



## **Skwłāx te Secwepemcúlecw Internal Job Posting**

**DEPARTMENT:** Minister of Transportation and Infrastructure  
**POSITION:** Field Services Assistant  
**REPORTS TO:** MoTI representative

### **The Opportunity - A Day in the life of the Field Services Assistant:**

The Field Services Assistant reports directly to the Ministry Representative, Field Services or may be assigned duties under the Assistant Ministry Representative, Field Services. This position must establish and maintain links through a variety of government agencies, companies, and the general public to ensure quality works. They work with other Ministry staff, contractors and their delegates, acting as a liaison during the implementation stage of the project; meeting prior to and during work execution to develop and maintain a good working relationship and to coordinate the work.

They work with and liaise with other Ministry staff, project teams, contractors, and equipment and material suppliers, and their delegates, prior to and during the execution of the work to develop and maintain a good working relationship, and to coordinate phases of the work.

### **Requirements - What you bring to the organization:**

- Grade 12 plus additional construction-related courses (survey, design, materials, hydraulics, blasting, asphalt, etc.) with a minimum of 3 (three) years directly related experience in highway construction or paving.
- Experience in highway construction, negotiating and in applying and interpreting specifications and contract documents.
- Valid Class 5 Motor Vehicle License and the provision of a drivers abstract
- Must be willing and able to work outside during periods of inclement weather and/or on rough terrain.
- Ability and willingness to travel throughout the Province of BC
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required by the ministry (Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to
- Experience on highway construction or paving projects.
- Experience in developing and managing contracts.
- Experience in developing and implementing Quality Management systems.
- Experience in resolving contentious issues with contractors, consultants, stakeholders, and outside agencies.
- Knowledge of Ministry policies and procedures as they relate to highway construction and of the Ministry's Standard Specifications for Highway Construction.



- Working knowledge of highway survey, design, construction, paving, and maintenance practices and standards, worker's compensation board Occupational Health & Safety Regulation, highway construction equipment, engineering survey/layout and drawing/plans, inspection procedures, quality management and auditing, contract management and administration.
- Knowledge of highway construction methods.
- Knowledge of mechanics of materials and knowledge of structures, geology and hydraulics.
- Knowledge of construction projects issues related to quality management, traffic management, and public safety.
- Knowledge of project cost tracking.
- Training will be provided to the right candidate.

### **Specific Duties and Responsibilities:**

Within a team environment the incumbent assists staff in the following key development areas:

- surveys for Field Services Works;
- inspections for Field Services Works;
- measurements and calculating quantities;
- Recording daily events (PEAT Daily Diary).
- Quality Management tasks, including all levels of audits;
- materials testing;
- management of Field Services Works;
- directing day labour on simple projects; and
- perform general office, accounting, and administrative duties.

### **Application Deadline:**

Open until filled.

Preference may be given to applicants of Indigenous Ancestry. If you possess the necessary qualifications and skills, please email your cover letter and resume to [hr@lslb.ca](mailto:hr@lslb.ca)

*NOTE: While we thank you for your interest, we will only be contacting the short-listed candidates. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial, and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.*