



IDENTIFICATION

Department		Position Title	
Municipal and Community Affairs		Technical Officer, Asset Management	
Position Number	Community	Division/Region	
21-13881	Yellowknife	Community Operations Division/HQ	

PURPOSE OF THE POSITION

The Technical Officer, Asset Management is responsible for leading initiatives related to Community Public Infrastructure Management and Community Capital Planning. Core business for this position includes development and implementation of an asset management strategy, asset management policy and the provision of expert advice surrounding infrastructure implementation, infrastructure management and community public infrastructure capital planning. This position will encompass the interaction of multiple disciplines to ensure functionality and sustainability of community public infrastructure by integrating people, processes, and technology.

SCOPE

Located in Yellowknife, the Technical Officer, Asset Management reports to the Team Lead, Asset Management, and provides expert advice and support to all Municipal and Community Affairs (MACA) Headquarters (HQ) and regional) and community governments in the development, evaluation, monitoring, maintenance, replacement, and renovation requirements of community public infrastructure. The position works extensively with representatives from the private sector and many other stakeholders.

The work is conducted to a large extent in multidisciplinary team environment, including MACA, Infrastructure, NWT Housing Corporation, Health and Social Services, NWT water boards and others. The incumbent reviews and provides support for community public infrastructure capital plans and recommends implementation strategies for capital projects worth a combined total \$49M annually (GNWT & federal funding combined) in NWT communities.

The position is required to monitor various initiatives simultaneously in any of the NWT's communities, and will interact with a diverse variety of stakeholders and advise upon the implementation of infrastructure programs cost within acceptable levels of risk. The position is constantly involved in multi-tasking and playing multiple roles including providing advice on the appropriateness of consultant's design, planning guidelines, technical specifications, construction materials, equipment, operation auditing, training, or reporting.

The incumbent provides technical advice to community works staff for the operations and delivery of community works program and associated municipal services activities. This position is involved in the direct delivery of community public infrastructure projects in consultation with community governments.

The position provides direct technical support to NWT Community Governments and GNWT staff in the implementation and management of community public infrastructure in accordance with good engineering practices, building/fire codes, authorities having jurisdiction and in consideration of minimizing life cycle cost. The position provides assistance for community works activities including but not limited to road development/maintenance, solid waste site operations and maintenance, sewage disposal facility operation and maintenance, and building management operations and maintenance.

The Technical Officer will experience extended periods of intense concentration in reviewing and/or evaluating project documentation for community public infrastructure, such as (planning and design documents), researching technical standards, investigating problems, and developing asset management procedures, methods, and information packages. Frequent need for intense analytical work, and project management are all impacted by tight deadlines.

When travelling to communities the incumbent will be responsible for infrastructure inspections, meetings with community councils, which can often become political, and to assist the community in meetings with consultants, contractors, or operators.

The position is required to be able to work independently as well as in a team environment and the team (Regional and HQ staff) and community governments will depend on them for high quality advice and performance.

The position is expected to exercise significant independent initiative in their work and is regarded as the departmental expert on asset management/maintenance management.

RESPONSIBILITIES

- 1. Develop, revise, and oversee implementation of an asset management strategy for the NWT's community governments in conjunction with regional counter parts and other stakeholders.**
 - Research current industry best practice and develop/evolve an asset management strategy in coordination with MACA's regional offices and NWT community governments.

- Devise strategies to inform community governments of the impact of deferred maintenance and what infrastructure investment strategies are required to minimize the impact.
 - Assist community governments in identifying levels of service in communities and the infrastructure needs associated with those services in conjunction with regional counterparts.
 - Assist community governments in identifying infrastructure gaps in NWT communities and strategies to address those gaps in conjunction with regional counterparts.
 - Assist communities in developing infrastructure inventories and facility condition assessments.
 - Assist community in determining the Current Replacement Value of their assets.
 - Assist community governments in managing the risks associated with the ownership and operations of their assets.
 - Assist community with integrating all aspects of asset management to increase services levels and minimize the total cost of ownership of assets.
- 2. Provide technical advice for the delivery of maintenance management programs / municipal services / community works programs to the department and community governments in conjunction with regional counter parts and other stakeholders.**
- Provide technical support and advice to community councils, including Senior Administrative Officers (SAOs) and community works staff in development of maintenance management system.
 - Support community governments in the provision of efficient municipal operations and ensure that community works staff are trained in maintenance management.
 - Review the O&M budgets for community public infrastructure in an effort to ensure sound financial management practices are in place.
 - Provide advice for daily troubleshooting, diagnosing, and resolving maintenance management issues.
- 3. Support the development of capital plans in accordance with codes, standards, functional program requirements and financial limitations.**
- Provide direct support and technical assistance to community governments and regional MACA staff in the development of capital plans, ensuring optimal solutions for community public infrastructure in accordance with departmental approved process.
 - Provide technical advice for community capital planning to ensure optimal solutions for community public infrastructure.
- 4. Provide advice, assistance, and support to community governments on mobile equipment.**
- Assist communities with equipment needs assessments.
 - Assist community governments with establishing mobile equipment inventories and condition ratings.
 - Assist communities with the development of Mobile Equipment specifications.

- 5. Provide technical training, mentoring and support to community governments and MACA Regional staff in accordance with good engineering practices and public health principles.**
 - Provide ad-hoc technical support to community government, where requested, to deal with critical or emergency situations and maintains records of problems and solutions to optimize response time.
 - Develop operational and maintenance support material for communities.
 - Identify potential operation and maintenance problems associated with the designs and recommends changes where required.
 - Provide technical advice to the Regional program staff for the preparation of the briefing notes.
 - Provide training to community government staff/operators.
 - Provide support when required to water sanitation staff in reviewing planning and design reports, water quality assessments and water treatment plants operator training through Circuit Rider Program.
- 6. Manage projects with moderate complexity in accordance with applicable codes, standards and criteria, and regulatory requirements.**
 - Initiate, research, develop, administer, and coordinate projects.
 - Liaise with contractors or contract managers to ensure program delivery and standards have been maintained.
 - Develop project proposals, plans and recommendations for the Manager.
 - Establish a monitoring system to ensure project deadlines are met, objectives and tasks are completed, and deficiencies are corrected.
 - Monitor program/project budgets and report on cost drivers to ensure the project is within acceptable variances.
 - Liaise with managers and stakeholders with respect to assigned projects.
- 7. Provide technical (municipal) engineering services in the interpretation of standards and guidelines concerning the planning, design, construction, and management of community public infrastructure projects.**
- 8. Lead the acquisition of Technical/Architectural/Engineering consulting services for the Department, and Community Governments.**

WORKING CONDITIONS

Physical Demands

During community visits, lasting approximately 2-3 days, the position is involved in climbing and maneuvering in awkward positions during inspections or technical investigations.

Environmental Conditions

There may be exposure to chlorine gas and other chemical additives in water treatment facilities or any hazardous wastes in sewage systems when inspecting community public infrastructure.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent is required to travel by road and small aircraft throughout the Territory on a regular basis (30%) with travel periods varying from 1-5 days including extended work out of Regional Offices.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of asset management including the ability to research current industry best practice and develop/evolve an asset management strategy.
- Knowledge of computerized and non-computerized maintenance management and asset management systems.
- Knowledge of federal, provincial, and territorial asset management programs/approaches.
- Knowledge of professional engineering practices, related to Federal, Territorial and Community Government's regulations/guidelines.
- Knowledge of, and/or the ability to acquire knowledge of northern climate change adaptation and mitigation issues.
- Knowledge of mechanical, electrical, and structural building systems.
- Knowledge and skills relating to project management, project charters, work plans, and the ability to manage project costs, timelines, and deliverables.
- Ability to acquire knowledge and apply knowledge of northern infrastructure, such as buildings, roads, drainage structures, and municipal service infrastructure including water treatment plants, sewage lagoons, and landfills and how they differ from infrastructure in southern Canada.
- Knowledge of climate change adaptation and mitigation approaches with respect to potential impacts on NWT communities and the environment.
- Ability to acquire and apply knowledge of government strategic priorities and the role of climate change in contributing to infrastructure planning, design and maintenance.
- Knowledge of strategic planning and development.
- Skills relating to policy and strategy development techniques.
- Computer skills including MS Office, scheduler, email, file and records management.
- Research and analytical skills required to provide advice and the ability to develop, implement and evaluate policies and plans.
- Organizational and time management skills, including the ability to plan, coordinate, prioritize activities, and meet deadlines.
- Communications skills, both written and oral, including sharing scientific knowledge and complex processes with non-technical audiences.

- Interpersonal skills to effectively interact with other levels of government, industry, Indigenous organizations, academic institutions and the public.
- Negotiating and dispute resolution skills to resolve conflicts and differences of opinion.
- Ability to manage politically sensitive and controversial matters with sensitivity, tact, and diplomacy.
- Ability to think strategically, using experiential judgment as well as the analysis and synthesis of multiple concepts and priorities.
- Ability to take broad direction, setting priorities to maintain strategic initiatives of the unit, coordinating many projects.
- Ability to implement outreach programming.
- Ability to review work and deliver feedback.

Typically, the above qualifications would be attained by:

A Bachelor's Degree in an appropriate discipline (engineering, asset management, public administration, or planning) with at least three (3) years of relevant work experience; with a primary focus on asset management or capital planning. OR,

A civil/building engineering technologist with five (5) years of relevant experience; two (2) of which have a primary focus on asset management or capital planning. OR,

Inter-provincial status in a building trade combined with supervisory and management experience in a maintenance setting for at least seven (7) years.

Assets include:

- Experience with infrastructure.
- Experience with maintenance management software.
- Certified Practitioner in Asset Management (CPAM) or
 - Certified Technical Specialist in Asset Management (CTAM).
- Relevant experience with GNWT, NWT community governments, ENGOs, Indigenous governments and organizations and industry is an asset.

ADDITIONAL REQUIREMENTS

A valid NWT Class 5 Driver's License is required. This can be acquired post-hire.

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 languageSelect language

- ☐ Required
☐ Preferred

CERTIFICATION**Title:** Technical Officer, Asset Management**Position Number:** 21-13881

<hr/> Employee Signature <hr/> Printed Name <hr/> Date <i>I certify that I have read and understand the responsibilities assigned to this position.</i>	<hr/> Supervisor Signature <hr/> Printed Name <hr/> Date <i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
<hr/> Deputy Head/Delegate Signature <i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i>	

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.