



IDENTIFICATION

Department	Position Title	
Legislative Assembly	Deputy Sergeant-at-Arms, Facilities and Maintenance	
Position Number	Community	Division/Region
12-11611	Yellowknife	Members and Precinct Services / HQ

PURPOSE OF THE POSITION

The Deputy Sergeant-at-Arms, Facilities and Maintenance, is responsible for assisting the Sergeant-at-Arms in providing ceremonial and House duties to the Legislative Assembly and for assisting with the overall operation and maintenance of the Legislative Assembly Building (LAB), the Prince of Wales Northern Heritage Centre (PWNHC), and for the Legislative Assembly Precinct and the Capital Site, as required.

Deputy Sergeant-at-Arms, Facilities and Maintenance, is a key position that is responsible for asset management, maintenance management, energy management, utilities, mobile equipment and day-to-day aspect of Legislative Precinct. The incumbent is responsible for planning and administering the maintenance programs and budgets.

The LAB and PWNHC buildings are open seven days a week and host thousands of visitors per year.

SCOPE

The Legislative Assembly is one of the three distinct and autonomous branches of the Government of the Northwest Territories (Legislative, Executive and Judicial). As such, it operates with autonomy and independence from Cabinet direction and the public service at large. This independence is critical to the mandate of the Legislative Assembly to scrutinize and approve legislation and budgets proposed by cabinet, monitor and critique the activities and performance of the executive branch and provide a forum for the exercise of responsible parliamentary democracy in the Northwest Territories (NWT).

Located in Yellowknife the Deputy Sergeant-at-Arms, Facilities and Maintenance reports directly to the Sergeant-at-Arms, and supports the Sergeant-at-Arms during sittings of the Legislative Assembly by reporting to the Speaker and performing all tasks related to



ceremonial and House activities. This includes responsibility for assisting in the direct supervision, transportation and training of Pages, youth aged 12 to 16, during formal sittings of the House.

This position holds the accountability of Chief Operating Engineer and is responsible for the safe, effective and efficient operation and maintenance of all boiler plants, plumbing, building heating, ventilation and air conditioning (HVAC), equipment in the Legislative Assembly Building and provides operational guidance and support to the Manager, Museum Building Operations for the day-to-day operations and maintenance of the Prince of Wales Northern Heritage Centre, in accordance with the Government of the Northwest Territories (GNWTs) *Boiler Pressure Vessel Acts* and Regulations, Policies and Departmental Procedures and Guidelines.

The Deputy Sergeant-at-Arms oversees contracted maintenance service providers and is responsible for ensuring all completed work meets standards. The Deputy Sergeant-at-Arms has contract authority up to a limit of \$50,000 and has spending authority of \$5,000.

Highly complex technical or process issues are routinely managed by this position. In addition, within the political setting there can be significant lack of control over the work pace, with frequent interruptions (work is often dictated by external factors). The incumbent will be required to have a flexible approach to all aspects of the job in order to prioritize and balance the requirements of multiple areas and demands on a day to day basis, often at very short notice.

This position is subject to recurring deadlines and encounters demands for short-notice reprioritization.

The Deputy Sergeant-at-Arms, Security is responsible for supporting the administration and coordination of the Legislative Assembly's Page Program. This unique program requires a high level of safety and security for the youth pages and their chaperones, many who are from other communities in the Northwest Territories, during formal sittings of the House.

The Deputy Sergeant-at-Arms directly supervises two summer students and is responsible for their recruitment, training and development, as directed by the Sergeant-at-Arms. The Deputy represents the Sergeant-at-Arms in their absence.

The duties of this position are carried out in accordance with the *Legislative Assembly and Executive Council Act*, the *Financial Administration Act*, the Legislative Assembly Members' Handbook, and GNWT/Legislative Assembly policies, directives and procedures.



RESPONSIBILITIES

1. Plans and administers the Maintenance and Energy Management Programs for the Legislative Assembly Precinct to ensure 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. Supports the operations and maintenance of the Prince of Wales Northern Heritage Centre and participates in the development of the Capital Site. Analyzes and prioritizes work requests provided to determine priority within the budget.

- Undertakes Contract Administration ensuring budgets and Financial Administration Manual (FAM) are followed.
- Assists with the development of maintenance contracts and Standing Offer Agreements (SOA).
- Partakes in reviews of plans and specifications pertaining to major capital projects as it relates to ongoing operations of the precinct.
- Engages in regular communication with staff and clients.
- Reviews status of facilities for compliance with Preventative Maintenance program.
- Oversees materials acquisition and inventory control functions.
- Identifies maintenance projects that require special skills and brings these to Sergeant-At-Arms for follow-up.
- Ensures a regular inspection of buildings, works and equipment are conducted.
- Ensures the proper maintenance of the Infrastructure fleet of vehicles.
- Reviews procedures and requirements used by staff and maintenance contractors and recommends updates as required.
- Reviews and makes recommendations on resource requirements and organizational changes.
- Completes performance measurement surveys with all clients on an annual basis and implements changes to improve client satisfaction and service levels.
- Ensures all trades staff are aware of all potential hazards related to their work, have appropriate safety training and always work in a safe manner.

2. Performs traditional and ceremonial functions during sittings of the Legislative Assembly, such as leading the Speaker's Procession while carrying the Mace and acting on the Speaker's instructions in accordance with the Standing Orders and statute.

- Assists with ceremonies of state and special events on the Legislative Precinct, including accompanying the Commissioner and other dignitaries, as required.
- Performs ceremonial duties associated with various House traditions.
- Ensures the safety and security of the elected members, staff and visitors.
- Maintains order, decorum and security in the House, and enforcing the orders of the Speaker.



- Having custody of the Legislative Assembly Mace, Chamber, and its furnishings.
- Assists in the transportation, training and supervision of Pages serving the House.
- Manages security staff and contract security schedules for House, public and private functions at the legislative Assembly.
- Maintains order, decorum and security in the House, and enforces the orders of the Speaker.
- Coordinates ceremonial duties associated with the Legislature, Official and Royal visits.
- Travels and provides direct security of the Mace during travel on the Mace Tour with the Speaker and at other public events.
- Represents the Legislative Assembly in the communities, and liaises with public with tact and diplomacy.
- Responsible for the safe transportation, training and supervision of Pages while serving the House and after hours for Chaperones and pages from the other communities of the NWT.
- Assists with coordination and briefing of chaperones to ensure school work and safe extra- curricular activity.
- Maintains communication with Chaperones, Schools and Parents regarding any issues with the Pages.
- Provides and supervises work for summer students on the grounds of the legislative assembly.

3. Operates, monitors and reports on the performance of mechanical operations and building systems, and takes corrective action to ensure their safe, efficient and effective operations.

- Performs the duties of Chief Operating Engineer for the Legislative Assembly boiler and wood pellet boiler operations.
- Inspects buildings, mechanical, heating, and ventilation systems, and equipment housed within the assigned buildings to ensure safe, reliable and efficient operations as directed by the Maintenance Management System (MMS) Manual, according to code.
- Applies prescribed building and equipment legislated inspection, calibration and maintenance procedures as per MMS.
- Manages and operates building power plants in accordance with GNWT *Boilers and Pressure Vessels Act* and Regulations which includes combustion analysis, boiler testing and additional of chemicals to prevent corrosion on boilers and equipment.
- Adjusts boilers to ensure energy efficient operations.
- Performs service and repairs on all boilers and burners.
- Services and repairs wood pellet boiler system and wood pellet silo feed system.
- Identifies and diagnoses problems and potential problems with buildings, equipment, systems and DDC systems.
- Reports the outcome of inspections and initiates work orders.



- Manages and supervises contractors, and inspects all completed work to ensure acceptable performance
 - Completes work and records information on computerized tracking system.
- 4. Maintains, adjusts, and repairs pneumatic and electronic Heating Ventilation and Air Conditioning (HVAC) control systems and equipment for the Legislative Assembly Building (LAB) and Prince of Wales Northern Heritage Centre (PWNHC).**
- Schedules and performs preventative and predictive maintenance as part of a routine maintenance program (e.g. oiling and greasing equipment and adjusting components, replacing filters).
 - Services humidifiers, air conditioners, dampers and all related control systems and components.
 - Conducts frequent combustion analysis of flue gas and adjust air/oil ratio for peak efficiency.
 - Replaces defective components, refurbishing components for re-use.
 - Performs repairs and adjustments to pneumatic and electronic Heating, Ventilation, and Air Conditioning (HVAC) control systems and equipment.
 - Manages and supervises contractors, and inspects all completed work to ensure acceptable performance
- 5. Provides safe and efficient operation of the direct digital control systems for the Heating, HVAC, and Low Voltage Lighting Systems in the LAB and PWNHC.**
- Monitors HVAC systems to ensure efficient and proper operation.
 - Adjusts operating schedules and set points to maintain maximum efficiency while ensuring occupant comfort. Troubleshoots problematic areas and effects necessary changes.
 - Operates, troubleshoots, and configures software and field electronic panels of the Low Voltage Computerized Lighting Control System at the LAB, and the Johnson Control's HVAC controls system for the LAB and PWNHC.
- 6. Tests and maintains emergency systems (Fire Alarm, Fire Extinguishers, Intrusion Alarm, and Sprinkler Systems) and general building maintenance and repairs for the LAB and PWNHC.**
- Conducts scheduled inspections on fire alarm systems (monthly), generator (weekly), heating system (daily).
 - Maintains inspection logs as required by local codes and other governing authorities.
 - Where possible, performs hands-on electrical, plumbing, carpentry and mechanical repairs.
 - Maintains kitchen equipment and machinery.
 - Provides general building maintenance as required.
 - Manages vehicle maintenance and repair.



- Acts as co-chair for the Legislative Assembly's Occupation Health and Safety (OHS) Committee.
 - Assists with hiring, training and supervision of summer students.
- 7. Manages the safety, emergency and after hour response program to ensure compliance with GNWT security and safety laws, regulations and standards and policies.**
- Assists in coordinating emergency and response services for fires, bomb threats, elevator rescues, and chemical spills.
 - Assists with the development of Safe Work Practices and conduct Hazard Assessments and risk Assessments as required
 - Responds to urgent and emergency calls and alarms (Mechanical, Fire, Intrusion) including stabilization of failures, determination of cause and coordination of corrective actions before the next business day.
- 8. Administers the Property Management function Legislative Precinct to ensure client departments satisfaction.**
- Oversees the O&M charges, fees and utilities.
 - Oversees property management function to ensure adherence to legislated regulations, standards and policies by regular inspection and initiation of measures to rectify deficiencies.
 - Liaises with clients and responds to their needs for comfort and quality of space.
 - Ensures adequate security and janitorial programs are established
 - Reviews the preparation and administration of tenders and contracts.
 - Inspects maintenance construction projects, and identifies deficiencies in construction.

WORKING CONDITIONS

Physical Demands

The position engages daily in a variety of physical activities. The incumbent will be required to lift and/or pull heavy equipment parts in awkward or confined areas, and to perform duties which require walking, climbing, lifting, pulling, and pushing efforts on a daily basis.

Environmental Conditions

The incumbent will be exposed to toxic liquids (e.g. glycol, exhaust fumes, etc.), gases, hot water and other hazardous substances, cleaners and dust on a daily basis. There may also be exposure to the contaminants encountered in sewage systems. Exposure to environmental conditions varies between 25 to 50% of the work time.



Sensory Demands

With respect to operational responsibilities, the incumbent requires concentrated, combined uses of sight, smell, hearing and/or touch when inspecting contracted work, personally performing security inspections, or conducting repairs and regular maintenance.

Mental Demands

This position is responsible for the coordination and mitigation of security risks of various degrees throughout the facility, and the incumbent will often encounter problems that pose immediate and serious disruption to the safety and security of the building. This requires quick and decisive action and the ability to technically diagnose problems under pressure. The incumbent will experience expectations to work on multiple concurrent projects and tasks and to constantly prioritize for clients.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of boiler operations and repair, including Heating, Ventilation, and Air Conditioning (HVAC) control systems, maintenance and repairs, including Direct Digital Control Systems (DDC) or similar systems.
- Knowledge of building construction, renovation and repair.
- Computer software skills specific to Building Management Systems and Direct Digital Control Systems.
- Knowledge of intrusion detection, fire detection-suppression, and video surveillance systems.
- Knowledge and/or the ability to acquire knowledge of rules and procedures of the House.
- Knowledge of engineering and architectural disciplines to effectively assess space requirements and determine extent of contract services required.
- Knowledge of mechanical and building systems.
- Knowledge of and/or the ability to acquire and apply knowledge of contract administration and management.
- Knowledge of technical principles and practices related to building planning, design and construction and the ability to apply this knowledge to provide project management advice and direction.
- Knowledge of northern technology and construction.
- Knowledge of security, safety, and emergency response procedures.
- Communication skills, both verbal and written.
- Interpersonal skills including the ability to act professionally and diplomatically.
- Ability to supervise and mentor youth.
- Ability to act effectively, quickly and calmly in an emergency situation.
- Leadership skills.
- Understanding of government procurement and contracting processes.



- Knowledge of project management.
- Verbal and written communications skills.
- Organizational and time management skills.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A class 5 operating engineering certificate, and three (3) years of related work experience, providing technical and facility planning supports, operational, project and contract management.

Equivalent combinations of education and experience will be considered.

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

Indigenous language: Select language

- Required
- Preferred