



IDENTIFICATION

Department	Position Title	
Infrastructure	Maintenance Administrator	
Position Number	Community	Division/Region
33-11030	Yellowknife	North Slave

PURPOSE OF THE POSITION

The Maintenance Administrator coordinates the operation, and maintenance and repair of all carpentry, electrical, painting, welding, plumbing, heating, ventilation, air conditioning, refrigeration, general maintenance and other specialty trades in all government owned and occupied buildings and facilities in the North Slave Communities.

SCOPE

This position is located in Yellowknife and reports to the Facilities Manager.

The incumbent coordinates the operation, and maintenance and repair of all carpentry, painting, welding, general maintenance and other specialty trades in all Government of the Northwest Territories (GNWT) owned and occupied buildings and facilities in the North Slave Communities (40 buildings in total).

The incumbent ensures that all work is completed as per the GNWT's Maintenance Management system, within assigned budget limitations, and utilizing all resources available within the respective area using local labour and northern contractors. The position is also responsible for the annual \$65K budget for the operation and maintenance of the Department's fleet of 24 vehicles and the monitoring of two parking lots.

The Maintenance Administrator delivers small maintenance projects ranging in value from \$5,000 to \$50,000.

This position provides advice and direction to Departmental staff and Contractors on the maintenance and repair of carpentry, painting, Locksmithing, glass repair and other specialty trades.

The incumbent supervises approximately 8000 hours of contractor work as follows:

Carpentry	3000 hours
General Maintenance	3000 hours
Painting	1000 hours
Welding	350 hours
Locksmithing	175 hours
Glazier	175 hours
Fencing	100 hours
Overhead Doors	100 hours

RESPONSIBILITIES

1. Coordinates maintenance and repairs in the areas of electrical, carpentry, painting, plumbing, heating, ventilation, air conditioning, refrigeration, and specialty trades on buildings in the North Slave Communities:

- Coordinates and supervises performance of operational and maintenance (O&M) duties for contractors.
- Outlines proper and safe operation procedures and ensures compliance in all commercial buildings in accordance with Northwest Territories (NWT) Acts and Regulations for contractors.
- Schedules work assignments and explains work requirements to contractors.
- Reviews, inputs, and generates work requests received from supervisor and client departments to determine scope of work requested and estimates costs and labour requirements.
- Ensures proper "Scope of Work" is prepared for all service contracts.
- Reviews plans and inspects work done by contractors to ensure compliance with the terms of contract documents and/or adherence to work order specifications.
- Reviews invoices from contractors and suppliers and approves for payment.
- Reviews reports from Computerized Maintenance Management System (CMMS) to ensure work has been scheduled or completed properly and time and materials used to perform work are appropriate to the tasks.
- Reviews safety procedures and practices with contractors and ensures all contractors are working in a safe manner.
- Reviews work and advises on efficiency measures that can be implemented to increase efficiency.

2. Delivers maintenance and minor construction projects in the carpentry , painting, plumbing, heating, ventilation, air conditioning, refrigeration, and other specialty trade areas as part of the implementation of the annual work plan:

- Consult with clients and building users to determine needs and establish budgets.
- Identify resources required to complete the work.
- Prepare specifications and scopes of work for tender calls.
- Estimate construction costs.

- Monitoring work to ensure compliance to the tender and applicable codes.
 - Approving payment upon completion of work.
- 3. Develops a yearly work plan of needed carpentry, electrical, painting, plumbing, heating, ventilation, air conditioning, refrigeration, and other specialty trades on commercial buildings in North Slave Communities:**
- Performs routine inspection of facilities, identifying deficiencies, and estimating costs.
 - Meets with staff, contractors, client departments, building users, boards and agencies and identifies work for the work plan.
 - Reviews work plan with Maintenance Coordinators, Maintenance Management Officer and clients to establish priorities and budgets for the upcoming year on the work plans.
 - Submits draft work plans to Facilities Manager for discussion and approvals.
 - Ensures work plans are implemented and any changes are identified to the Facilities Manager and to the clients.
- 4. Provides advice and support to project officers, Maintenance Coordinators, Facilities Manager and Contractors on maintenance and repair of architectural components by:**
- Reviews plans and specifications and identifies potential maintenance problems.
 - Participates in inspections of architectural components during construction and identifies deficiencies and concerns.
 - Reviewing blueprints and project specifications and identifying potential areas to improve or change to reduce maintenance and operating costs.
 - Reviewing architectural work tasks and recommending repair procedures and materials.
 - Developing scopes of work for specific architectural projects.
 - Inspecting completed work for compliance to the contract and National Building code.
- 5. Meet with client departments on a regular basis and review the work plan with them:**
- Inspect facilities.
 - Identify code issues and priority work.
 - Review client priorities and balance the department's priorities with the client's priorities.
 - Plan work within budget/resources limitations.
- 6. Uses the WebWorks CMMS to plan and schedule work:**
- Completing maintenance and repair records.
 - Running and reviewing backlog, chargeback, completed work, and scheduled work reports.
 - Setting up Preventative Maintenance Schedules.
 - Initiating repair work orders.

7. Provides regional spill contingency coordination and is the Regional Asbestos Coordinator.

- Develops spill contingency plans for new buildings ensuring they are current and up to date.
- Ensures proper identification, maintenance and encapsulation of Asbestos containing material in the regions assets and that staff, contractors and occupants are aware of locations and hazards.

WORKING CONDITIONS

Physical Demands

The incumbent spends 50% of the time spent sitting and working at a computer. The time spent on site is usually spent troubleshooting, and involves climbing and/or balancing, stooping, kneeling, crouching and/or crawling, reaching, or handling.

Environmental Conditions

While on site field inspections the incumbent is exposed to extreme temperature for six months of the year. During inspections the incumbent may be in dirty, dusty areas such as crawling in confined spaces, crawl spaces and attics or be in high slippery areas such as climbing ladders, inspecting roofs, and skylights. These activities would take up about 10% -20% of the incumbent's time.

Sensory Demands

The position requires long terms of concentrated focus while preparing tender documents.

Mental Demands

Mental demands are placed on the incumbent when dealing with irate clients and contractors, and political pressures imposed by supervisor. Further demands are placed on the incumbent when having to double up the workload in the absence of the fellow employee.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of electrical, carpentry, painting, heating, ventilation, air handling and other specialty preventative maintenance activities as they relate to the maintenance practices of commercial and institutional type buildings and residential buildings in a northern setting with extremes in temperature range.
- Knowledge of concepts of planning and controlling work costs associated with the work within a maintenance management area.
- Knowledge of building related trades and contracting practices in compliance with local, territorial, national building, fire, safety codes and Asbestos Handling Procedures.
- Skills in both verbal and written communication to exchange information and work to common objectives with GNWT and non-GNWT clients and Department colleagues and staff.

- Ability to work as a member of a team and to work collegially with others responsible for different aspects of the work.
- Knowledge of computer applications: CMMS, Word Processing, Spreadsheets, Databases, contract tendering, monitoring and inspection and problem solving.
- Knowledge of concepts of annual work planning and budget development associated with delivery of property management services.
- Ability to work in a cross cultural environment.
- Ability to diagnose faults, recommend remedial work including material requirements, to inspect as per codes and to recommend and authorize contract payments.
- Ability to monitor and inspect work performed by contracted tradesmen to ensure they are working safely and using good construction practices.
- Ability to lead and motivate contracted tradesmen to work efficiently and effectively in the performance of their duties.

Typically, the above qualifications would be attained by:

- The completion of Journeyman Certification in a building trade;
- Minimum of 2 years of experience with maintenance background on commercial type assets; and, 2 years of project management or contracting experience.
- Valid Class 5 NWT Driver's License to operate motor vehicles.

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