



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Project Officer	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
33-13360	Yellowknife	Transportation/HQ

## **PURPOSE OF THE POSITION**

The Project Officer is responsible for the planning, initiation, managing and delivery of a variety of Capital and Operations and Maintenance (O&M) projects involving highways, bridges, culverts and other transportation related structures for the Department of Infrastructure.

## **SCOPE**

The position is located in Yellowknife and reports to the Manager, Surface Design and Construction.

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 incumbent will assist in the management of projects within the budgetary authority assigned, as well as be part of various teams assembled to meet the needs of specific highway, bridge and culvert maintenance, rehabilitation and infrastructure construction projects. Teams may be comprised of personnel from within the Section, Division or the Department, Territorial and Federal regulatory agency staff, consulting engineers, fabricators, material suppliers and construction contractors. Departmental staff may include civil engineers, civil engineering technologists/technicians and construction superintendents.

The incumbent has authority to initiate contracts up to \$30,000 in value and to approve contract performance up to a \$100,000 while managing the delivery of Capital and O&M projects generally with a total value of up to \$10 million. Occasionally the incumbent may be part of larger projects (\$15-\$70 million) or complex or unique or specialized projects requiring unique a management structure may be assigned.

The incumbent is a team member responsible for the planning, design, maintenance, rehabilitation and construction of bridges, culverts, marine facilities and other transportation related structures.

## **RESPONSIBILITIES**

### **1. Manages project development stage for design and construction of projects.**

- Develops terms of references for new projects.
- Coordinates project team staff and/or consulting engineering firms to carry-out pre-engineering work (surveys, geotechnical investigations, hydro-technical investigations, hydraulic studies, specialized engineering studies, material testing, environmental studies, archaeological investigations and traditional knowledge considerations).
- Prepares requests for proposals, tender documents and project terms of reference for engineering services, and selects and manages engineering services contracts.
- Completes or oversees the preparation of detailed design and drawings.
- Identifies and obtains client, community, technical and regulatory approvals and permits, as appropriate, throughout the design stage.
- Solicits comments and input on project documentation and drawings from outside agencies and applicable regulatory bodies and incorporating into design; Conducts cost/benefit analyses as required and develops detailed project cost estimates.
- Develops, in collaboration with communities and local development corporations, plans to help maximize local/northern involvement, training and business development opportunities associated with projects.

### **2. Managing project construction stage.**

- Assists in arranging for tendering process with Contracts Section and responds to enquiries from bidders.

- Assists in the tender and award of construction contracts and carries out pre-construction activities including pre-construction meetings, verification of project scope, budget and schedule, and addresses outstanding technical and regulatory issues.
- Assists in the management of the construction contracts (e.g. verifies and approves payments within authorities, resolves technical and financial issues, and justifies change orders).
- Ensures quality control/quality assurance inspections, surveying, testing and quantity measurements are completed.
- Interprets contracts, plans and specifications.
- Investigates and resolves any difficulties with contractors.
- Conducts regular inspections of all projects to ensure work is of acceptable quality and is progressing in accordance with plans and specifications.
- Conducts interim and final inspections to identify any deficiencies and to turn project over to maintenance staff; conducting final Inspection upon completion of all outstanding deficiencies.
- Prepares interim and final certificates of completion certifying work has been completed in accordance with the terms of the contract.
- Conducts warranty inspections and ensuring contractor to correct any identified deficiencies.
- Investigates and resolving technical difficulties encountered during constructions; negotiating and preparing change orders, and recommending approval to supervisor;
- Checks monthly claims submitted by contractor; certifying that work being claimed has been completed and recommending payment of claim to supervisor.
- Reviews 'as-built' drawings and profiles prepared by draftsman.
- Facilitates dispute resolution.

### **3. Manages projects compliance with governing authorities.**

- Identifies opportunities to achieve GNWT policy objectives throughout all stages of project planning and implementation, (particularly Business Incentives, Local Accommodation, Local and Northern involvement policies) and takes actions to achieve policy objectives.
- Ensures consultant and contractor compliance with all the applicable and governing codes, permits, directives, regulations, and GNWT technical standards and guidelines and takes action when in default.

### **4. Performs associated project related tasks.**

- Provides advice to supervisor, project team, colleagues or clients about alternative solutions for construction or maintenance issues.
- Performs, or participates in, special projects (e.g. revisions to technical standards and guidelines, or policy).

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual sensory demands.

### **Mental Demands**

Field posting may involve up to twelve weeks travel during the construction season. During the other times of the year the incumbent will be required to travel at least one week per month for inspections, project review, planning and meeting with consultants and contractors.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the project management process, including project planning, scheduling, contracting, supervision of professional consultants and contractors, and inspections of the work.
- Design and construction management of heavy civil works and structural projects such as bridges, culverts and other transportation structures through all stages of development (planning to completion).
- Knowledge of bridge, culvert and infrastructure inspection and rehabilitation/maintenance techniques.
- Northern anomalies with regard to project management such as logistical requirements, construction practices, environment, soil conditions, and the cross-cultural and political environment.
- Environmental guidelines, regulations and laws.
- Safe work practices and Workers' Safety and Compensation Commission (WSCC) rules and regulations.
- Computer systems and software applications such as: Project Scheduling, Word Processing, Spreadsheets, Project Management Systems, and Financial Management Systems.
- Developed interpersonal and communication skills to make convincing and persuasive arguments when dealing with project staff, consultants, regional staff, contractors and fabricators.
- Excellent communication skills in both written and verbal mediums.
- Project management skills including estimating and financial skills to control budgets for Capital and O&M projects.
- Proven analytical and problem solving skills, combined with common sense and creativity.
- Auditing, evaluation and analysis and ability to manage risks.

- Record keeping and documentation.
- Ability to make the right call on critical decisions requiring balance between cost and benefits, sometimes involving safety issues.
- Deal with individuals where there is a high degree of tact and diplomacy required;
- Work in a cross cultural environment.
- Work collaboratively in a team setting.
- Ability to work and travel to Northern communities.

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

Bachelor's Degree in Civil Engineering with a minimum of 3 years' experience and eligibility for professional registration with Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists (NAPEG); or,

Diploma in Civil Engineering Technology with 6 years' experience; or,

Minimum of 10 years of construction supervision experience. Experience must be relevant and progressive.

**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