



IDENTIFICATION

Department	Position Title	
Infrastructure	Director, Facilities and Properties	
Position Number	Community	Division/Region
33-3513	Yellowknife	Facilities and Properties/HQ

PURPOSE OF THE POSITION

The Director, Facilities and Properties provides direction and support to a multi-disciplinary group who provide infrastructure facility, capital planning, vehicle and major equipment planning and maintenance planning for the Government of the Northwest Territories owned and leased assets. Responsibilities also include the delivery of the risk management and safety program, the infrastructure deferred maintenance program, preventative maintenance planning, and the strategic management of the Government of the Northwest Territories leased/owned office space portfolio, revenue property management and mobile fleet life-cycle management.

SCOPE

The Director, Facilities and Properties (Director) is located in Yellowknife and reports directly to the Assistant Deputy Minister, Asset Management (ADM).

The Director works within a Legislative and Policy framework and carries out its responsibilities in accordance with GNWT acts, regulations, policies, and departmental procedures. The position is guided by general direction from the ADM, Asset Management, and by technical and legal advice from headquarters personnel. Within governing authorities and the broad goals and objectives set for the position, the Director is expected to set priorities, and work schedules. The Director works independently with only the most complex or politically sensitive problems being referred to the ADM for joint resolution.

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 Northwest Territories (NWT), delivering renewable energy solutions, providing energy supply services to non-market communities, and leading efforts in energy conservation and efficiency.

On behalf of the Government of the Northwest Territories (GNWT), the department of Infrastructure also carries the responsibility for strategic planning for the GNWT's 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 Director works with a multi-disciplinary team of professional and non-professional staff in the provision of infrastructure and facility planning and management services. The team includes commercial property managers, facility planners, engineering and architectural technologists and technicians that provide service internally to the Department and other GNWT departments and externally to boards and agencies and other non-government organizations providing public services in support of GNWT programs.

The position manages the provision of services to a varied clientele that ranges from knowledgeable contacts in other departments to members of community councils, consultants, commercial property managers, building owners and landlords.

The director works closely with federal/provincial/territorial deputy minister sub-committees to develop best total life cycle practices in portfolio investment and management for owned and leased properties as well as disposal of surplus real property.

The director also works closely with the department of Lands to support the timely and cost effect acquisition and disposal of public lands as required to support the GNWT's public infrastructure needs.

The Director must work within the expectation of the government's goal and objectives.

The position has direct control over financial and human resources for assigned budgets and staff. The position directs a division, and contributes to the delivery of capital projects and annual leases. The position also manages the deferred maintenance and risk management and safety program.

DIMENSIONS

- Reporting Positions (direct or indirect/functional relationship) 7 direct, 10 indirect
 - Compensation & Benefits (\$) 3,127,711
 - Operations & Maintenance (\$) 63, 834,896 (including leases and utilities)
 - Grants & Contributions (\$) _____
- Total O&M Budget (\$): 67,076,000
- Deferred Maintenance (\$) 5,000,000

RESPONSIBILITIES

1. Directs the strategic planning and management of the leasing and property management services for GNWT owned and leased office space to meet the short and long-term office space needs for the delivery of GNWT departmental programs and services.
2. Directs the development, or develops strategies for the achievement of GNWT objectives related to local and northern involvement in capital projects and other community development and training initiatives.
3. Chairs the Working Group that reports to the Deputy Ministers Steering Committee that strategically manages the GNWT corporate infrastructure capital acquisition plan.
4. Coordinates with the department of Finance and oversees the preparation of GNWT wide capital planning presentation materials for review and approval by Deputy Minister, Standing Committees and the Legislative Assembly.
5. Ensures the departmental capital program, and projects making up that program are feasible with respect to costing and scheduling and participates in the government wide capital planning process.
6. Facilitates the capital planning process by providing overall direction and analysis to establish the GNWT's five-year capital plan. Documents the capital planning process and recommends changes to the process and rationale for those changes.
7. Directs the risk management safety program to maintain GNWT compliance of applicable territorial and federal regulations and oversight in the tracking and reporting on the condition of GNWT building infrastructure of over 800 buildings with asset value of approximately \$3 billion.
8. Through proper condition monitoring and strategic and timely programming investments in GNWT building infrastructure, monitors infrastructure to ensure that is suitable and safe for program delivery by client departments and ensures that all

Department managed assets are operated and maintained in a manner that ensures that full lifecycle of the asset is realized.

- 9.** Directs the Deferred Maintenance and infrastructure Risk Management and Safety Program by planning and coordinating the delivery of deferred maintenance projects at the regional and headquarter level. Prepares necessary FMB (Financial Management Board) requests to ensure that adequate funding is in place to support the continued operation of the Deferred Maintenance and infrastructure Risk Management and Safety Program.
- 10.** Establishes maintenance standards and directs the provision of a maintenance management system for maintenance services provided by the Department and provides support and direction to regional and client department staff on matters related to maintenance planning and service delivery.
- 11.** Provides client departments with facility condition information and assessments to support prioritization of 20 year and 5 year capital needs for consideration in the GNWT's infrastructure Acquisition Plan.
- 12.** Provides infrastructure planning, cost estimating and building lifecycle advice to Department staff and clients.
- 13.** Prepares necessary reports and papers for Ministerial use to support the mandate of the Department and the objectives of the Infrastructure Operations and Accommodation Services.
- 14.** Directs and leads the facility planning of GNWT building infrastructure, which involves determining with clients the purpose and need for facilities; developing facility plans and technical reports to address client needs and meet functional, technical, financial, capital planning and operational requirements; and contributing to the development and implementation of facility planning standards and the development and application of technical standards for design and construction of buildings.
- 15.** Provides contract management support and technical oversight to client departments for the acquisition and management of professional consulting services necessary to complete operational planning, needs analysis and functional programming for new and upgraded public infrastructure.
- 16.** Directs and leads the departments overall plan for the acquisition, life cycle management and disposal of the vehicle fleet and major heavy equipment necessary to support the delivery of critical programs and services such a highways and airport maintenance, building maintenance, ferry and marine operations.
- 17.** Develops and maintains performance standards for fleet vehicles and heavy equipment in particular in terms of program suitability and energy use.

- 18.** Promotes best practices in vehicle and equipment acquisition and management on a corporate scale for the GNWT including analyzing operational efficiencies and recommending improvements to the GNWT's overall fleet and equipment management strategy and structure.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The position is subject to deadlines and conflicting priorities.

KNOWLEDGE, SKILLS AND ABILITIES

- Expert knowledge of infrastructure management, leasing, project planning, and project management processes in a northern community
- Expert knowledge of contract management and procurement procedures, building maintenance and operations, infrastructure planning, sustainable building design
- Ability to apply knowledge independently, recommending approaches to GNWT Departments, Boards and Agencies
- Knowledge of northern construction practices and northern community life.
- Excellent negotiating skills are required to manage projects and deal with clients.
- Proven analytical skills to evaluate project results against objectives and
- Strong decision making and problem solving skills
- Ability to initiate corrective action to problems encountered with the provision of infrastructure, leasing, accommodations and operation services.
- Strong motivation and initiative are required.
- Highly client service oriented with strong communication skills both written and verbal.
- Ability to adapt and maintain positive relationships with a wide variety of clientele with diverse needs and personalities.

Typically, the above qualifications would be attained by:

- A professional or technical designation in property management, accounting or engineering with extensive knowledge; and,
- 10 (ten) years of progressively senior experience in public sector commercial property portfolio management that includes 3 years of experience in northern communities and 5 years management experience.

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