



## IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Manager, Community Infrastructure Planning	
Position Number	Community	Division/Region
21-11228	Yellowknife	Regional Operations/North Slave

## PURPOSE OF THE POSITION

The Manager, Community Infrastructure Planning supports community governments in exercising their responsibility for the planning, development, implementation and management of community public infrastructure and community works.

## SCOPE

The Manager, Community Infrastructure Planning (Manager), North Slave, is located in Yellowknife and reports to the Regional Superintendent, North Slave (Superintendent). The Manager provides advice to community governments to ensure the efficient and effective planning, design, construction and operation of community public infrastructure.

MACA is responsible for the development and maintenance of community governments, responsive and responsible to the residents, with sufficient legal authority and resources to carry out community responsibilities, to provide public programs and services essential to good community life, and to deal effectively with other government organizations. The Department is also responsible for protecting the interests of consumers. The Department accomplishes this mandate through supporting capable, accountable and self-directed community governments in providing a safe, sustainable and healthy environment for community residents.

MACA is highly decentralized in the delivery of its programs and services. Its regional offices operate in a complex environment serving remote and often isolated communities with limited capacity, extreme weather conditions, short construction seasons, challenging seasonal transportation logistics, and close proximity to an active political environment.

Community public infrastructure is the framework of physical facilities needed to support and sustain a community of people to live and work and includes a wide range of municipal assets



such as: potable water, storm water and wastewater systems, parks and recreational facilities, solid waste disposal, roads and bridges, and fire stations.

The Manager works within a legislative, regulatory and policy framework and carries out its responsibilities in accordance with Government of the Northwest Territories and Federal legislation, regulations, policies and procedures that impact the development and implementation of community public infrastructure, including the *National Building Code of Canada*, *Fire Prevention Act*, and relevant environmental legislation. The Manager must have an in-depth understanding of each of these relevant legislation and policies and their application to the development of community infrastructure.

The Manager collaborates with community governments in the planning, development and review of community government Capital Investment Plans. They also provide strategic advice and implementation strategies for community public infrastructure projects to maximize the useful life and effectiveness of infrastructure and infrastructure dollars by the community government to encourage effective and efficient use of community resource and to maximize the useful life of community government infrastructure.

The Manager provides technical advice to community government council and/or staff through each stage of the project management process as these governments implement infrastructure projects, and provides guidance on how to hire, interact and manage project managers.

This is achieved through continuous interaction with the community government and includes such activities as the facilitation of the capital planning process with councils and administration. This process involves the provision of analysis and advice (including trends, new developments and industry best practice), the identification of services, the establishment of ranking criteria, the prioritization of projects, and the identification of infrastructure funding available. This requires knowledge of various federal and GNWT infrastructure funding sources and program criteria.

The Manager is responsible to work cooperatively with MACA staff in other regions and headquarters to provide asset management assistance to community governments as required. The activities of the Community Works Advisors/Technical Advisors in other regions and MACA headquarters complement those of the Manager by promoting sound asset management practices by community governments that ensure appropriate infrastructure investment with the goal of minimizing infrastructure life cycle costs. The Community Works Advisor, South Slave, reports directly to the Manager, South Slave, and provides operational support to the Manager, North Slave. The Manager must collaborate regularly with the Managers in the South Slave and Dehcho Regions to discuss and agree upon the work assignments of the Community Works Advisor.



Work is performed under the general direction of the Regional Superintendent. The Manager has a significant amount of latitude provided that they adhere to the policies, guidelines and interests of the GNWT. Judgment is required in interactions with partners and stakeholders.

## **RESPONSIBILITIES**

### **1. Provides strategic, technical and administrative advice to community governments on the development, implementation and ongoing management of the community public infrastructure capital planning process.**

- Works collaboratively with community governments and other staff in MACA to ensure community governments hold tenure to land prior to proceedings with new infrastructure projects.
- Supports community governments in the development, implementation and ongoing adaptation of an asset management strategy.
- Supports community governments to develop and maintain a current inventory of assets.
- Supports community governments to monitor the physical and financial status of their community infrastructure projects.
- Participates on interim, final and warranty inspections of community infrastructure projects with community government representatives, project managers and contractors.
- Supports community governments to plan and provide community works services and to obtain and maintain compliance with associated environmental regulatory approvals.
- Assists community governments to identify environmental liabilities and provides technical expertise in seeking out potential actions to mitigate or resolve identified liabilities.

### **2. Provides strategic and technical support and advice on project management, procurement and engineering/technical matters.**

- Supports community governments to ensure that community infrastructure projects are planned and constructed on-time and on-budget through approved and recommended procurement processes.
- Provides strategic advice and guidance to community governments with respect to infrastructure development options using analytical tools.
- Supports community governments to understand the process and implications of contract negotiations.
- Provides support to community governments to undertake timely and meaningful communications and consultation with consultants, contractors and other stakeholders throughout the design, construction and warranty phases of all projects.
- Supports the preparation of detailed terms of reference for engineering studies and the hiring of consultants, including project managers by community governments.



- Supports community governments in the evaluation of consultant reports.
  - Supports community governments, if requested, in the evaluation process for hiring consultants and contractors.
  - Supports community governments during the construction and operation of community infrastructure projects.
  - Coaches and mentors community government technical staff.
- 3. Provides analysis and advice to community governments on infrastructure issues, capital projects, and financial reporting obligations.**
- Alerts community governments to community infrastructure trends and innovations that may be relevant and applicable, including recommended climate change mitigation measures.
  - Monitors the potential for innovation throughout the region, NWT and Canada, and proactively shares with colleagues, community governments and stakeholders.
  - Collaborates with Departmental staff to coordinate best practices for community infrastructure and proactively advises community governments of relevant practices.
  - Supports communities in accessing diverse infrastructure funding programs, including federal or territorial programs.
  - Monitors, tracks and reports on project status as required under funding arrangements managed through MACA.
  - Works collaboratively with community governments and other MACA staff in reviewing and analyzing community government Community Public Infrastructure and federal infrastructure project financial reporting submissions, ensuring compliancy with expenditure eligibility guidelines.
- 4. Seeks out opportunities for community governments to take advantage of innovation, partnerships, technical oversight, and increased coordination across projects.**
- Facilitates opportunities for community governments to increase efficiency, effectiveness and/or budgetary scope through new and integrated approaches to infrastructure planning, construction and management.
  - Identifies opportunities for shared services for community governments on complementary projects.
  - Encourages and facilitates, where feasible, community governments to work together to coordinate regional approaches to services or project development.
  - Encourages collaboration on infrastructure projects with other potential partners/stakeholders, including options for public private partnerships.
  - Provides strategic support and advice on energy management innovations.
- 5. Provides support and advice to community governments in managing their consultants and contractors.**



- Supports community governments, as requested, in their relationships with consultants and contractors to ensure fair and professional levels of service.
- Supports community governments, if requested, to develop options and best practices to resolve conflicts and problems.
- Advocates with other GNWT departments on behalf of community governments if necessary.

**6. Works cooperatively with other MACA staff to provide asset management support and advice to community governments.**

- Encourages and promotes the effective and efficient delivery of community works and works management by community governments for their infrastructure and assets at the community level.
- Provides technical and practical advice to community governments on how to maintain community infrastructure, including public buildings, mobile equipment, water, sewage and solid waste facilities, dangerous goods sites, transportation and drainage systems.
- Ensures that community governments are aware of the advantages of effective maintenance management systems, and the disadvantages of not implementing a maintenance management system.
- Coordinates and/or delivers hands-on/field training for community works and works management to community government staff.
- Provides technical and practical advice on energy management planning and conservation.

**7. Manages the human and financial resources of the unit.**

- Provides operational direction to the Community Works Advisor, South Slave, including assigning work and assessing performance.
- Ensures staff have access to necessary resources, supplies, equipment and information.
- Develops and implements work plans which establish short and long-term objectives.
- Identifies training requirements and opportunities for staff.

**8. Provides support to the North Slave Emergency Management Organization and the Regional Emergency Operation Centre (REOC) in the delivery of programming related to mitigation, preparedness, response and recovery.**

- Assists with the delivery of regional emergency preparedness and response activities and programming, which may include assuming a leadership role in the REOC as Incident Commander, Section Chief, or Liaison Officer during a community emergency event.
- Assists with the delivery of regional emergency recovery programming.

**WORKING CONDITIONS**



### **Physical Demands**

Typical office environment for the majority of the work time. Some moderate physical effort is occasionally required at work sites.

### **Environmental Conditions**

Typical office environment for the majority of the work time. Emergency response situations and site visits will expose the incumbent to a variety of weather conditions, and potential hazards, including wildlife encounters, where appropriate personal protective equipment will be required.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent is required to travel up to 25 percent of the time. Travel will be 1 to 2 trips a month, for 2 to 3 days at a time. Extensive travel by automobile and air is required. Travel by small single engine aircraft and watercraft may be required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of project planning and program evaluation theories and principles, including scheduling, cost estimation, financial management and project delivery.
- Knowledge of community infrastructure (e.g., potable water, storm water and wastewater systems, parks and recreational facilities, solid waste disposal, roads and bridges, and fire stations) and the planning, design, construction and operation of community infrastructure.
- Knowledge of asset management principles and processes.
- Knowledge of community works.
- Knowledge of infrastructure planning methods, research and economic feasibility studies, and data collection and analysis.
- Knowledge of the financing and procurement processes.
- Knowledge of land use planning processes and practices.
- Knowledge of the applicable regulatory processes in the NWT relating to infrastructure projects, such as water licenses, land use permits, lands authorities, mechanical/electrical permitting, etc.
- Knowledge of project management process and practices.
- Knowledge of NWT Indigenous land and resource claims history and current status, and consultation and engagement protocols.
- Knowledge of computer software, including word processing, database, e-mail and communications programs.
- Knowledge and awareness of northern concerns, issues, history and cultures.





- Strong organizational and analytical skills and a high level of personal initiative.
- Strong and resourceful research skills.
- Negotiation and conflict resolution skills.
- Self-confidence and strong inter-personal skills (tact, judgment, political sensitivity) in dealing with various stakeholders.
- Ability to communicate effectively both orally and in writing with a broad range of technical and non-technical stakeholders.
- Ability to express ideas and negotiate effectively.
- Ability to manage and coordinate interdivisional and interdepartmental working groups with diverse and competing interests.
- Ability to work in a matrix management model - i.e., successfully communicate and work with staff in an operational reporting relationship.
- Ability to analyze, evaluate and develop projects on various subjects that interrelate and impact each other.
- Ability to work in short time frames with changing priorities and maintain quality in communications and written materials.
- Ability to work effectively in a cross-cultural environment.
- Ability to commit to actively uphold and consistently practice personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.
- Ability to deal with others respectfully and tactfully.
- Ability to coach and mentor.
- Ability to devise innovative and consensus building solutions to solve complicated issues.
- Ability to handle highly confidential material in a discreet and professional manner.
- 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:**

An undergraduate degree in engineering, planning, project management, physical science (i.e., chemistry or physics) or a related field with 3 years professional experience in a related area such as project management of capital infrastructure projects, municipal infrastructure, municipal program delivery and infrastructure planning for water and sanitation, earthworks, transportation systems and building construction, including regulatory activities.

Equivalent combinations of education and experience will be considered.

### **ADDITIONAL REQUIREMENTS**

A valid Class 5 Drivers License is required.

#### **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

#### **Indigenous language:** Select language

- ☐ Required
- ☐ Preferred