

## CLASSIFICATION JOB INFORMATION

SAP Job ID:	90005777
Position/Classification Title:	Program Administration Officer 4
Pay Grade:	PR 17
Add-On Eligibility:	False
Standardized:	No
Inactive	No
Date Last Evaluated:	11/1/2024

## JOB INFORMATION

Job/Working Title:	Program Lead – Fuel Safety
Department:	Labour, Skills and Immigration
Division/Section:	Safety Branch
Reports To (Position Title):	Manager, Boiler Pressure Equipment and Fuel Safety
Exclusion Status:	Non-Excluded

## OVERALL PURPOSE

The Program Lead is responsible for providing advanced specialized program administrative or management work for one or more programs that impacts province-wide. Responsibilities include overall program administration and coordination of programs offered directly by a department or indirectly through various organizations throughout the province. Responsible for identifying and designing programs to assist with evaluation and planning for future direction of programs and policies and acts as a consultant to provincial and national organizations through the development of training programs; developing, reviewing and evaluating proposals requiring government support. May supervise professional and support positions.

The Program Lead – Fuel Safety is responsible for and takes the lead role in administering programs relating to the fuel safety industry for licensing and permit review for regulated work. The Program Lead performs a wide variety of activities such as inspections and investigations of incidents and accidents including fatalities as well as alleged violations under the Technical Safety Act and Fuel Safety Regulations.

## KEY RESPONSIBILITIES

Manages and delivers required outcomes for the program of Fuel Safety offered directly by a department or indirectly through various organizations throughout the province, while reporting to senior colleagues.
Administers Act(s) and/or its regulations in the province, and may perform and exercise any of the powers, privileges, duties, and functions of the Minister as specified in the legislation and the designation.
Identifies and designs programs to assist with the evaluation and planning for future direction of programs and policies for municipal and provincial organizations. Activities include program(s) development, business analysis, providing advice and policy recommendations, and may include the resource and capacity management of direct and indirect program resources.
Acts as a consultant within government and with provincial and national organizations through the development of training programs and developing, reviewing and evaluating proposals requiring government support.
Develops and/or delivers a plan for significant aspects of internal and external communications with guidance from senior colleagues. This includes ongoing monitoring and reporting of programs and providing processes and tools to provide the required information for inclusion on reports.
Identifies shortcomings and suggests improvements to existing processes, systems and procedures, then delivers a plan for a small element of a change management program in collaboration with senior colleagues and project team.
Delivers a prescribed budget for the program and conducts complex analyses on budget progress while working within established procedures. Allocates resources to appropriate places and develops strategies to ensure program management capacity meets the requirements. Delivers prescribed outcomes for a designated area of financial control. Develops action plans to address budget and/or operational business plan deviations as they occur throughout the fiscal year.
Delivers on the established outcomes by managing day-to-day relationships with clients, contract service providers, and team while working within an established contract management plan.

May perform other related duties as assigned		
In addition to the duties and responsibilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)		
<b>PEOPLE MANAGEMENT</b>		
Type of Role	<b>X Individual Contributor</b>	Manages/Supervises People
Other Resources (e.g., Internal/External Project Resources, Consultants, Students, Casuals, etc.)		

## SCOPE

<b>Contacts (Typical):</b>	<p>Within Government Manager, Director, other Departmental inspectors and safety officers, legal counsel, Crown Prosecutors, representatives from other Departments and Agencies such as Natural Resources &amp; Renewables, Petroleum Directorate, Canadian Nova Scotia Offshore Petroleum Board, Transportation &amp; Public Works, Education and Culture, Justice, Chief Stationary (Power) Engineers from Government owned facilities.</p> <p>Outside Government Owners, design, and consulting Engineers, Stationary (Power) Engineers from private facilities, fabricators, contractors, installers, suppliers, manufacturers, and their respective employees; of the equipment covered under the Fuel Safety Regulations. In addition, there is contact on an ongoing basis with the Federal Government, counterparts from other jurisdictions, Canadian Standards Association (CSA) and law enforcement personnel. Must also be capable of dealing effectively with the community and general public as well as the media.</p>
<b>Innovation:</b>	<p>The incumbent must always be able to combine clarity and precision with a high degree of prudence when dealing with important or contentious issues and must possess the expertise to adequately respond to fuel safety related issues.</p> <p>With an increase in the applications of technology, there is greater reliance upon digital platforms for greater ease of data interpretation and exchange. Therefore, there is a greater need for the incumbent to be computer proficient in customized applications as well as knowledgeable in the effective use of current software packages such as word processing, spreadsheet and database type programs and computer-aided-design packages. Also, there is the move towards global markets, therefore, a greater awareness and knowledge of foreign codes and standards is increasing as our dialogue with foreign companies and jurisdictions increases. With this is an increase in our role as provider of technical support programs to the manufacturers of this equipment, who are located within our region, thus enabling them to better compete on a global level. This also requires our focus to shift to more of an audit role, with greater emphasis and understanding of the application of quality control and assurance principles and procedures.</p> <p>The incumbent must possess a high degree of sound judgement and tact in responding to both internal and external clients and to be mindful when issuing orders as to the extent of lost production or creation of undue hardship on equipment owners and their staff. Also, must have knowledge of proceedings before the courts, relating to matters under the Fuel Safety Regulations and must exercise discretion when recommending charges under these pieces of legislation. Received general policy direction from the Manager, Boiler and Pressure Equipment and Fuel Safety and technical guidance from the applicable Codes and Standards, however, must possess excellent technical competence and exercise sound judgement and initiative in the interpretations provided on these Codes and Standards.</p>
<b>Decision Making:</b>	<p>Direct Responsibility Responsible for planning and managing own day to day work in accordance with established objectives, policies, procedures and guidelines as well as in consultation with the Manager, Boilers and Pressure Equipment and Fuel Safety. Due to the design review and approval nature of the job, the Program Lead – Fuel Safety’s role is to ensure the program is properly administered, thus supporting the work done by several outside design engineers and to provide</p>

	<p>technical advice and related guidance to them.</p> <p>There is direct influence on the methods and costs of operations and installation of fuel systems located in the province and the impacts these cause on lost production in small, medium, and large industrial operations within the province. The incumbent has direct responsibility for the protection of assets such as expensive network computers, printers and various electronic and mechanical testing equipment utilized by the section as well as personal protection equipment.</p> <p><b>Indirect Responsibility</b> The implications of advice, direction and orders given to engineers, owners, operators, employers, contractors, suppliers, etc. have significant impacts in terms of both operating and capital costs. Enforcement actions can commit the Government to costly investigations and prosecutions. Errors in judgement may result in costly accidents, property damage, injury and/or loss of life.</p>
<b>Impact of Results:</b>	<p>There is direct influence on the methods and costs of operations on fuel installations located in the province and the impacts these cause on lost production in small, medium and large industrial operations within the province. The incumbent has direct responsibility for the protection of assets such as expensive network computers, printers and various electronic and mechanical testing equipment utilized by the section as well as personal protection equipment.</p> <p>The implications of advice, direction and orders given to engineers, owners, operators, employers, contractors and suppliers have significant impacts in terms of both operating and capital costs. Enforcement actions can commit the Government to costly investigations and prosecutions. Errors in judgment may result in costly accidents, property damage, injury and/or loss of life.</p> <p>Requires application of very specialized technical and engineering principals. Establishes standards and guidelines and devises new approaches to complex technical problems. Work is assigned in terms of objectives, relative priorities and critical areas that impinge on other units. Work is carried out within broad guidelines, but informed guidance is available.</p> <p>Must be capable of carrying out duties and responsibilities independently and often immediately in possible stressful situations which will require maturity, integrity, intelligence, and excellent judgement respecting the factual and human dimensions of the situation.</p> <p>Must have a complete and thorough working knowledge of a complex array of legislation, regulations, international codes and standards, guidelines, policies, and procedures.</p>
<b>Other:</b>	<p>Works independently, but indirectly supports inspection staff. May supervise professional and support positions.</p> <p>Job involves knowledge of CSA B139, CSA B149 and the installation of gas and oil systems and appliances.</p>

## LICENSES/CERTIFICATIONS

Requires a valid passport and eligibility to acquire Federal Security Clearance at reliable status level.

## WORKING CONDITIONS

### Physical Effort

Custom Description:

The incumbent is required to visit work sites for hazards associated with fuel systems, which requires climbing, sometimes to considerable heights, walking over and in difficult areas including construction sites. Requires the ability to work in confined spaces and poor lighting and must be capable of entering access openings 12 inches by 16 inches (12"x16"). Must know when and how to use many different types of personal protective clothing and equipment. Other mental demands are those associated with dealing with negative situations and attitudes when ensuring safety concerns and orders are being adhered to. Requires occasional travel in varying weather and on all types of road surfaces and conditions and may be required to travel by boat or plane. Physical demands related to carrying heavy test equipment and climbing to heights of up to 300 ft.

### Physical Environment

Custom Description:

In addition to a normal office and fabrication shop environment, there will be exposures to hazards of all types in the range of workplaces the incumbent is required to visit. These include dust, noise, extreme temperatures, machinery in motion, soot, boiling water and steam, scales, fumes and chemicals. The mental stress of working alone in situations capable of generating negative or hostile behavior is a component of this position. May also be exposed to the possibilities of explosion, scalds, and asphyxiation. Must be able to safely work in small, confined spaces with limited access and limited lighting for periods at a time.

## Sensory Attention

### Custom Description:

Work activities involve a need to concentrate on a variety of sensory inputs for short durations, several times a day, requiring attention to detail. If interrupted, some lost time is experienced to backtrack and continue activities. The need for detailed or precise work and/or repetitive tasks is moderate.

## Psychological Pressures

### Custom Description:

Work activities are performed in an environment with occasional exposure to one or more psychological pressures (e.g., deadlines, repetitive work, moderate unpleasant public/client situations, etc.). Has the ability to largely control the pace of work with few interruptions. The degree of psychological stress is not noticeably disruptive to the work, and the unpleasant reaction is not too strong/persistent. Disruption to personal life due to work, work schedules or travel is moderate.

### Additional Information:

### Data From Conversion: