



IDENTIFICATION

Department	Position Title	
Infrastructure	Maintenance Administrator	
Position Number	Community	Division/Region
33-13552	Hay River	Facilities/South Slave

PURPOSE OF THE POSITION

As part of the Facilities Management Division of the South Slave Region of the Department of Infrastructure, the Maintenance Administrator plans and monitors the operation, maintenance and repair of all carpentry, painting, electrical, plumbing, heating, ventilation, air conditioning, refrigeration, snow removal, specialized locks, general maintenance and other specialty trades in all government owned and occupied buildings and facilities in the Hay River Area.

This position provides a critical support function to the department in the provision of information, data, advice and direction to support the effective delivery of the services in accordance with the Government of the Northwest Territories (GNWT's) Maintenance Management System (MMS), within assigned budget limitations, and utilizing all resources available within the area, using local labour, northern contractors and Department employees.

SCOPE

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

The Maintenance Administrator is responsible for the planning, scheduling, monitoring and reporting of all maintenance activities and related repairs required to ensure GNWT assets are safe, reliable and available to support the delivery of government programs and that the GNWT receives full value from assets over their expected life cycle (126 buildings in total). The position is also responsible for annual \$50K budget for the operation and maintenance of the Department of Infrastructure's fleet of 19 vehicles.

The incumbent prepares work plans that detail the tasks required to operate and maintain the assets to current applicable codes and regulations and to the Department's Maintenance Standards including identifying mandatory ongoing checks, service and maintenance,

preventative maintenance, scheduled maintenance and discretionary maintenance work utilizing the CMMS (Computerized Maintenance Management System) to ensure operation and maintenance activities on all GNWT building assets are undertaken, completed and recorded in an accurate and timely manner in accordance with all applicable codes, guidelines and procedures.

The incumbent oversees and monitors approximately 22000 hours of contractor and staff work as follows:

Carpentry	4000 hours
General Maintenance	5000 hours
Plumbing	2700 hours
HVAC	5000 hours
Painting	1400 hours
Locksmith	300 hours
Electrical	3500 hours
Snow removal	600 hours

Though the position consults with the Facilities Manager for guidance in the resolution of sensitive issues or issues having the potential for a high public profile, the incumbent works with minimal supervision and sets the work schedules and priorities.

The position has spending authority of \$50,000 related to asset management as well as other Operation and Maintenance (O&M) budgets (approximately \$2.8 million annually).

The Maintenance Administrator provides advice and direction to Department staff and contractors on the maintenance and repair of carpentry, electrical, locksmith, glass repair and other specialty trades.

RESPONSIBILITIES

1. Plans and coordinates maintenance and repairs of all operations and maintenance work on buildings in the Hay River Area by:

- Coordinates and supervises performance of operational and maintenance duties for contractors;
- Outlines proper and safe operation procedures and ensures compliance in all commercial buildings in accordance with NWT Acts Codes and Regulations for contractors;
- Schedules work assignments and reviews work requirements with contractors;
- Prepares 'code mandated' and preventative maintenance work orders for distribution to trades staff;
- 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;

- Assists with reviews of plans and inspection of 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;
 - Creates and reviews reports from 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;
 - Assumes responsibility for Facilities and Maintenance Coordinator duties when the Facilities and Maintenance Coordinator is absent or on leave.
- 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 by:**
- Consults with clients and building users to determine needs and establish budgets;
 - Identifies resources required to complete the work;
 - Prepares specifications and scopes of work for tender calls;
 - Estimates construction costs;
 - Monitors work to ensure compliance to the tender and applicable codes.
 - Approves payment upon completion of work.
- 3. Develops yearly work plans for all operation and maintenance for all assets in the Hay River Area:**
- 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;
 - Prepares and reviews work plans with the Facilities Manager, Facilities and Maintenance Coordinator and clients to establish priorities and budgets for the upcoming year;
 - 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.
- 4. Provides advice and support to Project Officers, the Facilities Manager, and contractors on maintenance and repair of work related to their trade and from historical data available in Web Works:**
- Reviews plans and specifications and identifies potential maintenance problems;
 - Participates in inspections of architectural components during construction and identifies deficiencies and concerns;
 - Reviews architectural work tasks and recommending repair procedures and materials;
 - Reviews blueprints and project specifications and identifies potential areas to improve or change to reduce maintenance and operating costs;

- Develops scopes of work for specific architectural projects;
 - Inspects completed work for compliance to the contract and National Building code.
- 5. Uses the Web Works Computerized Maintenance Management System to plan, schedule, monitor and report on work by:**
- Ensures proper data entry in being performed in the maintenance management system (MMS), Contractor Information System (CIS), and any other systems used by the area office to track maintenance and financial information;
 - Runs monthly maintenance chargeback reports, ensures costs charged to do the work are fair and reasonable and ensures expenses are reimbursed;
 - Prepares reports from Computerized Maintenance Management System to ensure work has been scheduled or completed properly and time and materials used to perform work are appropriate to the tasks;
 - Completing maintenance and repair records;
 - Running and reviewing backlog, chargeback, completed work, and scheduled work reports.
- 6. Provides regional spill contingency coordination and is the regional asbestos coordinator by:**
- Maintains data base of federally regulated oil tanks and ensures new tank are properly registered;
 - Develop spill contingency plans for new buildings ensuring they are current and up to date;
 - Ensure proper identification, maintenance and encapsulation of asbestos containing materials in the region assets and that staff, contractors and occupants are aware of locations and hazards.
- 7. Undertakes a variety of other maintenance related support functions**
- Holds overall responsibility for keying systems used in all GNWT assets;
 - Ensures proper maintenance of Department's fleet of vehicles;
 - Collects, labels, stores, and maintains electronic and paper copies of O&M manuals, drawings, floor plans, photographs and other documentation used in the performance of maintenance on buildings and equipment;
 - Tracks security clearances of all Department staff and contractors for RCMP work;
 - Provides Web Works training and assists with safety training.

WORKING CONDITIONS

Physical Demands

The incumbent spends 90% 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 performing 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 5% - 10% of the incumbents' 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.
- Verbal and written communication skills to exchange information and work to common objectives with GNWT / non-GNWT clients and Department colleagues/ 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.

Typically, the above qualifications would be attained by:

Journey person Certification in one of the building trades; or,

Diploma in Computer Technology or Building Technology; or,

Certificate in Maintenance Management, enhanced by a minimum of 2 years of experience in trades and a maintenance background on commercial type assets.

The incumbent requires a 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 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