



IDENTIFICATION

Department	Position Title	
Infrastructure	Manager, Technical Services, Air	
Position Number(s)	Community	Division/Region(s)
33-0346	Yellowknife	Design and Technical Services/HQ

PURPOSE OF THE POSITION

The Manager, Technical Services, Air provides expert advice on and implements strategies for the management of space and lands in the vicinity of airports and manages the airport civil and pavements infrastructure program. This position contributes to the overall sound performance of NWT airports through the delivery of technical programs which confirm compliance with national and international civil aviation regulations, standards and best practices, national and territorial building codes as well as surveying and geospatial data management to enable safe air carrier operations and transportation of northern air travellers and to maintain our airports certifications.

SCOPE

This position is located in Yellowknife, and reports to the Director, Design and Technical Services.

The Department of Infrastructure is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the operation and maintenance of public buildings and transportation infrastructure and systems, project management, facilities planning, design and technical support services, environmental assessment and remediation, property management, procurement shared services, information technology, information management, disposal of surplus property and goods motor vehicle and mechanical/electrical regulatory services and fleet management.

The Department is also responsible for programming aimed at increasing the use of domestic energy resources and reducing energy costs in the NWT (Northwest Territories), delivering renewable energy solutions, providing energy supply services to non-market communities, and leading efforts in energy conservation and efficiency.

On behalf of the GNWT, the Department of Infrastructure also carries the responsibility for strategic planning for the GNWT's (Government of the Northwest Territories) long term investment in the development of public transportation and energy production and distribution systems for the Northwest Territories, as well as the continuity of marine transportation services for the provision of fuel and dry goods to northern destinations.

The Department owns and operates 27 airports in the NWT. These airports are operated by contracted operators in 19 communities and by staff in 8 communities. Each airport facility is has differences in geography, size and physical attributes, surface type, navigational and visual aids, traffic volume and weather conditions.

The Manager, Technical Services, Air is responsible for the legal and regulatory survey program, management of the land inventory at 27 airports, the interpretation and revision of Federal Zoning Regulations, the management of the Civil and Pavements Program and the development and management of an electronic drawing system. The unit provides guidance in order that airport development and operations can be designed, constructed and managed to acceptable standards and in accordance with regulatory requirements.

The Manager, Technical Services, Air has expenditure initiation authority up to \$100,000, contract performance authority of \$250,000, and manages one Sr. Technical Specialist, Civil & Pavements and two Technical Officers.

RESPONSIBILITIES

1. Develops and manages legal and cyclical regulatory survey program:

- Manages the development of the standards, criteria and specifications required to maintain all airport obstacle limitation surfaces.
- Develops scope of work and manages the contracts for 4 - 6 airport operation surveys and 4 - 6 obstacle limitation surfaces surveys annually.
- Regularly liaises with NAV CANADA's Aeronautical Information Services personnel to include information required for the development of GPS approach designs in the scope of work.
- Identifies requirements for and develops scope of work for all legal survey work of airport lands and its internal lot structure for tenanted properties.
- Develops survey estimates for Operational and Maintenance (O&M) and capital budgeting processes, evaluates proposals, and recommends award of work to consultants / contractors for all survey work.
- Manages consultants/contractors, approves completed work, and approves progress and final payments.
- Maintains currency in proper application of all regulatory requirements related to NAV CANADA navigational aids to avoid potential interference with critical navigational equipment.

2. Manages all federally registered Airport Zoning Regulations:

- Interprets and provides expert advice to senior management and staff on all federally registered Airport Zoning Regulations.
- Negotiates and manages agreements and consults with Transport Canada Civil Aviation officials and Public Works & Government Services Canada Geomatics Specialists in interpretation, application of, updating and development of Airport Zoning Regulations.
- Establishes that all clients' requests for Facility Alteration and Leasehold Improvements comply with the appropriate Airport Zoning Regulations.

3. Manages the Civil and Pavements Program:

- Oversees the investigation, research, development and implementation of technical programs for \$300M of civil structures and pavements infrastructure, at 27 airports.
- Manages the on-going development and implementation of the Territorial Airport Pavement Management System.
- Manages and coordinates the upkeep of a current inventory of airport civil structures and pavements, including granular material inventories.

4. Manages the land inventory for all 27 GNWT airports:

- Administers the acquisition or the relinquishment of airport reserves on federal and territorial lands.
- Interprets for and provides expert advice to regional planners, community governments and consultants on Transport Canada guidelines for Land Use in the Vicinity of Airports (TP1247) on matters related to community infrastructure, such as land fill sites and sewage lagoons, which can have a major impact on the safe operation of airports.
- Provides expert technical advice to Negotiators on the protection of all airport reserves in the aboriginal land claim selection process.
- Participates as a member of the Municipal & Community Affairs Land Advisory Committee

5. Manages the provision of Computer Aided Drafting (CAD) services to Division staff, Airport Managers, Transport Canada, NAV CANADA and other third party agencies:

- Provides direction and expert technical advice to Division staff and consultants related to the use and preparation of CAD drawings to ensure they meet Airports Division's Drawing Management Standards.
- Responsible for the accuracy of critical data provided to NAV CANADA for use in the development of aircraft approach designs.
- Develops specifications and direction to provide compliance with Safety Management System (SMS) and other Transport Canada regulations to maintain airport certification.
- Responsible for the preparation of detailed civil and electrical contract drawings, Plans of Construction Operations, airport emergency plan grid maps and sketches forming part of incident/emergency reports, drawings for runway/apron condition reporting

performed at each airport, drawings which illustrate legal or lease agreements between the Department and airport tenants or other agencies, as well as drawings for other airports program requirements.

- Outlines project requirements, assigns tasks, provides technical direction to staff and monitors project progress.
- Provides digital drawing files or source drawings to Division staff, consultants, and other GNWT departments for their use in the preparation of sketches and conceptual plans, as well as final planning and engineering/architectural construction drawings.

6. Develops and manages the Electronic Data Management System (EDMS) which contains all airport program technical records, studies, drawings, reports, specifications and operations manuals related to 27 public airports.

- Develops and maintains data coordination and strategic partnerships with other divisions, departments, municipalities and other external agencies.
- Develops policies and procedures for the ongoing maintenance of Airports Division's EDMS, including BlueCielo Meridian, software customized for the on-line use by headquarters corporate staff, project implementers and regional airport staff.
- Provides technical advice and training to headquarters corporate staff, regional offices, and airport site staff on the proper use of computerized EDMS data records.
- Develops and defends budget requirements for purchase of hardware, software and associated materials required to maintain the currency of the system.
- Regularly evaluates the EDMS and other systems in respect to new developments in hardware and software, and makes recommendations to the Assistant Director, Airport Facilities.
- Provides for the quality assurance and security of technical information contained within the EDMS to ensure that all files are maintained in accordance with Divisional and Departmental standards and practices.

7. Manages the financial and human resources of the Technical Services, Air Section:

- Develops the annual budget requirements for the Section; monitors expenditures and prepares monthly project status reports.
- Participates as a member of the Airport Facilities Section management team in developing Airports Division's short and long term planning goals.
- Establishes objectives and performance indicators for the Section that complements GNWT goals.
- Manages unit staff; d
- Develops annual staff goals and objectives, and monitors results, performs annual staff performance evaluations and career planning.
- Conducts job training, and recommends development training courses to staff.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- The *Public Airports Act*, Commissioners Public Airport Lands Regulations, Commissioners Land Regulations;
- The Aeronautics Act, Canadian Aviation Regulations, TP312 (Aerodrome Standards and Recommended Practices), TP1247 (Land Use in the Vicinity of Airports), Federal Airport Zoning Regulations, Canada Flight Supplement and other Transport Canada and NAV CANADA regulations, and information publications governing the safety and certification of airports;
- Technical principles and processes used in the preparation and maintenance of planning, engineering and architectural drawings, technical reports in both hard copy and electronic formats;
- Surveying, aerial photography, geo-correction and topographical mapping;
- Research, design, development, management and use of electronic data management systems;
- Preparing airport related technical drawings, and understanding airport planning concepts and requirements;
- Airport facility planning and design.

Skills and Abilities:

- Ability to lead, manage, coach and motivate staff;
- Excellent analytical and verbal and written communication skills to be able to explain complex concepts and information to clients in plain language;
- Computer-aided design (CAD) software: AutoCAD, Raster Design and MicroStation;
- Database / data management software: BlueCielo Meridian;
- Computer skills: related to word processing, spreadsheets and the Internet;
- Contract and budget management;
- Ability to research, write and analyse
- Ability to develop standards, guidelines, quality control procedures and instructions

related to CAD and Electronic Data Management Systems;

Typically, the above qualifications would be attained by:

This knowledge would normally be acquired through completion of a diploma in Civil Engineering, Building/Construction or Drafting Technology, AutoCAD Management and 10 years progressively responsible work experience involving financial, personnel and technical management.

ADDITIONAL REQUIREMENTS

Position Security

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

French language (check one if applies)

- French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) Intermediate (I) Advanced (A)
READING COMPREHENSION:
Basic (B) Intermediate (I) Advanced (A)
WRITING SKILLS:
Basic (B) Intermediate (I) Advanced (A)
- French preferred

Aboriginal language: Choose a language

- Required
- Preferred