



## IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs (MACA)	Manager, Asset Management	
Position Number(s)	Community	Division/Region(s)
21-5294	Yellowknife	Community Operations/Headquarters

## PURPOSE OF THE POSITION

Reporting to the Director of Community Operations, the Manager, Asset Management is responsible for leading strategic project management, infrastructure management, and infrastructure implementation initiatives. The work is centered on the technical / infrastructure components of the Department's role in supporting Community Public Infrastructure. The Manager provides direction for innovative infrastructure strategies within the Department. The position has overall responsibilities for the development and implementation of the Department's capital programs, capital budget and responsibilities for the provision of professional engineering advice, expert project management support, expert contract support and services to staff both within and outside the Department and community governments who have an interest or involvement with the department's programs.

The position manages distinct technical experts providing for a strategic integration between engineering disciplines, project management principals, contract support, and asset/maintenance management initiatives for the territories' community governments.

## SCOPE

The position is located in Yellowknife at MACA's Headquarters, reports to the Director, Community Operations and serves all the NWT. The incumbent is responsible for the overall coordination of support provided to MACA and community governments for the implementation of community public infrastructure. This includes providing professional engineering services, expert project management support, expert contract support, and expert cold climate engineering construction advice to Headquarters, Regional senior staff and community government councils and or aboriginal governments. The incumbent has the responsibility to ensure that all capital program delivery is in accordance with legislative and policy constraints.

The incumbent reviews, and directs the Departments efforts to provide support for community public infrastructure capital plans and recommends implementation strategies for capital projects worth a combined total of \$49 million annually (GNWT & federal funding combined) in communities, which contributes to maintaining a municipal infrastructure base valued at over \$1.5 billion. This manager supports all the NWT's communities and provides expert technical advice that influences the budgetary decisions of all community governments. The Manager provides expert advice about community public infrastructure to senior management within the Department and to decision-makers within and outside the GNWT. The Manager represents the department on all GNWT infrastructure initiatives including the corporate capital planning process.

The position manages the department's multi-disciplinary team of technical experts in carrying out their responsibilities. The position has five professional subordinates two of which report directly to the manager (Engineering Team Lead - Civil/Environmental, Engineering Team Lead - Water & Sanitation) and three who report indirectly (Technical Officer – Water and Sanitation, Senior Technical Officer - Infrastructure Management and the Water Quality & Environmental Specialist). Additionally, the Manager provides direction to the regional Managers of Community Infrastructure Planning to provide for a consistent integrated approach towards Community Public Infrastructure development in the NWT. The Manager must exercise independent judgment with a high degree of initiative and the ability to work with minimal supervision.

The position has direct spending authority of an operational budget of \$899,000. The Manager has authority over a capital expenditure budget in excess of \$20,000,000 in addition to overseeing the \$28,000,000 Community Public Infrastructure Funding Policy, which is transferred to communities. The manager participates in advising communities with strategies to maximize the useful life and effectiveness of infrastructure and infrastructure dollars, including allocation of over \$89 million in combined funding under the Community Government Funding Policy.

The position is guided by legislative and regulatory authorities related to infrastructure, such as building, environmental/engineering codes, professional project management practices, Canadian contract law, the Public Health Act including Water and Sanitation Regulations and other authorities having jurisdiction on. The Director provides guidance as to the desired results and relies on the Manager to develop and implement the necessary strategies to achieve these results. The Manager of Infrastructure and Project Management is expected to manage the achievement of results and expected to show initiative in anticipating and resolving problems.

The NWT presents a challenging physical environment with severe climatic conditions that affect infrastructure delivery. The position must determine innovative and creative solutions that fit the physical, technical and financial realities of the NWT.

## **RESPONSIBILITIES**

1. Manage, Implement, and participate in the Development of Departmental programs surrounding Community Public Infrastructure.

### **Main Activities**

- Responsible for the development of and implementation of capital planning processes and best practices for community governments;
  - Responsible for the development of design guidelines and best practice by identifying issues and problems, which may require development or amendment to governing instruments;
  - Provide engineering and expert project management advice and guidance to Department's staff;
  - Develops briefing material, decision and option papers, and FMB submissions for use by the Minister and Deputy Minister;
2. Provide engineering assistance, expert project management and expert contract support in the planning and implementation of community public infrastructure projects.

### **Main Activities**

- Directs regional staff via advice and guidance during the planning, pre-design and design phases of capital projects and by identifying project plans and reviewing consultant reports;
  - Develop commissioning and turnover procedures appropriate to a Northern Climate;
  - Develop and review construction procurement and contract documents;
  - Develop and review project budget estimates;
  - Monitor the physical and financial status of projects managed by the Department and community governments to ensure the most effective use of the total capital budget and develops and implements any necessary changes to ensure effective project implementation.
3. Manage the provision of technical consulting services, support and advice for Community Public Infrastructure.

### **Main Activities**

- Manage the provision and provides expert advice to community governments and regional MACA staff in troubleshooting technical and operational problems with community public infrastructure.
- Manage the provision and provides expert technical advice for community capital planning to ensure optimal solutions for community public infrastructure.
- Manage the provision and provides technical research and support such as technical studies or analysis of equipment capability to ensure optimal solutions for community public infrastructure.

4. Manage the human and financial resources of the unit in accordance with GNWT financial and human resource authorities to ensure effective operations and the achievement of Section, Division, Department, and GNWT objectives.

#### Main Activities

- Participates as a member of the Division's management team in long and short term planning activities, establishes goals and objectives for the infrastructure section that complement the department and GNWT goals; and, evaluates results to confirm effective contribution to the Division's and Department's goals.
  - Manages financial resources and develops and implements corrective action as required to ensure adherence to financial authorities and budgets.
  - Manages human resources to motivate employee performance and for effective Section operations.
  - Represents the interests of the Department and GNWT as a technical expert at national and regional forums dealing with community public infrastructure to ensure that the department is current in the field and with changing standards.
5. Provide strategic advice for the creation, amendment, and future direction of infrastructure policy.

#### Main Activities

- Participates as a team member with Corporate Affairs to create and drive the strategic direction of infrastructure policy development
  - Participates as a member of the Departments negotiating team for federal funding programs
6. The Manager is the Chair of the Community Public Infrastructure Capital Plan Peer Review Committee and directs the actions of the committee.
  7. Responsible for the development and implementation of an Asset Management plan for Northwest Territories Community Governments in conjunction with a diverse set of stakeholders.
  8. Responsible the development and develops, strategic direction for the safety and quality for drinking water in NWT communities and the instruments which govern a framework for the management of drinking water quality such as legislation, policy, procedures and.
  9. Manages the provision and provides expert professional advice on Water and Sewer Infrastructure; Solid Waste Site Disposal Sites; Fire Protection; Buildings, Roads and Mobile Equipment; and community operations to regions and to community governments in support of regions directly and through subordinates.

10. Supervise, motivate and mentor subordinate staff. Schedule and assign work to unit staff and monitor work in-progress and work accomplishments. Conduct employee performance evaluations and make recommendations to the Director regarding training and development for employees.
11. Represents the Department in the GNWT corporate capital planning processes.
12. Responsible for complex negotiations with internal and external stakeholders. This includes providing expert infrastructure advice in the development of GNWT negotiation positions for Federal infrastructure programs. The Manager also develops and leads complex contract negotiations within multi-stakeholder agreements and liaisons with the Department of Justice, Risk Management and PWS Technical Services to ensure innovative procurement practices and contracts outside the GNWT status quo.
13. Responsible for the development and implementation of program and project evaluations to measure results against desired outcomes and implement any necessary corrective actions.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Capacity for Engineering Systems Thinking (CEST) which is a combination of knowledge, professional skills, and behavioral competencies that allow individuals to see the whole picture and all relevant aspects of complex engineering problems.
- Expert Knowledge of project management and its application to infrastructure delivery in a northern climate
- Expert knowledge of infrastructure planning theory and principals, to provide expert technical advice and assistance for implementation of infrastructure in a circumpolar climate and to monitor compliance with governing authorities.
- An expert understanding of Canadian contract law and tendering / procurement methodologies.
- This position requires seasoned analytical skills to evaluate project results against objectives and seasoned decision making and problem solving skills to solve and initiate corrective action to problems encountered with the implementation of projects.
- Seasoned knowledge of strategic planning and policy development theories and principles (including problem solving, analysis and critical thinking skills) to direct or develop strategic plans and governing policy instruments.
- Interpersonal skills, including dispute resolution skills to interact constructively with officials and decision-makers in the GNWT, other governments, and the general public.
- Excellent oral and written communication skills to communicate effectively at all required levels.

- Knowledge of management, including human resource and financial management, theory and principles to lead the technical experts and contribute to Divisional and Departmental management.
- Excellent knowledge of computer applications including word processing, spreadsheets, database, project management applications, e-mail, electronic communications and electronic presentations to operate in a computerized office environment.
- Ability to work in a cross-cultural environment to interact positively with community residents and decision-makers.

**Typically, the above qualifications would be attained by:**

These are normally acquired with designation as a professional engineer/technologist in civil engineering (or a related field) and a Project Management Professional (PMP) designation with 8 years professional experience. Professional experience must include 5 years in the municipal sector, experience in a senior supervisory or management position, and experience in a cross-cultural work environment

**WORKING CONDITIONS**

**Physical Demands**

Normal office environment

**Environmental Conditions**

The incumbent will be required to travel throughout the NWT. This may involve travelling by single engine aircraft and vehicle in adverse weather conditions. The position will be away from home for more than 25% of the time. While in communities, the position may be exposed to extreme climate, chlorine gas and other chemical additives or any hazardous wastes in sewage systems when inspecting community public infrastructure.

**Sensory Demands**

Normal office environment

**Mental Demands**

The position is regularly called upon to resolve infrastructure issues that can often be highly politically sensitive and involve municipal / aboriginal governments / multiple levels of government. These can include technical problems or conflicts, which can jeopardize the safety and quality of services delivered in a community including drinking water and sanitation issues.

As a result, the position must make urgent or critical decisions about community infrastructure that impact the expenditure of funds and public health resulting in a high level of stress for the incumbent.

### **ADDITIONAL REQUIREMENTS**

#### **Position Security (check one)**

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check