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TECHNICAL ENGINEERING OFFICER SERIES

INCLUSIONS

The Technical Officer (TE1-TE3) series encompasses three levels where the primary work performed is highly skilled technical work in direct support of the disciplines of engineering, architecture, surveying and/or mapping. Positions in this series are required to analyze and/or control technical data/information to manage technical programs or projects and render decisions and/or make recommendations on technical matters. All levels communicate and ensure Occupational Safety, Health & Risk Management (OSHRM) policies, guidelines and operating practices are followed.

EXCLUSIONS

Excluded are positions where the primary duties and responsibilities are included in the definition of any other classification specification.

APPLICATION OF THE SERIES

Further to the inclusions statement in the preamble, the series is applied through the general intent statement at each level, and is further supported by the factors described at each level.

DEFINITIONS

Administration

The management of human, financial and technical resources to ensure the effective delivery of one or more programs in an assigned area, in addition to monitoring, evaluating and reporting on the effectiveness of the program(s).

Project

A project is an undertaking with a specific objective that is self contained that has a start and an end date.

Program

A departmental plan established at the Deputy Minister or equivalent level, for delivery of a focused set of services and/or products. A program has ongoing functions or activities of major scope and significance and comprises of part(s) of the department's role and mandate.

Supervisory Responsibilities

A position performing full supervision normally performs several of the following functions:

- Implements and maintains methods and procedures in accordance with approved goals and objectives; assigns tasks; plans, schedules and coordinates work flow.
- Ensures compliance with standards for quantity and quality of work including safety by reviewing work for adherence to those operational standards.
- Evaluates performance by reviewing and discussing work performance on an ongoing basis; conducts formal performance appraisals by applying performance measures in a written evaluation; discussing performance expectations and providing feedback on past performance.
- Participates in human resources activities such as recruitment and selection, plans and schedules training and development to meet operational and personal goals.

Technical Positions

For the purpose of this series, technical positions involve the application of engineering, architecture, surveying and/or mapping technologies. Positions considered technical may include, but are not limited to, technical engineering officers, engineering aids, drafting technicians, etc.

TECHNICAL ENGINEERING OFFICER 1

GENERAL INTENT

Positions at this level perform technical assignments and/or manage projects of limited complexity.

Positions receive general direction from professionals or supervisors in the disciplines mentioned in the preamble with respect to detailed procedures and methods to be used for projects or technical assignments. Positions at this level may perform supervisory and/or specialist functions:

a) Supervisory – Positions supervise engineering aids, draftspersons and/or other technical positions. Direction is given at the beginning of assignments, is generally in terms of objectives or methods, and continues throughout as problems arise or conditions change.

b) Specialist – Positions are responsible for performing specialized work requiring the application of specific technical skills. They work closely with professional engineers, architects, surveyors or technical positions working out the detailed procedures and methods of projects.

FACTORS

COMPLEXITY

Skills/Expertise Required

- Diploma in a related technology, contract or program administration / management; as well as directly related experience in the field; and/or an equivalent combination of education, training and experience.
- Working knowledge of the methodology, technology and procedures required.
- Ability to apply specifications, standards, codes, acts, regulations and/or case law.
- Ability to communicate information both in verbal and written form.
- Ability to prepare draft contract documents and/or standard practices and methods.
- Knowledge of Occupational Safety, Health and Risk Management standards and operating practices.

Variety

- Provides general or specialized technical guidance to staff.
- May be required to provide information to or acquire information from external stakeholders as it relates to a specific project or issue.
- Research and evaluate specifications, technology, and methods and may recommend changes.

OTHER LEVEL DETERMINANTS***Supervisory and Administrative Responsibility***

- The supervisory level supervises and co-ordinates staff in a work unit/project of limited complexity.
- May be responsible for day to day contract and/or program administration and/or monitoring expenditures for a project.

Independence of Action and Decision Making

- Definite work objectives are set but methods of performing tasks are frequently left to the judgment of the incumbent.
- Requires judgment in the application of established procedures and policies.

Consequence of Error

- Minimized by internal review processes.

TECHNICAL ENGINEERING OFFICER 2

GENERAL INTENT

Positions at this level are responsible for carrying out complex projects and program assignments involving multiple functions, tasks or dimensions.

Positions at this level receive limited supervision and may perform supervisory and/or specialist functions:

a) Supervisory – Positions supervise technical positions. This level is differentiated from the Technical Officer 1 level in that they assume responsibility for larger and more complex projects. Direction is limited with assignments given.

b) Specialist – Positions are responsible for providing specialist services, often on a province or district/regional wide basis. This level is differentiated from the Technical Officer 1 level by the complexity of the work or project and a higher degree of technical skills required.

FACTORS

In addition to the factors described at the TE1 level, the following factors apply to positions at the TE2 level:

COMPLEXITY

Skills/Expertise Required

- Ability to operate within budgets.
- Ability to analyze and interpret complex data and information.
- Ability to provide guidance and consultation in a technical area or field.
- Ability to prepare/review contract and/or tender documents.

Variety

- Provides specialized technical guidance and training to staff.
- Coordinates/meets with other jurisdictions and levels of government, contractors and/or consultants to identify and resolve issues.

OTHER LEVEL DETERMINANTS

Supervisory and Administrative Responsibility

- May supervise and/or coordinate staff and/or complex projects.

- May have direct involvement in project planning, implementation and evaluation.
- May review and recommend changes to project budgets.

Independence of Action and Decision Making

- Requires judgment to modify and interpret established practices or procedures to solve problems for which the solution is not provided.

Consequence of Error

- Moderate delays and additional allocation of funds and resources within the Unit/Program, usually discovered before results become serious. Deficiencies will not affect the attainment of the operational objectives.

TECHNICAL ENGINEERING OFFICER 3

GENERAL INTENT

This is the senior level of the series. Positions require specific skills and knowledge to plan and manage complex/multi disciplinary projects and/or programs which includes planning, managing and controlling budgets. Positions work independently reporting periodic results to a professional or senior manager. Positions at this level are required to perform supervisory functions over technical positions.

FACTORS

In addition to the factors described at the TE2 level, the following factors apply to positions at the TE3 level:

COMPLEXITY

Skills/Expertise Required

- Ability to plan, manage and control budgets.
- Ability to plan and manage human resources.

Variety

- Positions are the senior technical resource for staff regarding complex problems and projects.
- Direct involvement in project and/or program planning and manages complex technical projects and/or programs.
- Liaise and negotiate with other jurisdictions and levels of government, contractors/consultants as it relates to specific projects, programs or issues.
- Review, formulate or recommend changes to methods, specifications, procedures, policies and/or technology.

OTHER LEVEL DETERMINANTS

Supervisory and Administrative Responsibility

- Manage program or project resources including: financial, human resource, contractors and/or consultants and/or equipment.

- Direct involvement in high level activities related to project and/or program planning, implementation and evaluation.

Independence of Action and Decision Making

- Works independently on program objectives and priorities.
- Prioritizes the work. Decisions have an impact on the work of others and the work unit or area.
- Requires analysis and judgment in finding solutions for problems for which policies and procedures are not clearly defined.

Consequence of Error

- May cause considerable delays and/or potential financial and political liabilities involving public and employee safety.
- May affect scheduling and project completion in other Units/Regions/Branches/Areas and unless adjustments are made, could affect attainment of the operational objectives.