



IDENTIFICATION

Department	Position Title	
Infrastructure	Manager, Electrical / Mechanical Safety Services	
Position Number	Community	Division/Region(s)
33-1055	Yellowknife	Compliance and Licensing

PURPOSE

This position manages the administration and enforcement of the *Gas Protection Act*, the *Boiler and Pressure Vessels Act*, and the *Electrical Protection Act* and regulations and the provision of public and practitioner education to ensure compliance with governing authorities and public safety in accordance with territorial and federal legislation, regulation, GNWT (Government of the Northwest Territories) policy and departmental procedures.

SCOPE

Located in Yellowknife this position reports to the Director, Compliance and Licensing, and is responsible for the enforcement of the *Gas Protection Act*, the *Boiler and Pressure Vessels Act*, and the *Electrical Protection Act* and regulations (legislative authorities) throughout the NWT (Northwest Territories). These NWT legislative authorities incorporate national standards. The position is guided by these governing authorities but develops procedures to adapt legislative requirements to the unique NWT construction environment. The position operates within the broad objectives set by the Director and only decisions having significant public, political or economic impact are referred to the Director for concurrence.

The Manager, Electrical / Mechanical Safety Services manages various subordinate staff in headquarters (HQ) and other communities. The position manages an expenditure budget of \$760,000 and revenues of \$700,000. The position directs, or participates in the approval of plans for the installation of all mechanical and electrical systems and components to NWT facilities. Sound judgment is required in the exercise of legislative authority as decisions can affect not only public safety but also the economic viability of construction projects being carried out by the private sector. A challenge for the position is balancing enforcement and registration responsibilities in light of other GNWT objectives to support community economic development. The incumbent is responsible for the investigation of accidents or

hazards to public safety and recommends prosecutions of alleged offenders under the applicable legislation. Investigations or court proceedings may have a high profile and public confidence in the Government's ability to enforce safety standards, as demonstrated by the position's actions and judgments, will be subject to scrutiny.

RESPONSIBILITIES

- 1. Manages the review, evaluation and approval of plans for the installation and operation of boilers and pressure vessels and electrical and gas installations in accordance with legislative authorities (technical and safety) and departmental procedures to ensure compliance with authorities.**
 - Directs the technical review and registration of new boilers and pressure vessels and electrical and gas installations and fittings to ensure they meet legislated authorities and standards.
 - Directs the review, and reviews, plans for new installations to ensure they meet legislated authorities and standards.
 - Directs the granting or rejection, or grants or rejects, requests to deviate from national code requirements to safely adapt authorities to unique NWT or project circumstances.

- 2. Manages a program of scheduled and unscheduled inspections of new and existing installations, the issuance of permits and collection of fees and the registry of inspected installations in accordance with legislative authorities (safety and technical), financial legislation, regulation and procedures and departmental procedures to ensure public safety through compliance with authorities and controlled collection of revenue.**
 - Directs an inspection program, and inspects new and existing installations, and follow-up inspections of installations, to confirm they meet legislative authorities.
 - Directs a registry system for plans, permits, installations and orders and the collection of fees in accordance with records management and financial legislation, regulation and procedures and with legislative authorities and departmental procedures to ensure secure, accessible and managed records and controlled collection of revenue.
 - Directs the issuance, and issues, orders for compliance with legislative authorities for the installation and operation of boilers and pressure vessels and electrical and gas installations and fittings.
 - Rules on appeals to orders issued by 12 subordinate inspectors under statute and/or provides advice to the 2 designated appeals authorities to ensure consistent and accurate interpretation and application of legislative authorities.

- 3. Manages the investigation of accidents and hazards related to boilers and pressure vessels and electrical and gas installations in accordance with legislated authorities (safety and technical) and departmental procedures to identify the cause, any remedial action (e.g. cease operations orders, recommendations for prosecution) and recommend changes to authorities to improve safety.**

- 4. Manages the certification and registration of stationary engineers in accordance with nationally recognized examinations of operators and records management legislation, regulation and procedures to ensure all boilers and pressure vessels are maintained by qualified personnel.**
- 5. Manages the provision of advice and interpretation, or advises and interprets, legislative authorities and departmental procedures to ensure consistent and accurate dissemination of information in accordance with authorities and precedent.**
 - Directs the provision of information and interpretation, or provides information about and interprets, legislative authorities and procedures for interested parties such as contractors, manufacturers, building owners, and the general public to provide direction and guidance and contribute to an informed public and knowledgeable practitioners.
 - Directs the conduct, or conducts, the issuance of information and training sessions on Electrical, Gas, Boiler and Pressure Vessel Codes and the safe handling of propane and natural gas to contribute to an informed public and knowledgeable practitioner.
- 6. Manages the human and financial resources of the Section in accordance with financial and human resource legislation, regulation, policy, procedures and the Collective Agreement to ensure effective operations and achievement of Departmental and Section objectives.**
 - Participates as a member of the Department's management team in the Department's longer and shorter term planning activities; establishes goals and objectives for the Section that complement department and GNWT goals; and, evaluates results to ensure the operations of the Section contribute to the achievement of GNWT and Department goals in an effective manner.
 - Reviews and evaluates the Section's operations and takes action to correct deficiencies (e.g. recommends and develops changes to legislative authorities) to ensure effective operations within appropriate authorities for public safety.
 - Manages the Section's financial resources and exercises spending authority of \$30,000 to ensure Business Plan objectives are met.
 - Manages the Section's human resources to lead and motivate employee performance and for effective Section operations.
 - Represents the Department on national and inter-provincial bodies to promote NWT interests and remain current with changing technology.

WORKING CONDITIONS

Physical Demands

Inspections and piping evaluations in confined spaces for extended periods of time may cause physical discomfort. These circumstances occur for a full day 4 times a year.

Environmental Conditions

Periodic exposure to chemicals such as arsenic and cyanide during mine inspections. These circumstances occur for a full day 4 times a year.

Sensory Demands

Occurring approximately 3 full days once a month, precise attention to detail is required when reviewing plans, and during inspections or investigations.

Mental Demands

The position may be subject to adversarial or argumentative confrontations with individuals as a result of decisions regarding cease work orders or appeals. These occur on an average of 3 days per month.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and technical skills in the fields of boilers and pressure vessels, gas and electrical equipment and their theories and principles to direct approval of plans, inspections, and investigations and to enforce safety legislation;
- Knowledge of gas installations or electrical installations or boilers and pressure vessels to qualify for statutory appointment as Chief Inspector for Gas or Boiler and Pressure Vessels or Electrical;
- Knowledge and skill in investigative theory and techniques;
- The ability to interpret legislation and regulation to make judgments about compliance or deviations from governing authorities;
- Eligibility for statutory appointment as Chief Electrical, Gas or Boiler and Pressure Vessels Inspector;
- Knowledge of management and administration theory and principles and ability to apply them in order to manage the resources and operations of the Electrical / Mechanical Safety Services Section;
- Knowledge of supervisory theory and principles and the ability to apply them to lead and motivate the human resources of the Section;
- Written communication skills to complete investigation reports, develop or edit decision documents, legislative amendments, and public or practitioner information, training or interpretative materials;
- Interpersonal skills to communicate with a wide variety of audiences from the general public to practitioners in a variety of settings;
- Knowledge of computer software for word processing, spreadsheet and electronic communications to produce documents and reports and exchange information.

Typically, the above qualifications would be attained by:

Acquisition of Journeyman status in one of the electrical/mechanical trades; and, 10 years of experience in the inspection enforcement field; and 5+ years in the management of human and financial resources and safety inspections.

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

French language (check one if applicable)

- 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