

JOB DESCRIPTION

Benchmark Job #333

Ministry: Municipal Affairs
Branch: Engineering and Inspection
Location: Kelowna

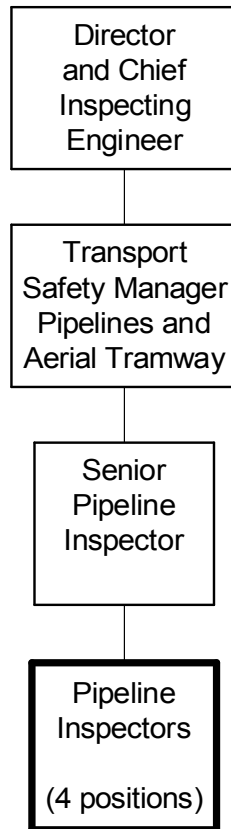
Working Title: **Pipeline Inspector**
Level: Range 24
NOC Code: 2261

PRIMARY FUNCTION

To conduct inspections of the construction and operation of pipelines, compressor stations, regulator stations, pumping stations and other facilities and to conduct accident/incident/failure investigations and provide advice to industry and the public.

JOB DUTIES AND TASKS

1. Performs inspections and regulatory services in accordance with branch policy for new and existing pipelines and pipeline facilities to ensure compliance with the Pipeline Act, regulations and adopted standards
 - a. decides when annual inspections shall occur, determines the start and testing dates for new construction and plans and schedules activities
 - b. reviews applications and technical submissions for new construction or equipment modification to pipelines, compressor stations, regulator stations and pumping stations
 - c. oversees construction to ensure the material standards, physical configuration, assembly and joining, installation and testing of pipe, pipe fittings, facility equipment and instrumentation are in compliance with specifications and standards
 - d. observes hydrostatic and pneumatic acceptance tests on new, modified, or reactivated pipelines and pipeline facilities
 - e. reviews construction procedures, welding procedures welder qualifications, non-destructive test results, hydrostatic and pneumatic testing procedures, safety equipment, fire and gas detection equipment, fire fighting equipment and pipeline operation
 - f. prepares formal reports and recommends issuance of permit to operate the pipeline
 - g. reviews the integrity of the pipeline system and operation
 - h. enforces Occupational Health and Safety Standards and corrective measures
 - i. establishes conditions for operating and issues orders to correct violations
 - j. orders out of service any pipeline or pipeline facility when an unsafe condition exists
 - k. reviews equipment innovations and new technology to determine how existing pipeline safety standards apply
2. Conducts accident/incident failure investigations
 - a. collects evidence to ascertain the circumstance, outcome and causes of the incident
 - b. issues directives that establish conditions for continued operation and ensures corrective action is being taken
 - c. provides expert witness testimony at inquests, hearings and other court proceedings
3. Performs other related duties
 - a. investigates complaints from the public and submits reports
 - b. responds to inquiries from industry and the public
 - c. trains inspectors "in training" as per branch requirements



REASON FOR CLASSIFICATION

Benchmark Job #333

Job Title: Pipeline Inspector

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of pipeline engineering to inspect the construction and operation of pipelines, compressor stations, regulator stations, pumping stations and related facilities.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify inspection techniques and approaches to inspect and approve the plans, construction and operation of pipelines and related facilities.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to resolve non-compliance problems with operators, contractors and industry.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to perform safety inspections using precision testing instruments.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by engineering and trades standards, inspects the construction and operation of pipelines and related facilities and establishes conditions for pipeline operation.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to make purchases from petty cash and use government credit card for vehicle operating and repair costs.</p>	B	10
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to inspect the construction and operation of pipelines and related facilities.</p>	E	33

REASON FOR CLASSIFICATION

Benchmark Job #333

Job Title: Pipeline Inspector

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training and instruction to inspectors.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to inspect pipelines and facilities to ensure compliance with safety codes and standards.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually and by smell and hearing inspect pipeline and related facilities.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to lift and carry moderate weight equipment regularly.	D	18
12	SURROUNDINGS Exposure to overnight travel frequently.	C	6
13	HAZARDS Limited exposure to hazards from regular lifting and carrying of moderate weight equipment.	B	4

Total Points: 839.5

Level: Range 24

JOB DESCRIPTION

Benchmark Job #152

Ministry: Municipal Affairs and Housing
Branch: Boiler, Gas and Railways Safety
Location: Burnaby

Working Title:
Level:
NOC Code:

Gas Safety Inspector
Range 24
2264

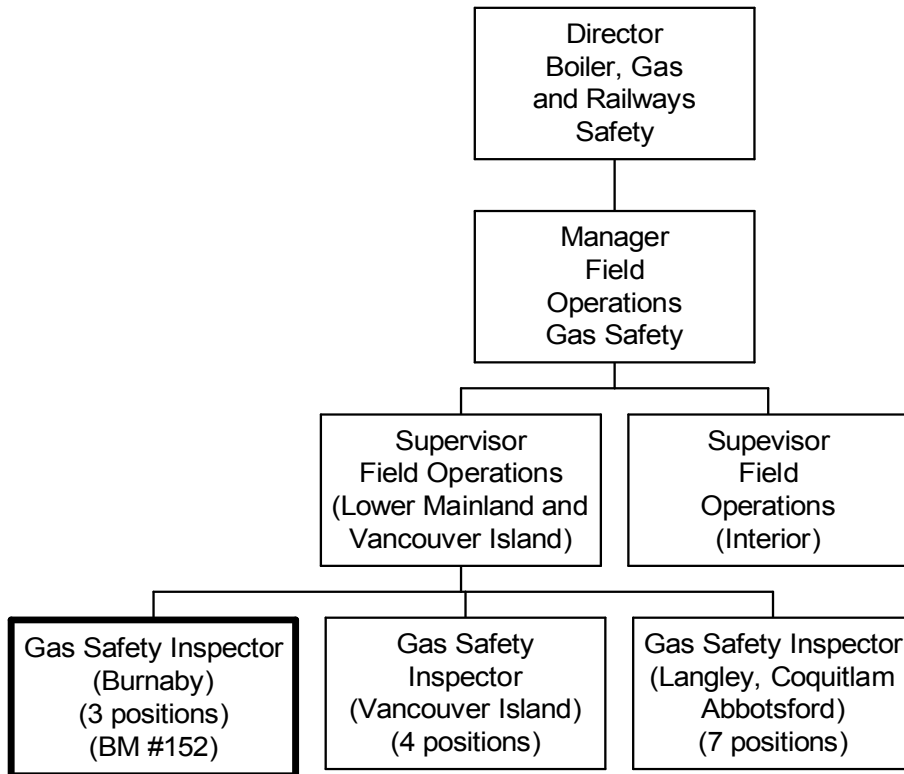
PRIMARY FUNCTION

To conduct inspections of construction sites and gas equipment/appliance installations to ensure compliance with the Gas Safety Act and Regulations, conduct annual inspections and gas fitter exams and provide advice and education to the trade industry and general public.

JOB DUTIES AND TASKS

1. Conducts gas safety inspections on all types of domestic, commercial and industrial gas appliances and installations
 - a. conducts inspections of construction sites to ensure compliance with the Gas Safety Act and Regulations
 - b. reviews and approves plans for construction, installation and operation of gas installations and appliances
 - c. surveys/inspects construction and installation of gas equipment/appliances
 - d. prepares reports on compliance or violation of Gas Act and Regulations and orders remedies for non-compliance
 - e. convinces clients to upgrade projects prior to issuing compliance orders
 - f. uses precision instruments, meters and testing equipment to conduct inspections
 - g. approves, orders remedial action or rejects gas installations
2. Performs investigations of accidents or incidents related to gas usage
 - a. investigates gas related fires, explosions and incidents
 - b. prepares and issues reports on findings
3. Encourages and supports gas safety code and standards compliance by gas fitters, trades persons, inspectors, industry, other government agencies and the general public
 - a. conducts annual inspections to ensure compliance to gas safety code and standards
 - b. invigilates written and oral gas fitter exams and collects fees
 - c. develops training materials for presentation
 - d. organizes and/or provides instruction for seminars, displays and public programs
 - e. responds to enquiries, provides advice, interprets gas codes, Gas Safety Act and regulations and provides information on responsibilities and minimum safety standards to clients and the general public
4. Enforces statutes and rules
 - a. resolves or processes appeals by gas fitters and contractors on municipal inspector decisions
 - b. provides advice to gas contractors, gas fitter engineers, architects, designers, building contractors, lawyers, homeowners, municipal inspectors and related trades persons on the application of codes, standards and regulations including enforcing compliance if necessary
5. Performs other related duties
 - a. maintains and updates inspection files and records; verifies accuracy of permits for the area
 - b. compiles reports for regional supervisor and head office as required
 - c. drives to inspection sites
 - d. reviews equipment innovations and new technology to determine how existing gas safety standards apply

ORGANIZATION CHART
Benchmark Job #152



REASON FOR CLASSIFICATION

Benchmark Job #152

Job Title: Gas Safety Inspector

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of the gas fitting trade to inspect the construction and installation of gas equipment and appliances for compliance with code and approve installation plans.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify inspection techniques and approaches in working with code needs and customer requirements to inspect and approve the plans, construction, installation, and operation of gas equipment and appliances and investigate incidents and accidents and determine how standards apply to new and old equipment and technology.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to reach agreement on gas equipment upgrades prior to issuing orders with clients.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to perform gas safety inspections using precision gas testing instruments and hand tools.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by trades standards, inspect the installation, construction and operation of gas equipment and appliances and perform field approvals.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to receive gas fitter examination fees.</p>	B	10
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to inspect the operation, repair and maintenance of gas equipment and appliances operated by industry.</p>	E	33

REASON FOR CLASSIFICATION

Benchmark Job #152

Job Title: Gas Safety Inspector

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited or no responsibility for human resources.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to inspect the installation and construction of gas equipment and appliances in domestic, commercial, industrial and institutional setting.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually and by smell and hearing inspect gas equipment and appliances.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to regularly climb ladders while performing inspections.	D	18
12	SURROUNDINGS Exposure to all weather conditions frequently.	C	6
13	HAZARDS Significant exposure to hazards from frequent working with or near gas.	D	9

Total Points: 840.5

Level: Range 24

JOB DESCRIPTION

Benchmark Job #151

Ministry: Municipal Affairs
Branch: Office of the Fire Commissioner
Location: Prince George

Working Title:
Level:
NOC Code:

Fire Safety Officer
Range 24
6262

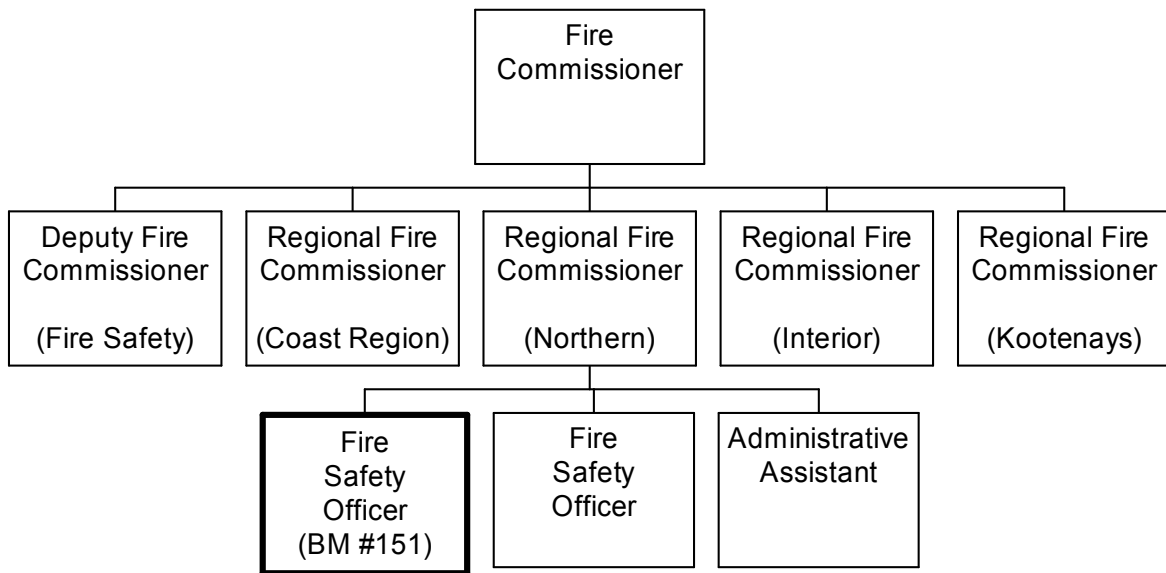
PRIMARY FUNCTION

To conduct fire investigations, provide reports and expert witness testimony on results of investigations, conduct fire safety inspections to ensure compliance with acts and regulations and instruct authorities and the public on fire safety and avoidance techniques.

JOB DUTIES AND TASKS

1. Conducts fire investigations
 - a. coordinates and conducts fire investigations between fire, police and insurance personnel at scene to determine origin and cause of fires
 - b. conducts interviews, takes witness statements, writes up reports and provides a report to Crown Counsel
 - c. identifies and safeguards evidence for court purposes
 - d. provides reports and advice to coroners when deaths occur
 - e. provides expert witness testimony in court on fire occurrences
 - f. coordinates investigations between police, fire and insurance representatives
 - g. conducts appeal investigations generated by orders from local fire authorities
 - h. takes command in emergency situations where public safety is endangered
2. Conducts fire safety inspections
 - a. provides advice, direction and interpretation to fire and building authorities to ensure compliance with acts and regulations and to ensure consistency in application
 - b. reviews construction plans to ensure compliance with fire regulations
 - c. conducts inspections to determine safety in existing public buildings, theatres, and bulk storage facilities
 - d. prepares reports on inspections for property owners and others, recommending remedial action to be taken
 - e. directs remedial action to owners and local authorities
 - f. reviews equipment innovations and new technology to determine how existing fire safety standards apply
3. Provides training and instruction on fire safety, Acts and Regulations
 - a. develops courses and instructs local fire and building authorities on the application of acts, codes, regulations, standards and guidelines relating to building construction, fire safety and inspections
 - b. instructs fire, police and other government agencies on fire incident investigation techniques
 - c. conducts and reviews exams from fire prevention and investigation courses given
 - d. exchanges information with a variety of authorities such as municipal, government, and police agencies on changes to acts and regulations
 - e. conducts fire protection surveys and makes recommendations on water supply, fire hall facilities, location and equipment etc.
 - f. attends meetings and participates on various committees relating to fire inspections and investigations etc.
 - g. maintains and updates inspection files and records
4. Performs other related duties
 - a. operates vehicle to travel to inspection and investigation sites
 - b. uses corporate credit card for gas and overnight travel
 - c. receives reimbursement from petty cash for supplies purchased
 - d. instructs contracted heavy equipment operators during investigations, to excavate evidence

ORGANIZATION CHART
Benchmark Job #151



ORGANIZATION CHART

Benchmark Job #151

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of fire technology to plan and provide fire protection and prevention safety services and perform fire inspections on public buildings to ensure compliance with code.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify investigation techniques and approaches in working with circumstances surrounding fires to coordinate fire investigations between fire, police and insurance personnel at the scene, diagnose origin and cause of fires, interpret fire safety acts and regulations to fire, police and building authorities and determine how standards apply to new and old equipment and technology.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use counselling skills to encourage engineers and architects to comply with fire regulations before issuing orders and to interview victims, families and the public to determine cause of fires.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use detectors, cameras and video equipment to inspect fire scenes and drive vehicle to fire sites.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by guidelines and fire safety standards, inspects public buildings, theatres and bulk storage facilities, directs remedial action to owners and authorities and investigates fires.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to use corporate credit card for gas and overnight travel and to receive reimbursement from petty cash for purchase of supplies.</p>	B	10
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to perform fire inspections and order remedial actions to owners and designers of buildings to ensure conformity to codes.</p>	E	33

ORGANIZATION CHART
Benchmark Job #151

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal instruction to heavy equipment operators during fire investigations.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to inspect public buildings for compliance with fire codes and to secure fire scenes for public protection.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually and by smell inspect and investigate fire scenes.	C	12
11	PHYSICAL EFFORT Heavy physical effort to regularly lift, push and pull heavy furniture, appliances and structural debris while investigating fire scenes.	E	24
12	SURROUNDINGS Exposure to overnight travel frequently.	C	6
13	HAZARDS Significant exposure to hazards from frequent working with or near hazardous wastes and toxic chemicals.	D	9

Total Points: 843

Level: Range 24

JOB DESCRIPTION

Benchmark Job #064

Ministry: Municipal Affairs and Housing
Branch: Boiler Gas and Railways Safety
Location: New Westminster

Working Title: **Boiler Inspector**
Level: Range 24
NOC Code: 2262

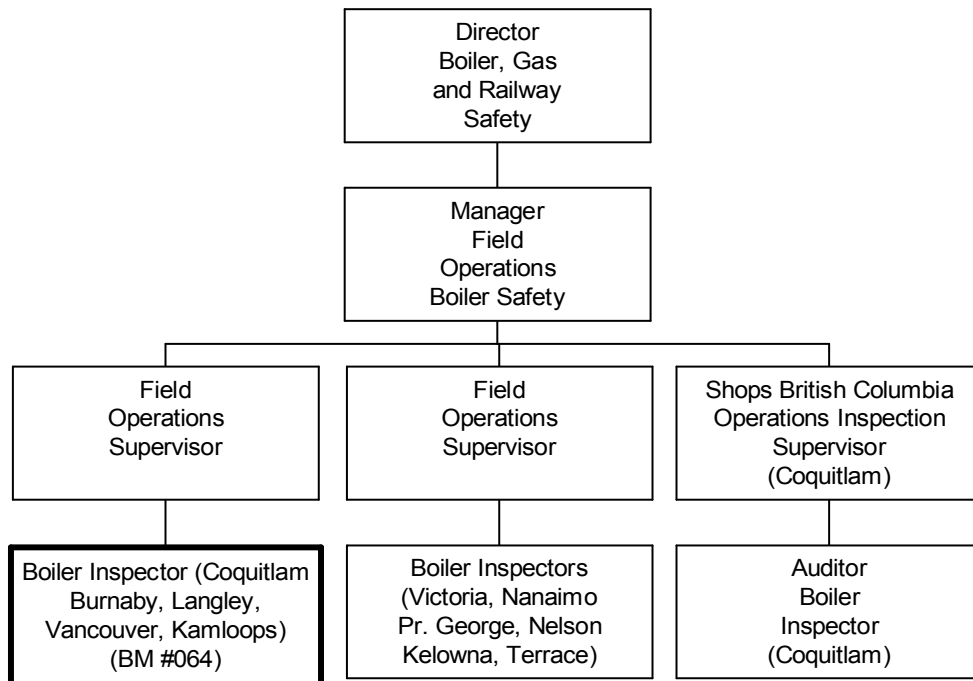
PRIMARY FUNCTION

To ensure the safety of boilers, pressure vessels, pressure components, pressure piping systems and refrigeration systems through the application of approved codes and standards, inspection and regulatory services and owner/operator educational programs.

JOB DUTIES AND TASKS

1. Performs inspection and regulatory services
 - a. inspects pressure containment units, pressure components and auxiliary equipment, verifies and signs manufacturers' data reports and signs and issues certificates of inspection for new and existing steam plants, heating plants, pressure vessels, pressure piping systems and refrigeration systems
 - b. investigates incidents and accidents concerning defects and failures of pressure containment units and equipment and prepares investigation reports
 - c. requires owners/operators of pressure containment units to carry out repairs or other corrective action and approves repair procedures
 - d. inspects and determines if field installation and erection of boilers, pressure vessels, pressure piping systems and refrigeration systems comply with registered design drawings, specifications and applicable codes and standards
 - e. provides advice and explanations of guidelines, codes, standards and regulations to promote safety assurance programs with industry and the public
 - f. prepares reports on inspections, defects, repairs, audits and investigations of boilers, pressure vessels, pressure piping systems and refrigeration systems
 - g. reviews equipment innovations and new technology to determine how existing boiler safety standards apply
 - h. approves, orders remedial action or rejects pressure vessel installations
2. Performs other related duties
 - a. conducts and marks Power Engineering examinations
 - b. verifies credentials and conducts testing of Pressure Welders and approves test results
 - c. prepares and presents seminars, bulletins and papers to industrial and public sector groups
 - d. attends meetings, training seminars and programs as required
 - e. provides information and expert witness testimony for legal action taken by the Branch and Coroner's hearings
 - f. reviews and audits Quality Control procedures and programs of owners/operators
 - g. signs for truck operating costs
 - h. drives to inspection sites

ORGANIZATION CHART
Benchmark Job #064



ORGANIZATION CHART

Benchmark Job #064

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of the boiler and pressure vessel trade to inspect the design, manufacture, construction, installation, operation, alteration and repair of industry boilers and pressure vessels.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify inspection techniques and approaches to conduct boiler, pressure and refrigeration equipment inspections to adapt to the needs and circumstances of each business operation and determine how standards apply to new and old equipment and technology.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic negotiation skills to resolve non-compliance problems with operators, contractors and industry.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to use precision instruments and hand tools for testing when inspecting boilers and pressure vessels.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by trade standards, inspect the design, installation, operation and repair of pressure vessel and refrigeration operations to approve operations.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to sign for truck operating costs through petty cash, credit card or expense claim.</p>	B	10
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to inspect the operation, repair and maintenance of boilers, pressure vessels and refrigeration systems operated by industry.</p>	E	33

ORGANIZATION CHART
Benchmark Job #064

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to give work instructions to support staff.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to inspect the operation, repair and maintenance of boilers and pressure vessels in industrial and public settings.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually and by smell and hearing inspect boilers and pressure vessels and to read blue prints.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to regularly work in awkward positions and in confined spaces to perform inspections.	D	18
12	SURROUNDINGS Frequently working in confined spaces.	D	9
13	HAZARDS Significant exposure to hazards from frequent climbing of towers up to 250 feet high to conduct inspections.	D	9

Total Points: 843.5

Level: Range 24

JOB DESCRIPTION

Benchmark Job #150

Ministry: Municipal Affairs
Branch: Electrical and Elevating Safety
Location: Langley

Working Title: **Elevator Inspector**
Level: Range 24
NOC Code: 2262

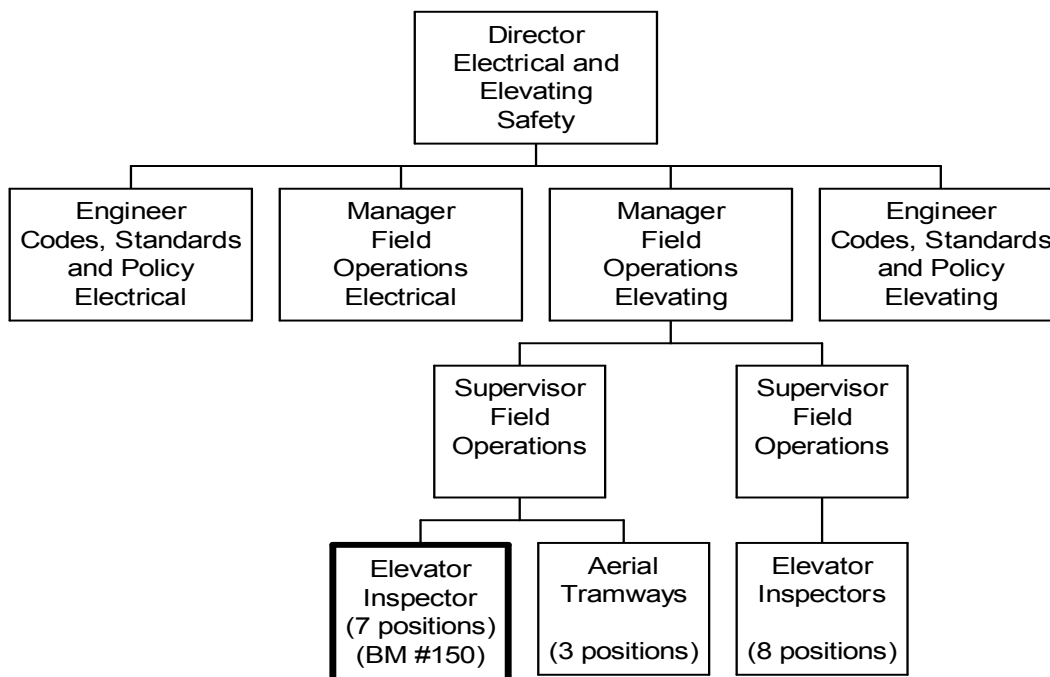
PRIMARY FUNCTION

To inspect elevating devices and components to ensure compliance with codes, building requirements and safety standards; to investigate incidents or accidents, to determine and order repairs or corrective action to be taken by owners and to certify elevating devices after inspection.

JOB DUTIES AND TASKS

1. Performs inspections to ensure compliance with codes, building requirements and safety standards
 - a. inspects elevating devices and components such as elevators and amusement rides for compliance to codes
 - b. inspects electrical code requirements and compliance in machine rooms and hoistways
 - c. inspects emergency service systems such as smoke detection devices in elevators
 - d. inspects components added or replaced in elevating devices
 - e. issues written reports to owners/agents of elevating devices regarding compliance to standards, shutdowns and repairs needed and conducts follow-up inspections if necessary
 - f. reviews equipment innovations and new technology to determine how existing elevator safety standards apply
 - g. approves, orders remedial work or rejects elevating device installations
2. Performs elevator and component investigations and tests
 - a. investigates sites where elevating devices are inoperative, defective or where an accident has occurred
 - b. tests components, hoistways, safety switches and machine rooms on new elevating devices
 - c. ensures compliance to building codes relating to elevating devices; certifies elevating devices after blueprint/schematic review and physical inspection
 - d. performs tests and inspects hydraulic components; performs speed tests and load tests on all components for adherence to safety codes; reviews design specifications and drawings
3. Enforces statutes and rules
 - a. provides advice to elevator contractors, mechanics, fitters, engineers, architects, designers, building contractors, police, firefighters, lawyers, owners, other safety inspectors and related trades persons on the application of codes, standards and regulations including enforcing compliance if necessary
 - b. verifies engineers' blueprints against site installations; interprets codes, standards and procedures
 - c. conducts lectures at industry seminars and assists with developing safety educational programs
4. Performs other related duties
 - a. provides information to owners, operators and agents on permit, licensing, fee and engineering requirements
 - b. maintains and updates inspection files and records; arranges inspections and testing appointments
 - c. instructs contractors to test equipment
 - d. provides formal training to new elevator inspectors
 - e. operates vehicle to access inspection sites

ORGANIZATION CHART
Benchmark Job #150



ORGANIZATION CHART
Benchmark Job #150

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	JOB KNOWLEDGE Understand the theory of the elevator mechanic trade to inspect elevating devices for compliance with standards and order repairs.	H	280
2	MENTAL DEMANDS Judgement to modify inspection techniques and approaches in working with code requirements and needs of builders and operators to inspect the operation and safety standards of elevating devices and components to determine how standards apply to new and old equipment and technology.	G	200
3	INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use counselling skills to encourage building owners, managers and contractors to comply with elevator standards and codes.	D	45
4	PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to perform elevator inspections using precision electrical testing instruments and hand tools.	D	22.5
5	RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by trade standards, inspect the installation and operation of elevating devices and hydraulic components, approve operations or make orders to comply with standards and investigative accidents.	F	160
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to use corporate credit card for gas and overnight travel and to receive reimbursement from petty cash for purchase of supplies.	B	10
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to inspect the operation, repair and maintenance of elevating devices and components such as elevators and amusement rides.	E	33

ORGANIZATION CHART
Benchmark Job #150

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to instruct contractors on testing new elevator equipment.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to inspect the operation, repair, and maintenance of elevating devices and ensure compliance with safety codes and standards.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually, by smell, and hearing inspect elevating devices and plans to verify that they can be safely operated.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to regularly climb in awkward hoistway spaces while inspecting elevators.	D	18
12	SURROUNDINGS Exposure to frequently working in confined spaces.	D	9
13	HAZARDS Significant exposure to hazards from regular working with live high voltage electricity.	D	9

Total Points: 847.5

Level: Range 24

JOB DESCRIPTION

Benchmark Job #149

Ministry: Municipal Affairs
Branch: Electrical and Elevating Safety
Location: Chilliwack

Working Title:
Level:
NOC Code:

Electrical Inspector
Range 24
2264

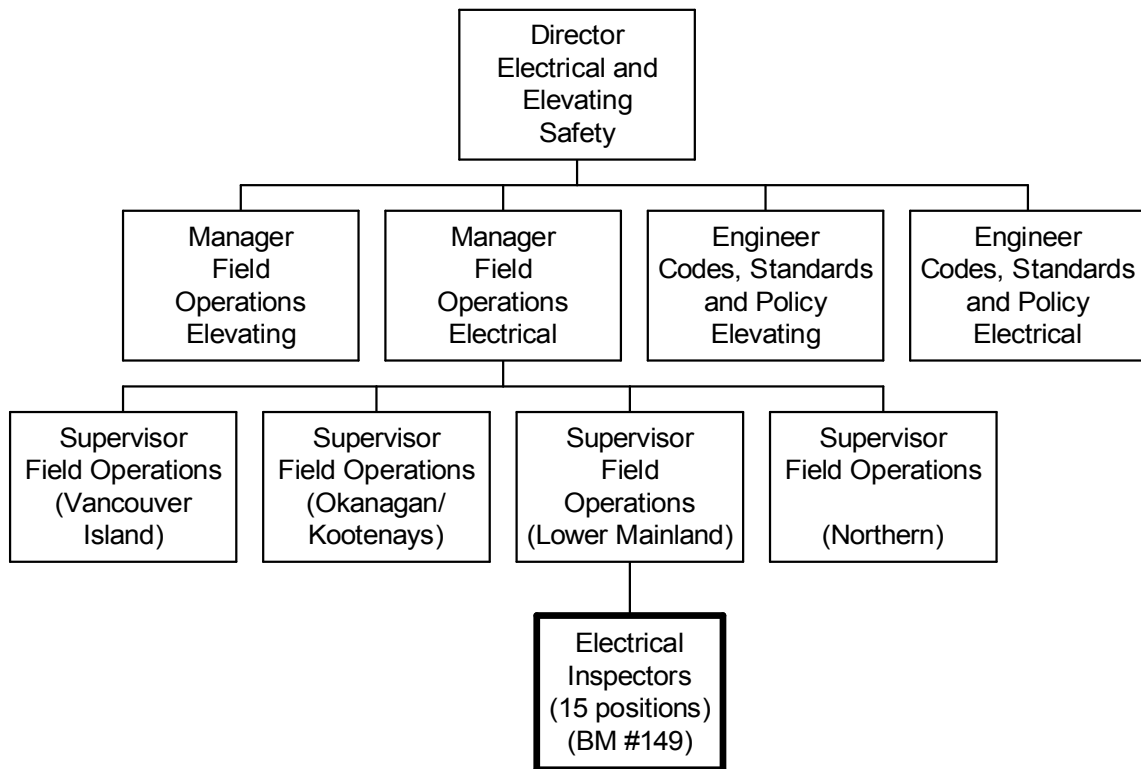
PRIMARY FUNCTION

To conduct inspections on new and existing residential, commercial and industrial electrical installations and systems to ensure compliance with codes and the Electrical Safety Act, to provide information to clients and the general public, encourage and support electrical safety code standards compliance and to perform accident/fire investigations.

JOB DUTIES AND TASKS

1. Performs electrical inspections of new residential, commercial and industrial installations
 - a. examines permit data, plans and calculations to verify that installations conform to codes and applicable regulations
 - b. reviews electrical equipment specifications and conducts inspections of installations to ensure compliance with the Electrical Safety Act codes and standards
 - c. inspects overhead pole lines and communication utilities distribution
 - d. tests ground fault circuit interrupters operation and checks polarity ground system resistance
 - e. authorizes connection/covering of acceptable installations and completes certificate of inspection to approve installation
 - f. documents violations, posts and issues written correction orders and repeats inspections if necessary to ensure compliance
 - g. approves, orders remedial work or rejects electrical installations
2. Inspects residential, commercial and industrial electrical systems
 - a. conducts annual utility, operational and homeowners electrical inspections
 - b. recommends corrective action needed and authorizes disconnection, permit suspensions and stop work orders to ensure compliance and approves non-certified electrical equipment
 - c. consults with Crown Counsel on prosecutions
 - d. assesses special permits and estimates special inspection costs
3. Encourages and supports electrical safety code and standards compliance
 - a. develops training materials for presentations to clients and general public
 - b. organizes and/or provides information at seminars, displays and during public programs
 - c. interprets electrical codes and regulations for clients and provides information to clients on responsibilities and minimum safety standards; responds to enquiries and advises the general public and clients on the interpretation of the Electrical Safety Act
 - d. reviews contractor work and worker certification for adherence to standards and prepares reports for Review Board to report unsatisfactory performance by contractors and their representatives
4. Performs accident and fire investigations
 - a. conducts fire investigations to verify or dismiss electrical cause of origin
 - b. recommends changes to existing regulations as a result of fire and accident investigations
 - c. provides advice and completes documentation to initiate legal proceedings
 - d. provides evidence as an expert witness as required
 - e. enters reports, produces permits and invoices using a computer and submits reports for data gathering purposes
5. Performs other related duties
 - a. operates vehicle and schedules vehicle maintenance and repairs as required
 - b. maintains and updates inspection files and records
 - c. travels away from home to conduct inspections and attend meetings
 - d. reviews equipment innovations and new technology to determine how existing electrical safety standards apply

ORGANIZATION CHART
Benchmark Job #149



ORGANIZATION CHART

Benchmark Job #149

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of the electrical trade to inspect residential, commercial and industrial electrical systems and issue stop work orders.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify inspection techniques and approaches in working with code requirements and builder needs to conduct inspections of a variety of industrial, commercial and industrial electrical systems to determine how standards apply to new and old equipment and technology.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use counselling skills to resolve inspection compliance problems with contractors, home owners, engineers, business and public utilities.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to perform electrical inspections using precision electrical testing instruments and hand tools to test circuits and conductors.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by trade standards, inspect residential, commercial and industrial electrical systems and approve operations or make orders to comply with standards.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to determine supplementary permit fees and estimate cost of special inspections.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to inspect the installation, maintenance and repair of electrical systems and equipment.</p>	E	33

ORGANIZATION CHART

Benchmark Job #149

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to give work instructions to support staff.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to inspect residential, commercial, and industrial electrical systems.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually and by smell and hearing inspect electrical systems and plans to verify compliance to codes and standards.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to regularly work in awkward positions such as crawling in cramped spaces to perform inspections.	D	18
12	SURROUNDINGS Exposure to elements frequently with no shelter.	D	9
13	HAZARDS High level of exposure to hazards from frequently working with or near high voltage electricity during electrical inspections.	E	12

Total Points: 851.5

Level: Range 24

JOB DESCRIPTION

Benchmark Job #065

Ministry: Municipal Affairs and Housing
Branch: Engineering & Inspection Branch
Location: Burnaby

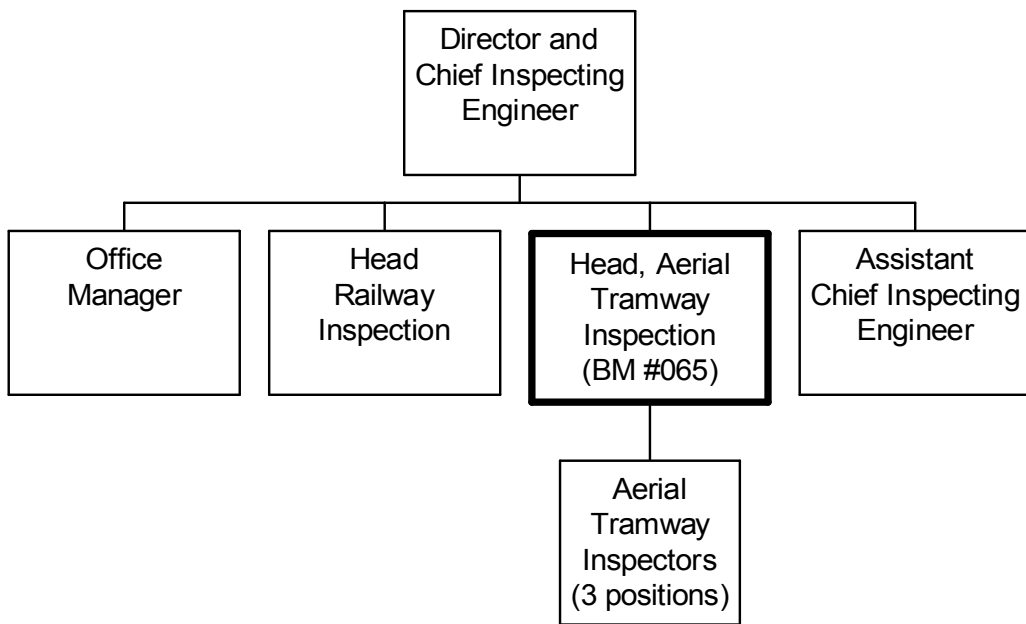
Working Title: **Head, Aerial Tramway Inspection**
Level: Range 30
NOC Code: 2262

PRIMARY FUNCTION

To plan and manage the provincial aerial tramway inspection program which examines the design, manufacture, construction, testing, operation and maintenance of aerial tramway systems to ensure compliance with the requirements of the Railway Act and to develop regulations, technical standards and legislation.

JOB DUTIES AND TASKS

1. Manages the aerial tramway inspection program
 - a. plans, organizes and evaluates the provincial aerial tramway inspection program
 - b. supervises Aerial Tramway Inspectors (2.5 FTEs) including formulating work priorities, and program procedures, scheduling, coordinating inspections and investigations, conducting training sessions, conducting performance appraisals and taking disciplinary action
 - c. interprets policy and regulations to Branch staff, industry and the general public
 - d. organizes the maintenance and updating of aerial tramway records
 - e. provides information and advice to clients regarding inspections
 - f. reviews inspection reports and correspondence prepared by staff
2. Reviews applications and submissions for new and modified installations
 - a. coordinates activities with engineering staff including ensuring that submissions, inspection reports and test reports are complete, accurate and properly assembled
 - b. reviews completed projects in conjunction with Engineering staff and Chief Inspecting Engineer prior to issuance of permission to operate
3. Develops provincial policies and standards for the aerial tramway inspection program
 - a. formulates Branch objectives, policies and standards relating to the aerial tramway inspection program in conjunction with branch program heads
 - b. compiles and analyzes information to propose changes to the Canadian Standards Association Code, Railways Act and regulations
 - c. represents the program on Canadian Standards Association Code Committees and with other related organizations
 - d. keeps up-to-date on developments in the tramway industry and exchanges information with other jurisdictions, agencies, operator organizations and management groups by attending meetings, seminars and by giving presentations
 - e. reviews master plans relating to tramway locations, avalanche control and plans the testing of critical components
 - f. recommends changes to legislation, regulations and codes
 - g. provides information for budget preparations
4. Supervises investigations and conducts inspections of aerial tramways and accidents throughout the province
 - a. supervises the investigation of accidents and/or equipment failures
 - b. recommends corrective measures or other courses of action
 - c. keeps accident and failure statistics and provides conclusions and corrective proposals
 - d. conducts inspections related to areas of aerial tramway installations including ordering tramways out of service if unsafe and giving permission to operate tramways following incidents or repairs
 - e. operates vehicles, skis, climbs towers to access inspection sites and performs inspections
5. Performs other related duties
 - a. provides information as an expert witness at inquiries, inquests and in court
 - b. prepares correspondence and briefing notes as required
 - c. monitors and certifies performance of contractors who develop computer programs



ORGANIZATION CHART

Benchmark Job #065

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand all related issues of a significant and highly specialized program to plan and manage the program inspecting the design, manufacture, construction, testing, operation and maintenance of aerial tramways and provide authoritative advice through the development of regulations, technical standards and legislation.</p>	I	305
2	<p>MENTAL DEMANDS Judgement to plan, organize and evaluate the provincial aerial tramway inspection program including developing policies and standards and recommending changes to legislation, regulations and codes.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to interview and gather information on accidents/incidents on aerial tramways with aerial tramway industry and owners.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to use precision instruments and hand tools for testing when performing aerial tramway inspections.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by ministry goals and objectives, develop provincial policy and standards for the design, testing, installation and maintenance of provincial aerial tramway systems and influence national standards.</p>	G	190
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to approve staff travel expenses and to certify completion of contract work by computer programmers.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major level of responsibility to manage an inspection program ensure the safe construction, manufacture, design, testing, maintenance and operation of all aerial tramway systems.</p>	F	43

ORGANIZATION CHART
Benchmark Job #065

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise inspectors and engineers, appraise employee performance and take disciplinary action (2.5 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS High level of care and attention to manage the provincial aerial tramway inspection program.	F	50
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently read investigation reports, applications and submissions.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to regularly hike and climb with pack to conduct inspections.	D	18
12	SURROUNDINGS Exposure to overnight travel frequently.	C	6
13	HAZARDS Significant exposure to hazards from frequent climbing to inspect aerial tramway systems.	D	9

Total Points: 993

Level: Range 30