognize ongoing change and the need for adaptability across the Kananaskis Region and set priorities accordingly. Continually analyze the change process and make necessary adjustments to maximize effectiveness.
- Participate in the piloting and evaluating of new ideas and explore creative solutions for using resources more efficiently and effectively.
- Plan for change under the direction of the Mountain Rescue Team Lead, Area Manager and Regional Director.
- Under direction of the Mountain Rescue Team Lead or Area Manager participate in committees and working groups (e.g., Workplace Health and Safety Committee).
- Foster an environment of self-directed growth and development and promote this environment to staff reporting to this position.
- Assist individuals in conflict resolution and team building.
- Foster confidence and recognize success.

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

Impacts of decisions have a direct impact on human life including team members, staff, partners, and the public.

Typical problems solved:

- Problems often involve a high degree of complexity associated with high consequence and risk evaluation and management within an incident response context involving human life (i.e., general public and staff). Decision-making in a high consequence outdoor environment also involving personnel, equipment, hazards, Occupational Health and Safety requirements, risk management, and factors sometimes out of the realm of control (e.g., weather).
- Problem solving may also occur within a politically complex environment with frequently changing priorities.

Types of guidance available for problem solving:

- Staff, team members, team leader, manager, networks, partners, other agencies, etc.
- Legislated requirements (e.g., regulations, policies, etc.).
- Best practice standards and guidelines.
- Guiding documents: Backcountry Medical Protocols, Helicopter Class D Fixed Line Operations Manual, Avalanche Control Procedures, etc.
- Case studies, peer literature and research publications.

## Knowledge, Skills, and Abilities

*(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)*

- Experience participating in and/or leading search and rescue operations and/or incident response.
- Minimum of 5 years in a mountain rescue/visitor safety specialist/guide role.
- Minimum - in Association Canadian Mountain Guides (ACMG) Certified Ski Guide or Alpine Guide with professional membership with ACMG (significant prerequisites and on the job, apprenticeship are required to achieve these certifications).
- Expertise in field of snow science, avalanche forecasting, and avalanche control; active professional membership with the Canadian Avalanche Association and minimum Level II (significant prerequisites and on the job, apprenticeship are required to achieve these certifications).
- Alberta Labour Blasters Certification for avalanche control with explosives.
- Current certifications in: Advanced Wilderness first aid (80 hours); Swift Water Rescue Technician, Long Arm Firearms; Emergency Site Management; Incident Command System (ICS) and Technical.
- Rope Rescue.
- Valid Alberta Class 4 or 5 Drivers License.
- Experience/certification operating 4x4 vehicles, ATV, snowmobiles and a variety of watercraft.
- Demonstrated skills in Rope Rescue for High Angle Mountain Rescue.
- Expertise with Helicopter Safety Procedures and Class D Helicopter Rescue procedures.
- Must have thorough knowledge of the geographic area of the Kananaskis Country land base including surrounding areas.
- Experience acquiring, managing, and issuing specialized equipment, gear, and clothing.
- Note: Emergency call-out requires 24/7 response and/or consultation.
- Demonstrated overall clear pattern of both professional and personal.

In addition, demonstrated experience and abilities in the following areas:

- Maintain Continuing Professional Development (CPD) standards for professional memberships in the Association of Canadian Mountain Guides (ACMG) and Canadian Avalanche Association (CAA).
- Effective communicator with strong organizational skills, influential skills, and commitment to providing quality services.
- Leadership skills, including demonstrated ability and confidence with decision making responsibilities, developing, and delivering training, coaching, and teaching, and the ability to inspire and build confidence in others.
- Demonstrated ability to manage ongoing change, to be adaptive, and to be nimble.
- Ability to manage human, financial and physical resources within an operating environment.
- Experience in public outreach and education (i.e., in-person and on-line presentations) and the ability to participate in media interviews in a professional manner.
- Strong track record in establishing and maintaining effective working relationships with both internal staff and external stakeholders.
- Effective leadership abilities combined with a strong commitment to operating within a team environment and the ability to motivate and inspire others to achieve common goals (including the

broader goals of the Department and Ministry).

- Excellent analytical and sound decision-making skills under pressure and with tight timelines.
- Ability to foster a climate of cooperation amongst, and build solid relationships with public agencies, government, committees and other partners.
- Ability to distill complicated and sometimes sensitive information in a format suitable for directors, managers, staff, media and the public. This may include assisting with information gathering for Action Requests(ARs), contracts, business cases, infrastructure/equipment requests, etc.
- Ability to independently learn new software applications and systems such as 1GX.
- Ability to use Microsoft Office (e.g., Word, Outlook, etc.) and other software programs and Apps related to the Mountain Rescue Program.
- Ability to work within a physically demanding environment and have strong physical stamina.

## Contacts

*(The main contacts of this position and the purpose of those contacts.)*

Stakeholders, partners, and collaborators would include the following for joint training and rescue missions (partial list only):

- Royal Canadian Mounted Police (RCMP) Detachment Commanders.
- Kananaskis Emergency Services (KES) Fire and Dispatch.
- STARS Air Ambulance and local Emergency Medical Services (EMS).
- Local/regional fire departments.
- Volunteer Search and Rescue Associations/Organizations.
- Alpine Helicopters.
- Canadian Transportation Safety Board.
- Parks Canada - Visitor Safety, Mountain Safety.
- Collaboration with the following to support the winter component of the Mountain Rescue Program: Canadian Avalanche Association (CAA) and Avalanche Canada, Water Monitoring staff and/or researchers, Alberta Transportation and subcontractors (e.g., Volker Stevin).

### Other:

- Media (pro-active messaging in emergency situations and public education).
- Oil and Gas Companies.
- Occupational Health and Safety.
- Other Provincial Park, Crown Land, and Ministry staff for training collaboration.
- Alberta Parks program leads and staff including the Mountain Rescue Program Manager.
- (Kananaskis West Area Manager) and Regional Director.

## Supervision Exercised

Supervision of a Seasonal Mountain Rescue Specialist and/or supervision of contractors/students/interns (where required).

## Subsidiary 4 Benchmark Evaluation – 047ST47

### Identification Section

<b>Working Title:</b>	Vehicle Safety Investigator
<b>Department:</b>	Transportation
<b>Division, Branch/Unit:</b>	Safety and Policy, CVS/CO/Vehicle Safety
<b>Reports To:</b>	Manager Vehicle Safety
<b>Levels to D.M.:</b>	5
<b>Job Description:</b>	<a href="#">047ST47</a>
<b>Minimum Recruitment Standard:</b>	See <a href="#">Minimum Recruitment Standards</a> for Standards, Safety & Compliance
<b>Job Code:</b>	<a href="#">047ST</a> - for Standards, Safety & Compliance 5

### Comments on Role

Reporting to the Manager of Vehicle Safety, the Vehicle Safety Investigator (VSI) is part of a team that ensures vehicle safety in Alberta. Working with stakeholders, the position provides technical assistance to licensed facilities, technicians, registered owners, carrier companies, law enforcement partners, and the general public. The VSI conducts complex investigations, facility and vehicle inspections using their knowledge of the vehicle safety standards and appropriate legislation to promote public safety. The incumbent also assists facilities and technicians in questions related to Alberta's Vehicle Inspection programs, including changes to their current inspection programs.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E I 2 200	33% 66	R2 87	353

### Comments on Evaluation

- **Knowledge:**

- Professional/Content Knowledge:**

- The Vehicle Safety Investigator requires specialized knowledge of the *Traffic Safety Act* and all supporting regulations and a working knowledge of the *Apprenticeship and Industry Training Act* to ensure compliance with provincial standards and legislation for all vehicles. In addition, in-depth knowledge and application of investigative procedures and the requirements to conduct investigations of facilities and technicians' skills, including inspection of vehicles. The position requires journeyman level

certification, peace officer training and considerable years of related experience. The position must stay current and maintain knowledge of the ever-changing types of vehicles (passenger and commercial) and inspection procedures, transportation industry and technology related to steering and suspension systems. The E rating is supported by extensive knowledge required of all aspects of vehicle safety inspections.

- **Complexity and Diversity:**

The position provides technical assistance to their client groups, conducting investigations, and facility and vehicle inspections using their knowledge of vehicle safety standards and appropriate legislation. The Vehicle Safety Investigator is part of a team that ensures vehicle safety in Alberta.

**Human Relations Skill:**

The position uses persuasiveness, and assertiveness to influence and educate technicians and facilities to comply with regulations and legislation.

- **Creativity/Problem Solving:**

The Vehicle Safety Investigator works independently within a region to ensure inspections and investigations are conducted in a variety of conditions and settings (i.e., variety of facilities, vehicles, locations). As the position is required to discern the situations and apply a breadth of content knowledge and experience to formulate the appropriate response and make decisions within parameters of legislation, policy, and authority, the rating goes beyond the 29%.

- **Responsibility:**

The position is granted Peace Officer status and is authorized to enforce facility and technicians' compliance within the parameters of standards and legislation.

**Last Reviewed: December 2023**

## Subsidiary 4 Benchmark

### Job Description – 047ST47

#### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

Reporting to the Manager of Vehicle Safety, the Vehicle Safety Investigator (VSI) is part of a team that ensures vehicle safety in Alberta. Working with stakeholders, the VSI provides technical assistance to licensed facilities, technicians, registered owners, carrier companies, law enforcement partners, and the general public. The VSI conducts complex investigations, facility and vehicle inspections using their knowledge of the vehicle safety standards and appropriate legislation to promote public safety. The incumbent also assists facilities and technicians in questions related to Alberta's Vehicle Inspection programs, including changes to their current inspection programs.

The incumbent will identify areas of non-compliance with both provincial and federal Acts and Regulations and take appropriate action ranging from education through to prosecution. Some investigations are in sensitive areas and involve numerous government policies. The investigator will consider all aspects of the investigation results and make decisions based on policy. Using the Progressive Discipline policy which ranges from Vehicle Safety Directives to Administrative Penalties or Show Cause Hearings. These decisions may result in a severe financial consequence to the licensed inspection facilities and technicians to restriction or suspension of inspection licenses.

The incumbent is adept at interviewing, monitoring, and training technicians and facility operators to ensure program compliance. The incumbent is a primary resource for the transportation and vehicle maintenance industry, the motoring public and external agencies such as federal and provincial law enforcement, other provincial Transportation Departments, Service Alberta, Apprenticeship and Industry Training, Alberta Motor Vehicle Industry Council, etc. The incumbent will lead or participate in joint investigations with other law Industry enforcement agencies when required to meet the departmental goals to ensure public safety in Alberta.

#### Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)*

##### Coordinates, leads, and undertakes investigations into alleged non-compliance with provincial Acts and Regulations:

- Investigate complaints generated from vehicle owners, industry partners, facilities/technicians, and enforcement agencies.
- Review vehicle inspections, revoke inspection certificates and make decisions for disciplinary action against the inspection technician and/or the inspection facility based on policies.
- Identify and assess what actions need to be taken, or recommended, to correct issues of noncompliance while considering the level of risk exposure.
- Document investigative statements and evidence for investigative files, proper practice on statement procedures for court presentation and disciplinary hearings.
- Manage investigative case files according to policy and procedural requirements.

Leads, undertakes, and coordinates facility inspections to ensure compliance with all provincial Acts and Regulations:

- Conducts on-site inspections of facilities, equipment, and program records known as Facility Compliance Checks. These Facility Compliance Checks include reviewing license renewals, upgrades and new facility audits as assigned by Licensing & Approvals section.
- Analyze documents including Records of Inspection, Inspection Certificates, decals, invoices, Requests for Inspection, and time sheets.
- Conduct inspection of vehicles on-site and at roadside to ensure compliance with provincial Acts and Regulations revoking certificates when necessary.
- Identify and negotiate program compliance options with facility operators and technicians.
- Evaluate inspection technicians training programs; identify other types of training that may help a facility operator improve performance in the inspection program, direction of technicians for competency testing.
- Prepare written reports to Vehicle Safety Management which may be forwarded for Show Cause Hearings and Registrars Reconsideration requests.

Undertakes on-site inspections of vehicles using provincial standards such as Vehicle Inspection Program inspection manuals as well as Original Equipment Manufacturer standards:

- Investigators training should remain current with vehicle design and manufacturing changes, inspection and investigation techniques as well as any other course, workshop or practical related to the position. This training can be formal but also requires the Investigator to reach out to industry for updates in vehicle repairs procedures and trends.
- Conduct vehicle inspections under the Vehicle Inspection Program regulations and *the Traffic Safety Act* and applicable regulations. If the vehicle is determined to be UNSAFE a Vehicles Safety Investigator may make the decision to direct that vehicle for inspection, change the vehicle status to UNSAFE and seize the vehicle plate and registration.
- Attend law enforcement training to obtain and learn investigation techniques.
- Liaise with other law enforcement agencies internal or external; Alberta Sheriffs, AEMA, AEP, OH&S, SIU, RCMP, AMVIC, AIT, and Municipal Police Services when acceptable.
- Maintain certification when required as a Commercial Vehicle Safety Alliance (CVSA) inspector, enhancing the detection of unsafe/unfit vehicles and drivers in an effort to reduce collisions involving commercial vehicles on Alberta's highways.
- Conduct vehicle and driver safety inspection on commercial trucks, trailers, and buses on the roadside and at Vehicle Inspection Stations (VIS).
- Maintain ON-Highway Dangerous Goods Inspector certification.
- Follow CVSA guidelines with regard to inspection procedures and placing of vehicles and drivers "Out of Service".

Exercise powers granted under the Peace Officer appointment to ensure the safety of the motoring public activities:

- Make decisions following policy regarding administrative actions such as imposing licensing conditions, administrative penalties, attendance at hearings and prosecutions.
- Revoke inspection certificates and assign status changes when inspections/investigations prove noncompliance by an inspection technician and/or a facility, according to policies and procedures.
- At the request of outside agencies, or by public complaint conduct vehicle inspection or review submitted documentation to determine if a vehicle status should be changed to UNSAFE. After reviewing the vehicle or documents, a Vehicles Safety Investigator may make the decision to direct that vehicle for inspection, change the vehicle status to UNSAFE and may seize the vehicle plate and registration.

- Ensure the proper enforcement action is taken, and documented, in the case of non-compliance, including Vehicle Safety Directives, or the issuance of Administrative Penalties.
- Gather and ensure continuity of evidence.
- Interview and take statements from witnesses and the accused, to determine whether or not an offence has been committed.
- Assist Crown Prosecutors and other law enforcement agencies as requested, including testifying as an expert witness when appropriate.
- Attend multi-agency roadside checks. As Subject Matter Experts provide input to other officers to ensure safe use for all road users.

Provide legislative interpretation and technical advice to the public, industry stakeholders, and other government agencies:

- Provide technical assistance to the public, inspection technicians and facility operators, fleet managers, mechanical repair facilities, etc.
- Sit on departmental and or external committees as a participant and/or resource to other branches and industry associations.
- Develop safety and inspection programs for the use by the inspection facilities. This is accomplished through communication with Program Specialists and Engineers.

Maintain existing, and develop new, enforcement agency relationships as well as inter-governmental relationships:

- Participate in, or lead, multi-agency investigative efforts.
- Attend training or workshops offered by other law enforcement agencies and extend invitations for other agencies to participate in our training.

Ensure administrative duties as assigned, or as part of role are accomplished. These duties include but are not limited to:

- Creating TSIS files generated from facility visits, Joint Forces Checks, and complaints.
- Entering Vehicle Safety Directives, and Vehicle Safety Administrative Penalties into TSIS and tracking payment of the penalties, if needed.
- Entering suspensions into eVIP and ensuring the suspensions are tracked and/or lifted at the appropriate time.
- Update vehicle status in EvER through request.
- Preparing letters for suspensions and cancellation of facilities and technicians licenses.
- Preparing letters for Registered Owners to present their vehicles for review of inspection program.
- Preparing letters and emails for Registered Owners when certificates have been revoked. Ensure these revoked certificates are entered into eFacility.
- Maintaining monthly statistical information for all work generated.
- Collecting information for disclosure packages for FOIP as well as Registrars Reconsideration.
- Look up Vehicle Disposition Reports in ROADS/MOVES and contact insurance companies for photos and estimates of collisions to aid in the identifying if proper repairs were made to vehicles.
- Scanning or uploading of Vehicle Inspection Reports into TSIS and shared drive.
- Entering Facility Compliance Reports into eVIP.

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

This position is responsible for program compliance and complaints received, determining if action is required, administering disciplinary action for non-compliance of technicians and/or facilities, and involving investigation staff in joint law enforcement activities.

At the request of outside agencies, or by public complaint a VSI may conduct vehicle inspection or review submitted documentation to determine if a vehicle status should be changed to UNSAFE. After reviewing the vehicle or documents, a Vehicles Safety Investigator may make the decision to direct that vehicle for inspection, change the vehicle status to UNSAFE and may seize the vehicle plate and registration.

Approximately 10,000 inspection technicians and 3,500 facilities representing all aspects of the vehicle service industry and all types of motorized transportation are licensed under the Vehicle Inspection Programs (VIP) in Alberta. Close to 300,000 vehicles are inspected under the VIP annually. The ability to effectively communicate with clients, vendors, and stakeholders in making decisions is crucial to the effectiveness of the programs and contributes to the continued safety of Alberta roadways.

### Typical problems solved:

- There are approximately 10,000 inspection technicians and 3,500 facilities licensed under the Vehicle Inspection Program in Alberta representing all aspects of the vehicle service industry and all types of motorized transportation. Each facility and technician must be treated uniformly and consistently, and each investigation and inspection must reflect each licensee's situation.
- Failure to conduct investigations and inspections accurately and fairly could increase the department's risk and result in a reduction of the program's credibility.
- Vehicle Safety Investigators work independently, as a team, and in partnership to ensure that inspections and investigations are conducted within documented procedures and protocols. The Vehicle Safety Investigator will consider each case individually and use discretion at all times as the nature of the work can create emotionally charged circumstances.
- Vehicle Safety Investigators must be able to manage, change, and transition, developing solutions to ensure consistence of work performed.

### Types of guidance available for problem solving:

- The position reports directly to the Manager of Vehicle Safety. The unit has a total of seven (7) Vehicle Safety Investigators with extensive knowledge of all aspects of vehicle safety and investigative best practices. These investigators can be relied upon daily as questions arise in regard to the type of vehicles or violations being investigated. When determining types of enforcement, this position uses a progressive discipline model (policy) which along with the Manager, guides the Investigator to the type and level of enforcement to be issued.

## Knowledge, Skills, and Abilities

*(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)*

### Qualifications:

- Journeyperson level certification and 4 years related experience at the Journeyperson level; or Two Journeyperson level certifications and 2 years related experience at the Journeyperson level; or Alberta Occupational Certificate and 7 years related experience; or Law Enforcement Diploma and 4 years related experience.

- Preference will be given to incumbents who possess both enforcement and technical training.

#### Knowledge:

- Intensive knowledge and application of investigative procedures and requirements for conducting investigations while considering the individual inspection facility/technician involved.
- Expert knowledge of the *Traffic Safety Act* and all supporting regulations and a working knowledge of the *Apprenticeship and Industry Training Act*.
- Working knowledge of departmental, branch, and section policies and procedures pertinent to the VIP.

#### Skills and Abilities:

- Broad exposure to vehicle maintenance and transportation industries.

### Contacts

- Manager Vehicle Safety - Daily interaction for the purpose of obtaining direction, guidance, and providing updates.
- Vehicle Safety Investigators - Position works with the other investigators or partners daily to ensure compliance within the inspection program and uniformity.
- Vehicle Standards Specialists - Daily to obtain information.
- Stakeholders - Daily interaction with facility owners, technicians, and the general public in person or writing, during presentations, virtual, or by phone.
- Administrative team - Daily interaction with the Carrier Compliance team to respond to information requests, exchange information, and resolve administration issues.
- Other enforcement agencies - Daily to provide requested information and expertise when required.

### Supervision Exercised

No Supervision.

## Subsidiary 4 Benchmark Evaluation – 047ST37

### Identification Section

<b>Working Title:</b>	Occupational Health and Safety Officer
<b>Department:</b>	Jobs, Economy and Trade
<b>Division, Branch/Unit:</b>	Safe, Fair and Healthy Workplace Division, Occupational Health and Safety Inspection Program
<b>Reports To:</b>	Manager, OHS Inspections
<b>Levels to D.M.:</b>	5
<b>Job Description:</b>	<a href="#">047ST37</a>
<b>Minimum Recruitment Standard:</b>	See <a href="#">Minimum Recruitment Standards</a> for Standards, Safety & Compliance
<b>Job Code:</b>	<a href="#">047ST</a> - for Standards, Safety & Compliance 5

### Comments on Role

As a member of a multi-disciplinary team, the Occupational Health and Safety (OHS) Officer is responsible for carrying out compliance-based programs that include inspection and investigation of Alberta work sites and activities as defined in Occupational Health & Safety Operational Plan. The Officer's role is to ensure employers comply to minimum legislated standards at their worksites, through investigation of incidents, assessment of complaints received, assessment of the Health & Safety (H&S) programs in place relative to worksites, general inspections, and by providing information and advice to employers in respect to these minimum legislated standards. Inspection and investigation of work site conditions is completed, and the Officer evaluates the conditions in respect to compliance to the *Occupational Health & Safety Act* Regulation and Code. Activities are reflective of the department's compliance and prosecution procedures and designed to ensure legislature requirements are met. Supports investigations of fatal and serious work site incidents conducted under the direction of a Lead Investigator.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E I 2 66	29% 57	R2 76	333

### Comments on Evaluation

- **Knowledge:**  
**Professional/Content Knowledge:**

The position requires a related degree, diploma and/or certification and considerable related health and safety experience, successful completion of the OHS academy training program and designation as a Peace Officer. It requires working knowledge of OHS and related legislation, regulations, codes, and policies governing the scope of work, and broad working knowledge of occupational health and safety hazards recognition, evaluation and controls necessary to conduct compliance inspections and investigations. Knowledge of OHS principles, practices and theory is applied to various physical environments. The position possesses a breadth of OHS knowledge but is not required to be a specialist in specific areas (depth of expertise) hence the E+ is not supported.

- **Complexity and Diversity:**

When conducting compliance site inspections, observational and analytical skills are required to assess if minimum health and safety standards are being met.

**Human Relations Skill:**

The position requires strong interpersonal and communication skills to exercise assertiveness and persuasiveness when working with employers to influence compliance requirements following site inspections.

- **Creativity/Problem Solving:**

The position works within a defined framework of legislation, regulations, codes, and operating procedures to identify health and safety concerns and compliance. Conducts independent inspections across a wide variety of industries requiring the position to apply the appropriate standards, and solutions to issues are found within a defined framework, policy, and procedure manual. Position has latitude to choose appropriate procedures. The position has access to a Technical Advisor and/or Manager for new and/or unusual situations, hence the position is not rated 33%.

- **Responsibility:**

The position is regulatory/enforcement in scope and has authority under OHS legislation as a Peace officer to issue orders and penalties.

**Last Reviewed: November 2023**

## Subsidiary 4 Benchmark Job Description – 047ST37

### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

As a member of a multi-disciplinary team, the incumbent is responsible for carrying out compliance-based programs that include inspection and investigation of Alberta work sites and activities as defined in Occupational Health and Safety Operational Plan. The Officer's role is to ensure employers comply to minimum legislated standards at their worksites, through investigation of incidents, assessment of complaints received, assessment of the H&S programs in place relative at worksites, general inspections, and by providing information and advice to employers in respect to these minimum legislated standards. Inspection and investigation of work site conditions is completed, and the Officer evaluates the conditions in respect to compliance to the *Occupational Health & Safety Act* Regulation and Code. Activities are reflective of the department's compliance and prosecution procedures and designed to ensure legislature requirements are met.

Where site conditions are not within regulatory standards, the officer works with the employer to upgrade site conditions to ensure worker protection at the work site. When conditions are such that an imminent danger exists, the officer will ensure that the imminent danger is immediately controlled. Where employers, contractors, owners and suppliers are unwilling to meet the legislative standards or are in direct contravention of those standards, the officer will issue orders requiring that compliance be met. Officers will ensure employers institute controls to address noncompliance situations. If there is persistent contraventions(s) at the work site, an Officer will follow-up with the Manager to pursue other avenues including a prosecution initiative to achieve compliance with the legislation.

### Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)*

#### Analysis of Work Site Health and Safety Issues:

- Conduct work site inspection/analysis to determine if minimum health and safety standards are being met. Analysis of work site health and safety.
- Determine if the employers have reviewed their work process for hazards and have eliminated or controlled the identified hazards.
- Perform a walkthrough of the work site to determine existence of health and safety hazards and to determine if these are being controlled.
- Observe and document health and safety hazards. Discuss with the employer the hierarchy of controls that may be applicable for the hazards presented at the worksite in order to meet minimum legislated standards.
- Obtain input from workers and employer representatives about the general health and safety status in the work environment.
- Determine if adequate health and safety procedures are present at the site to address the identified hazards.
- Conduct an initial analysis of physical (example: noise and lighting) and chemical (example: vapours, gases, dust) hazards at the work site.
- Issue contact reports, outlining observations and conclusions, detailing areas where minimum

standards have not been met.

- Follow-up to achieve compliance with Regulation and Code.
- Refer to Occupational Health and Safety Compliance Policy to select the most appropriate compliance tool in accordance with the operational procedures.
- When contraventions of the Occupational Health and Safety legislation are observed, Officers may issue stop work or use orders, issue tickets or make a referral for consideration of administrative penalties to bring workers and employers into compliance with this legislation.
- Participate in the appeal processes.
- Appear as a witness in a court of law, as required through the ticketing processes.

#### Investigate Complaints and Concerns at Work Sites:

- The investigation of complaints is performed in a manner as described in the Occupational Health & Safety Operational Procedure. Analysis includes the concerns raised in the complaint.
- Review the complaint and initiate appropriate response based on the severity of the hazard identified, and circumstances relayed in the complaint.
- In the event of a controversial issue, an Officer is required to exercise discretion, and judgement in determining who needs to be informed of the circumstances (Manager or Regional Director), and to resolve issues in an appropriate manner.
- An ability to be flexible in approach and adapt interaction style to address unpredictable responses and resistance are key to successful resolution of the complaint while ensuring health and safety on the site.
- Use information gathering techniques to obtain relevant and pertinent information pertaining to the complaint.
- Employs investigation strategies in assessing the complaint relative to the *Occupational Health and Safety Act*, Code and Regulations.

#### Investigate of Serious Incidents:

- Observe, review and documenting of site conditions by way of taking: photographs and /or videos, detailed note of observations, statements of witnesses, measurements and sketches.
- Identify and interview relevant witnesses (including workers, employers and employer representatives), explain pertinent legislation.
- Create and develop scene diagrams, maps and sketches.
- Complete written report consistent with Occupational Health & safety Operational Procedure standards in a clear and factual manner.
- Follow-up with employer to achieve compliance to identified legislative contraventions at the incident scene.
- Prepare case files for review by Alberta Justice Crown Prosecutor.
- Appear as a witness in a court of law as required.

#### Investigation of Discriminatory Action Complaints (DAC):

- Meet with complainant, obtain statement of complaint, explain process for review of complaint.
- Gather pertinent information and obtain and review documents in respect to complaint.
- Analyze the evidence and make determination regarding a contravention under Section 35 of the *Occupational Health and Safety Act*.
- DAC issues are often very emotional and may require an Officer to sort through multiple complex issues that exist at the worksite. Some of these issues may not be within the jurisdiction of the Officer, and appropriate explanation in such cases is a requirement to redirect the complainant.
- Complete a written report in accordance with Operational Procedure.

Accompany Other Officers as Assigned:

- Provide expertise in areas of specialized knowledge and experience.
- Work closely with newer employees, as directed by the Manager. Responsible to communicate with other Officers through Manger to achieve consistency of legislation interpretation and enforcement of the *Occupational Health & Safety Act*, Regulation and Code.
- Identify personal training needs and provide input to manager.
- Make suggestions for officer development and training.
- May engage in the formal delivery of training module(s) for Officers in training.
- Provide guidance and support to coworkers on sensitive or political issues.

External Business relations – Consult with Alberta Businesses, Employees and Worker Representatives:

- Provide expertise and clarify responsibilities under the *Occupational Health & Safety Act*, Regulation and Code.
- Collaborate and coordinate activity with other regional team members and stakeholders in areas impacting province wide program initiatives.
- Review methods and procedures put in place by the employer relative to hazards observed at the site and the employer's responsibility to meet minimum legislated requirements.
- Plan, develop and deliver presentations pertaining to issues relating to an employer's/worker's responsibility under the *Occupational Health & Safety Act*, Regulation and Code.
- Participate in the development of the Occupational Health & safety Regional Implementation Plan.
- Provide health and safety information to clients.
- Communicate and take appropriate coordinated action with other Occupational Health and Safety regions, other divisions of Ministry of Labour (Partnerships, Employment Standards) and Workers Compensation Board (WCB) in achieving branch goals pertaining to health and safety.

Technical Programs:

- Provide technical assistance to other staff in the development of safe work procedures and codes of practice.
- Assist as requested in evaluating technical submissions for acceptance.

Legislative/Regulatory Programs:

- Identify deficiencies in current legislation and recommend legislative amendments/changes in keeping with the industrial technology.
- Provide advice and interpretation on legislation in both day-to-day and in controversial situations.
- Interface and liaise with officers to ensure uniformity of the application of regulations.

Relationship management:

- Build productive and positive working relations with business, industry and employee group to aid in achieving best health and safety practises.
- Work with other regional staff and external stakeholders in areas impacting province wide programs and initiatives.
- Communicative with other occupational health & safety regions, other divisions of Ministry of Labour and Immigration and other government departments.
- Use influencing skills to move non-compliant employers/employees to compliance under the Act, Regulation and Code.
- Use conflict management skills to recognize potentially volatile or escalatory situations and diffuse these situations.
- Facilitate productive discussion with employers/employees to improve safety at sites and to expect

solutions to site specific health and safety concerns identified.

- Use effective listening skills and investigate techniques to resolve issues between employer/employee (e.g., DAC). Plan, coordinate, analyze and carry out programs including identification trends to ensure that regional objectives and goals are attained.

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

The incumbent inspects and investigates Alberta work sites for purposes of determining if employers, contractors, owners and suppliers are maintaining work site equipment and products in a healthy and safe manner. The incumbent uses considerable judgement in selecting the techniques and course of action to be taken when determining the advice and direction to be given to clients. As an OHS Officer, the incumbent has to exercise balanced judgement in stating whether site conditions observed at the time of inspection were healthy and safe for workers, and the particular reasons for that assessment. Employees work within the framework of department policies, procedures, operational and implementation plans and relevant legislation. The incumbent has to work with clients in a courteous and friendly manner, providing guidance on health and safety matters. The officer has to first try and gain voluntary compliance before issuing orders directing client to institute health and safety controls or systems.

Authority for this position is derived from at least one of the following:

- *Occupational Health & Safety Act.*
- *Provincial Offenses Procedures Act* and Procedures Regulation.
- Public Security Peace Officer Program Policy and Procedures Manual.
- Administrative Penalties Regulation.
- *Radiation Protection Act.*
- *Mines Safety Act, and Federal Controlled Products Act.*

These Acts and Regulations establish standards for the protection and promotion of workers' health and safety throughout the province and outline the rights and responsibilities of employers, employees and other parties connected with the work site. Officers have the authority to enter and inspect work sites. They may take samples of products, conduct tests, take photographs and they may ask to examine and copy relevant documents. They may also interview and take statements from persons at the work site. In situations where an officer believes a work site is dangerous, they may order work stopped immediately or require corrective action. An officer may also order that a particular piece of equipment be shut down if they believe it is unsafe/unhealthy to operate. Officers may issue a ticket to a (n) worker or employer for an observed occupational Health and safety ticketable offence. Based on orders issues Officers may make a referral for consideration of administrative penalties to an employer.

## Knowledge, Skills, and Abilities

*(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)*

Qualifications:

- Related degree or diploma plus considerable related industry experience or an equivalent combination of education and experience.

Knowledge:

- Successful completion of Occupational Health & Safety peace officer training and appointment as an Alberta peace officer, Level 2.
- Thorough knowledge of a discipline contributing to health and safety of departmental, divisional and branch goals and objectives, as well as investigation and inspection procedures.
- Thorough knowledge of relevant legislation, regulations, code, policy and procedures and knowledge of major industries, their practices, procedures and occupations.
- Working knowledge of other jurisdiction programs and trends and may require a thorough knowledge of specific industries.
- Knowledge of analytical sampling techniques to measure contamination levels at a work site.
- Considerable knowledge of a wide variety of physical hazards that can be present at a worksite.

Has specific knowledge of:

- *Occupational Health & Safety Act*, Regulation and Code.
- Occupational Health and Safety Operational Procedures; and Public Security Peace Officer Program Policy and Procedures Manual.

Skills and Abilities:

- Requires excellent analytical, problem solving and decision-making abilities to identify hazards or potential hazards, to determine compliance to the legislation and find feasible solutions.
- Ability to learn and use technical knowledge to solve complex problems or assist other officers is required.
- Consulting skills are necessary to distinguish when situations warrants the use of various compliance tools.
- Excellent interpersonal skills
- Excellent verbal and written communication skills.
- Skilled in using computer hardware and software.
- The ability to work independently or within a team environment is necessary.
- Ability to make decisions in a complex work environment.
- Ability to recognize imminent danger situations or scenarios that are immediately dangerous to life and health.

OHS Ticketable Provisions:

- Safety hazard and engineering controls.
- Chemical and biological hazards and their controls.
- Radiation hazard and controls.
- Noise exposure and controls.
- Dust exposure in a wide variety of industries and control measures; and Workplace hazardous materials information system.

**Contacts**

*(The main contacts of this position and the purpose of those contacts.)*

- Manager(s) – consult on interpretation of legislation and day-to-day activities
- Other Officers sharing knowledge and experience on technical issues/expertise, previous

dealings with same client.

**Supervision Exercised**

No Supervision.

## Subsidiary 4 Benchmark Evaluation – 046ST03

### Identification Section

<b>Working Title:</b>	Apprenticeship and Industry Training Officer
<b>Department:</b>	Advanced Education
<b>Division, Branch/Unit:</b>	Skilled Trades & Professions
<b>Reports To:</b>	AIT Officer, Calgary Supervisor
<b>Levels to D.M.:</b>	7
<b>Job Description:</b>	<a href="#">046ST03</a>
<b>Minimum Recruitment Standard:</b>	See <a href="#">Minimum Recruitment Standards</a> for Standards, Safety & Compliance
<b>Job Code:</b>	<a href="#">046ST</a> - for Standards, Safety & Compliance 4

### Comments on Role

The Apprenticeship and Industry Training Officer (AIT Officer) plays a key role in promoting and administering Apprenticeship and Industry Training programs and all related activities. Reporting to the area supervisors or team leads, the position is assigned an area and/or specific trades and occupations and serves as Apprenticeship and Industry Training's primary contact with businesses, unions, industry associations, Indigenous and other distinct communities. Additionally, the AIT Officer will support schools, colleges, and technical institutes within that area and/or those trades and occupations. The position provides advice and assistance to employers and employees on training and certification in designated trades and occupations, promotes apprenticeship training and careers in designated trades and occupations, monitors the workplace for appropriate on-the-job training and compliance with the *Apprenticeship and Industry Training Act* and regulations supports the work of apprenticeship industry committees, administers/invigilates exams, and provides liaison and support to the colleges/technical institutes that provide apprenticeship technical training.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D+   2 175	29% 50	R2 66	291

### Comments on Evaluation

- **Knowledge:**  
**Professional/Content Knowledge:**

The AIT Officer is the main contact for its designated area to support and promote trades and occupations. This full working level position requires journey person certification and considerable related trade experience. The position needs knowledge of the Apprenticeship and Industry training program to provide advice to applicants, businesses, unions, industry associations, indigenous and other distinct communities. The position also ensures that businesses and apprenticeships are in compliance with the *Apprenticeship and Industry Training Act* and regulations. The push (+) on the “D” recognizes the additional breadth of knowledge beyond the occupation, to provide advice and ensure compliance of businesses, industry and apprentices.

**Complexity and Diversity:**

The position promotes and provides program advice on the trades to applicants and industry. Advice and information encourage more entry into the trades and provides direction on compliance to legislation.

**Human Relations Skill:**

Communication is for the purpose of promoting and encouraging both industry and the public to participate in the program. The position requires persuasiveness and assertiveness to ensure compliance with legislation and regulations. May be required to utilize conflict resolution skills to facilitate conversation between industry and apprentices to resolve issues.

- **Creativity/Problem Solving:**

Under the direction of a supervisor and within the parameters of legislation, the position performs independent worksite visits. The position encounters variable situations, and solutions are found within legislation and regulations. Access to assistance is readily available from peers and/or supervisor. Decision making is governed by legislation. The 33% rating is not supported as there is no requirement to develop or formulate solutions outside parameters of legislation, standards, precedents and past practices.

- **Responsibility:**

Position has legislated delegated authority to make independent decisions regarding compliance during worksite visits.

**Last Reviewed: December 2023**

## Subsidiary 4 Benchmark Job Description – 046ST03

### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

The Apprenticeship and Industry Training Officer (AIT Officer) plays a key role in promoting and administering Apprenticeship and Industry Training programs and all related activities. The AIT Officer is considered a specialist in at least one or more trades/occupations, with broad based knowledge in several other related trades and occupations. Reporting to the area supervisors or team leads, the position is assigned an area and/or specific trades and occupations and serves as Apprenticeship and Industry Training's primary contact with businesses, unions, industry associations, Indigenous and other distinct communities. Additionally, the AIT Officer will support schools, colleges and technical institutes within that area and/or those trades and occupations. The position provides advice and assistance to employers and employees on training and certification in designated trades and occupations, promotes apprenticeship training and careers in designated trades and occupations, monitors the workplace for appropriate on-the-job training and compliance with *the Apprenticeship and Industry Training Act* and regulations, supports the work of apprenticeship industry committees, administers/invigilates exams, and provides liaison and support to the colleges/technical institutes that provide apprenticeship technical training.

### Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)*

Administer the *Apprenticeship and Industry Training Act* and regulations in the assigned area under the guidance and supervision of the AIT Officer team lead or area supervisor. Respond to client inquiries concerns regarding apprenticeship training, certification in designated trades and occupations, and other matters related to the apprenticeship and industry training system and troubleshoot issues and complaints from area clients.

- Monitor trade shops and construction sites through site visits to check for adherence to the Apprenticeship and Industry Training legislation.
- Work with employers to develop effective training programs, encouraging the provision of a broad-based apprenticeship training experience.
- Monitor apprentices' progress and take appropriate steps to address non-progressing apprentices.
- Facilitate a dispute resolution process to address difficult issues between employers and their apprentices.
- Ensure compliance with the apprenticeship and industry training legislation and issue compliance orders where required to enforce compliance with the *Apprenticeship and Industry Training Act* and Regulations.

#### Monitor apprenticeship examinations ensuring integrity and security:

- Assist the examination institute Liaison Officer and/or Senior Officer with the coordination and invigilation of industry examinations (both theory and practical) at area colleges/technical institutes, training centres, Aboriginal communities and other locations.
- Provide appropriate supports for individuals that may require individual exam accommodations.

- Maintain a secure and accurate inventory of all examination materials assigned to an examination sitting.

Effective and proactive liaison with public/community, employers, other departments and local training institutions.

- Promote the apprenticeship and industry training system to industry, business associations, trade groups, Aboriginal communities as well as other distinct communities.
- Act as a resource to instructional staff in the colleges and technical institutes that deliver apprenticeship training to provide technical and/or professional advice in their respective fields or areas of expertise.
- Conduct apprenticeship orientation sessions and class visits as required.
- Partner with organizations to promote trades as a viable career option with local high school students.
- Respond to requests for information.
- Coordinate meetings of the local apprenticeship committees and serve as committee secretary.
- Recruit industry champions to participate in the Apprenticeship and Industry Training committee network.

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

Decisions made directly impact members of the public, apprentices, employers and associated organizations. It is important to ensure that decisions made are in accordance with the legislation, policies, procedures, and within the scope of authority granted to the AIT Officer.

Typical problems solved:

Position is responsible for the implementation, administration and enforcement, within the assigned area, of the *Apprenticeship and Industry Training Act* and regulations, and policies and procedures under that legislation, including those set out in orders made by the Alberta Apprenticeship and Industry Training Board.

The employment of persons in designated trades and occupations across numerous industries in each area creates a diverse and complex matrix of services required by local employers and apprentices. While exercising delegated authority of the Minister and the Executive Director, Apprenticeship and Industry Training, the position is expected to use good judgment in the application of apprenticeship and industry training policies and procedures to address the unique and/or sensitive situations that occur on a regular basis.

Types of guidance available for problem solving:

The apprenticeship program with its designated trades and occupations is a large distinct program that is administered throughout Alberta and guidance is available for problem solving from the officer's supervisor. Additionally other co-workers and supervisors will have additional knowledge and experience available for problem solving where it would be expected that the officer consult with supervisors, co-workers and also render assistance when consulted by others.

## Knowledge, Skills, and Abilities

*(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)*

Recognized Journeyperson certificate with Interprovincial Red Seal in one or more of Alberta's designated trades and minimum of three years of trade experience after certification. Equivalencies considered as: related diploma and 6 years related experience or related degree and 4 years related experience.

## Contacts

*(The main contacts of this position and the purpose of those contacts.)*

Reporting to a senior AIT Officer or AIT Officer team Lead, the position is assigned an area and/or specific trades and occupations and serves as Apprenticeship and Industry Training's primary contact with businesses, unions, industry associations, high schools, colleges/technical institutions, Indigenous and other distinct communities, within that area and/or those trades and occupations.

The position provides advice and assistance to employers and employees on training and certification in designated trades /occupations and promotes apprenticeship training.

The position monitors the workplace for on-the-job training and compliance with regulations, ensuring compliance with the *Apprenticeship and Industry Training Act* legislation and issues compliance orders where required to enforce compliance with the Act and Regulations.

Supports the work of apprenticeship committees, administers and invigilates exams, and provides support to colleges/technical institutions that provide apprenticeship technical training.

## Supervision Exercised

No Supervision.

## Subsidiary 4 Benchmark Evaluation – 045ST04

### Identification Section

<b>Working Title:</b>	Apprenticeship Consultant (entry level)
<b>Department:</b>	Advanced Education
<b>Division, Branch/Unit:</b>	Apprenticeship and Industry Training Division (Client Services, North and South Regions)
<b>Reports To:</b>	Senior Consultant
<b>Levels to D.M.:</b>	4
<b>Job Description:</b>	<a href="#">045ST04</a>
<b>Minimum Recruitment Standard:</b>	See <a href="#">Minimum Recruitment Standards</a> for Standards, Safety & Compliance
<b>Job Code:</b>	<a href="#">045ST</a> - for Standards, Safety & Compliance 3

### Comments on Role

With some initial assistance from the Senior Consultant, position administers and delivers the *Apprenticeship and Industry Training Act*, programs and services for specific assigned trades and occupations in the city and for all of the trades and occupations for a designated surrounding rural area (i.e., Calgary/Edmonton or district offices). It provides services and support in apprenticeship training on numerous facets including assessment, marketing, coordination and delivery of exams and will acquire a good understanding of the *Apprenticeship and Industry Training Act* and regulations.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D I 2 152	25% 38	R2 50	240

### Comments on Evaluation

- **Knowledge:**

**Professional/Content Knowledge:**

Position needs at least 3 years' experience at a journeyman level with knowledge of all trades. The position uses technical knowledge to apply specialized skill sets. It has knowledge in Labour Standards, rules and regulations and other government department programs that impact the apprenticeship and industry training programs/services. The application of knowledge in this entry level position results in the D rating.

**Complexity and Diversity:**

Position is an individual contributor that coordinates practical examinations and local advisory committees. Analysis is used when determining if all shops, employers and employees in the program are following department rules, regulations and requirements.

**Human Relations Skill:**

Human Relations Skills are strong as it extends beyond practicing a sole trade to being able to influence behaviour when giving advice to apprentices and when promoting the program to prospective clients.

**▪ Creativity/Problem Solving:**

Judgement is guided by established guidelines. There is latitude to decide on the most appropriate course of action to follow in different situations with readily available assistance.

**▪ Responsibility:**

The position makes independent decisions and has final authority over matters once advice has been received from the Senior Consultant, resulting in an R2 rating.

**Last Review / Update: March 11, 2016**

## Subsidiary 4 Benchmark

### Job Description – 045ST04

#### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

This is an entry-level position requiring additional direction and supervision while the incumbent acquires the knowledge, experience and skills required to undertake the full scope of responsibilities of an Apprenticeship Consultant. The Apprenticeship Consultant is considered a specialist in at least one or more trades/occupations, with broad based knowledge in several other related trades and occupations. Reporting to the Senior Consultant, the position is assigned an area and/or specific trades and occupations and serves as Apprenticeship and Industry Training's primary contact with businesses, unions, industry associations, schools and colleges/technical institutes within that area and/or those trades and occupations. The position provides advice and assistance to employers and employees on training and certification in designated trades and occupations, promotes apprenticeship training and careers in designated trades and occupations, monitors the workplace for appropriate on-the-job training and compliance with the *Apprenticeship and Industry Training Act* and regulations, supports the work of local apprenticeship committees, administers and invigilates exams, and provides liaison and support to the colleges/technical institutes that provide apprenticeship technical training.

#### Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)*

##### Administer the *Apprenticeship and Industry Training Act* and regulations in the assigned area under the guidance and supervision of the Senior Consultant:

- Respond to client inquiries and concerns regarding apprenticeship training, certification in designated trades and occupations, and other matters related to the apprenticeship and industry training system and troubleshoot issues and complaints from area clients.
- Monitor trade shops and construction sites through site visits to check working and learning environment, wage rates and adherence to training requirements.
- Work with employers to develop effective training programs, encouraging the provision of a broad-based apprenticeship training experience, and ensuring their compliance with the apprenticeship and industry training legislation.
- Monitor apprentices progress and take appropriate steps to address non-progressing apprentices.
- Facilitate a dispute resolution process to address difficult issues between employers and their apprentices.
- Issue compliance orders where required and support the efforts of Government to enforce compliance with the *Apprenticeship and Industry Training Act* and regulations.

##### Monitor apprenticeship examinations ensuring integrity and security:

- Assist the examination/institute liaison specialist and/or senior consultant with the coordination and invigilation of industry examinations (both theory and practical) at area colleges/technical institutes, training centres, Aboriginal communities and other locations.
- Provide appropriate supports for individuals with special needs.
- Maintain a secure and accurate inventory of all examination materials assigned to an examination sitting.

Effective and proactive liaison with community, employers, other departments and local training Institutions:

- Promote the apprenticeship and industry training system to industry, business associations, trade groups, Aboriginal groups, etc.
- Act as a resource to apprenticeship instructors in the colleges/technical institutes to provide technical and/or professional advice in their respective fields.
- Conduct orientation sessions and class visits as required.
- Partner with organizations such as CAREERS: the Next Generation to promote trades as a viable career option with local high school students.
- Respond to requests for information.
- Co-ordinate meetings of the local apprenticeship committees and serve as committee secretary.
- Recruit industry champions to participate in the apprenticeship and industry training system industry committee network, including the local apprenticeship committees, provincial apprenticeship committees, and/or the Alberta Apprenticeship and Industry Training Board.

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

The entry level Apprenticeship Consultant has the same scope and responsibilities as the Apprenticeship Consultant (described below) under the direct supervision of a senior consultant. The level of direct supervision would diminish over a two-year period, until the senior consultant recognizes that the entry level Apprenticeship Consultant has developed the required knowledge and skills to work independently at the full working level.

The scope of the full working level apprenticeship consultant is as follows:

Position is responsible for the implementation, administration and enforcement, within the assigned area, of the *Apprenticeship and Industry Training Act* and regulations, and policies and procedures under that legislation, including those set out in orders made by the Alberta Apprenticeship and Industry Training Board. The employment of persons in up to 55 designated trades and occupations across numerous industries in each area creates a diverse and complex matrix of services required by local employers and apprentices. While exercising delegated authority of the Minister and the Executive Director, Apprenticeship and Industry Training, the position is expected to use good judgment in the application of apprenticeship and industry training policies and procedures to address the unique and/or sensitive situations that occur on a regular basis.

## Knowledge, Skills, and Abilities

*(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)*

Qualifications:

- Position requires journey person level certification, completion of apprenticeship and a minimum of three years working experience at the journey person level, in at least one trade.

Knowledge:

- Position requires broad based knowledge of several designated trades and occupations, excellent communication skills, and good computer skills.
- Position requires a good understanding of the *Apprenticeship and Industry Training Act* and

regulations. Because the position works closely with industry, it is important that the position has a good understanding of other government legislation and programs, and other organizations that affect the apprenticeship and industry training programs. Examples include legislation governing safety in the workplace, and working and employment (e.g., *Occupational Health and Safety Act*, Employment Standards Code), student grants and loans programs, Alberta Motor Vehicle Industry Council (AMVIC), etc.

Skills and abilities:

- Public speaking/presentation skills are also important requirements of this position.

## Contacts

*(The main contacts of this position and the purpose of those contacts.)*

Position has considerable contact with apprentices, trainees, trades people, employers, colleges/technical institutes, schools, Aboriginal community leaders, unions, industry/business associations, community groups and other government departments/agencies. The purpose of this contact is to provide information, resolve issues, co-ordinate training, promote training and certification in designated trades and occupations, and ensure compliance with the apprenticeship and industry training legislation, policies and procedures.

## Supervision Exercised

No Supervision.