



## **IDENTIFICATION**

Department	Position Title	
Infrastructure	Facilities and Maintenance Coordinator	
Position Number	Community	Division/Region
33-14581	Hay River	Facilities/South Slave

## **PURPOSE OF THE POSITION**

As part of the department's Asset Management activity, the Facilities and Maintenance Coordinator is a key position responsible for asset management, maintenance management, energy management, utilities, mobile equipment and day-to-day aspect of property management in the Hay River Area. The Facilities and Maintenance Coordinator plans and administers the maintenance programs and budgets for all government owned and leased buildings, works and equipment in the Hay River Area.

## **SCOPE**

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

The scope of activities undertaken or managed includes:

- Responsibility for Operation and Maintenance of 146 buildings, works and equipment in Hay River and surrounding communities
- Annually administers regional funding in the amount of \$5,690,000 (\$2,791,000 for buildings and works, \$2,673,000 for utilities, \$108,000 for vehicles and \$118,000 in property management).
- Initiation of contracts up to \$50,000;
- Contract Performance up to \$100,000

The incumbent directly supervises a staff of professionals responsible for delivering facility management.

Government of the Northwest Territories (GNWT) general policies and procedures, as well as legislated regulatory requirements, guide the Facilities and Maintenance Coordinator with

maintenance of owned and leased buildings and mobile equipment. The GNWT's Procurement Manual and the department's Maintenance Management System (MMS) further guide the activities of the Facilities and Maintenance Coordinator.

## **RESPONSIBILITIES**

### **1. Plans and administers the Maintenance and Energy Management Programs for all owned and leased government buildings, works and equipment in the Hay River Area to ensure government property is efficiently maintained and to ensure it's safe and efficient operation as well as operated on the most efficient and economic life cycle.**

- Analyzes and prioritizes work requests provided by client departments to determine priority within the budget.
- Undertakes Contract Administration ensuring budgets and guidelines are followed.
- Assists with the development of maintenance contracts and Standing Offer Agreements (SAO).
- Partakes in reviews of plans and specifications pertaining to major capital projects as it relates to ongoing operations of facilities.
- Engages in regular communication with staff and clients.
- Reviews and interprets facility condition reports prepared by Facilities Management Section.
- Reviews status of facilities for compliance with Preventative Maintenance (PM) programs.
- Oversees materials acquisition and inventory control functions.
- Identifies maintenance projects that require special skills and brings these to the Facility Manager for follow up.
- Ensures regular inspection of buildings, works and equipment are conducted.
- Ensures the proper maintenance of the Department's fleet of vehicles.
- Reviews procedures and requirements used by staff and maintenance contractors and recommends updates as required.
- Reviews position duties and updates job descriptions and identifies training needs.
- Reviews and makes recommendations on resource requirements and organizational changes.
- Completes performance measurement surveys with clients on an annual basis and implements changes to improve client satisfaction and service levels.
- Works with the Settlement Maintainers in Fort Providence and Fort Resolution to ensure the best use of resources and that community and regional priorities are met.

### **2. Develops and administers the budget to ensure adequate funds are available and to provide the necessary services to keep GNWT owned and leased facilities in a good state of repair.**

- Provides input for the annual Work Plans for owned and leased assets which addresses legislated regulations, MMS requirements, all priority programs, and all maintenance upgrade work identified during annual inspections and client / landlord consultations.
- Updates Work Plan for all assets.

- Analyzes past expenditures and MMS data to identify trends in maintenance, and adjusts maintenance program to address areas of repeated breakdowns, and assets with less than average maintenance.
  - Reviews commitments against the budget and recommends approval.
- 3. Supports the Property Management function of the GNWT's leased and owned real property in Hay River area to ensure client department's satisfaction.**
- Completes fire prevention inspections and implements changes to bring to code
  - Ensures building evacuation procedures are in place.
  - Liaises with Landlords and Department Occupational Health and Safety (OH&S) committees within leased facilities regarding building safety programs and concerns.
  - Liaises with clients and responds to their needs for comfort and quality of space.
  - Receives complaints by facility tenants and identifies issues or recommends changes to the terms of the lease as may be necessary to rectify ongoing problems
  - Facilitates resolution to problem areas with landlords.
  - Oversee all signage on leased building to ensure that GNWT Standards are met.
- 4. Meets with client departments, boards and agencies, community governments and community administrators to facilitate the best use of maintenance management resources within the Hay River Area.**
- Represents Department at meetings with client departments, boards and agencies, community governments and community administrators.
  - Organizes meetings with client departments to support maintenance planning.
  - Reviews proposed maintenance upgrades and Work Plans to ensure monies are available.
  - Prioritizes all maintenance activities in owned and leased facilities.
  - Manages maintenance resources to best accommodate program and client needs.
- 5. Ensures regional activities related to Energy Management are carried out to ensure the most effective and efficient use of energy in buildings, works, and equipment.**
- Recommends Energy Management activities for the improvement of energy efficiency in regional buildings, works and equipment.
  - Ensures project client concerns are addressed through minor construction or renovation projects.
  - Liaises with other GNWT Departments on Energy Management issues
  - Constantly encourages staff to be cognizant of Energy management Issues.
- 6. Provides onsite administrative direction and support in the following areas:**
- Authorizes leave and attendance for 12 indeterminate staff and casual hires.
  - Providing direction and progressive discipline as required, performance reviews and staffing actions.
  - Delegates signing authority and monitors spending activities of all staff to assure that financial requirements are being followed.
  - Authorizes all callbacks and overtime.

## **WORKING CONDITIONS**

### **Physical Demands**

The Facilities and Maintenance Coordinator spends about 50% of the time on site troubleshooting and inspecting, which may involve climbing and/or balancing, stooping, kneeling, crouching and/or crawling.

### **Environmental Conditions**

While on site during inspections the incumbent may be exposed to fumes, chemicals and loud noises.

### **Sensory Demands**

The position requires feeling, hearing, and seeing, (in terms of acuity far and near, depth perception, accommodation, color vision and field of vision).

### **Mental Demands**

Mental demands are placed on the incumbent when dealing with problems due to building equipment failures, fluctuating budgets, lack of qualified resources, underperforming contractors or staff, dissatisfied clients and tenants, and political pressures.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Building operations and maintenance management
- Planning and Project Management
- Financial Management and Contract Management
- Human and environmental factors
- Working in a northern environment.
- Planning and controlling work costs
- Proven ability to communicate orally and in writing with technical staff and clients
- Computer applications and database management including WebWorks (Maintenance Management System), Word Processing, Spreadsheets, DDC (Direct Digital Control), SAM (System for Accountability and Management), and PeopleSoft.
- Contract tendering, monitoring and inspection
- Proven negotiating skills and interpersonal skills to deal with contractors and client departments
- Proven HR skills to effectively manage a diverse group of employees
- Strong problem solving skills and ability to deal with changing deadlines and priorities
- Objectively prioritize a diverse group of client needs' requests while being sensitive to community and regional concerns
- Provide direction and leadership and promote collaboration between staff
- Work in a high stress multi-tasking environment
- Deal with individuals with a high degree of tact and diplomacy
- Work in a Cross Cultural Environment with a diverse group of clients and staff
- Demonstrate leadership, initiative and professional judgment

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

- Postsecondary diploma in Maintenance Management, or
- Journeyperson Certification in one of the building trades, and,
- Minimum 5 years of progressive experience in a structural, mechanical, electrical or carpentry background.
- The incumbent should also have one year of supervisory experience and two years of basic project or contract experience.
- Experience in a northern environment would be an asset.
- The incumbent requires a Class 5 NWT Driver's license to operate motor vehicles.

**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