



IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Intern – Engineering Project Analyst	
Position Number(s)	Community	Division/Region(s)
21-15006	Yellowknife	Community Operations / HQ

PURPOSE OF THE POSITION

Reporting to the Engineering Team Lead for Water and Sanitation, the Intern - Engineering Project Analyst is responsible for providing engineering support for the operations of water treatment plants as well as the management and implementation of community public infrastructure projects.

The position provides direct professional/technical support to NWT Community Governments and GNWT staff in the implementation of community public infrastructure and infrastructure programs in accordance with applicable legislation, building codes, good engineering practices and the Public Health Act.

SCOPE

Located in Yellowknife, the position provides technical support to MACA and Community Governments in the development, evaluation, monitoring, replacement and renovation requirements of community public infrastructure. The position works extensively with representatives from Community Government and Private sector and many other stakeholders, requiring travel up to 30% of the time.

The work is conducted to a large extent in multidisciplinary team environment, including the Department of Infrastructure, Health and Social Services, NWT water boards and others.

The position is required to monitor various projects simultaneously in any of the NWT's communities. A challenge for the position is interacting with a diverse variety of stakeholders.

RESPONSIBILITIES

- 1. Under the direction of the Engineering Team Lead for Water and Sanitation, the incumbent is responsible for supporting the implementation of projects to ensure construction is completed on schedule, within budget, and in accordance with approved contract documents, and applicable governing codes by:**
 - Ensuring all contract documentation prepared by consultants, is properly prepared and executed.
 - Reviewing and assessing proposed contractor schedule and cash flow requirements.
 - Participating in site inspections with consultants, clients and senior project staff as required ensuring compliance with the contract documents.
 - Coordinating commissioning schedule of projects
 - Monitoring project performance during the warranty period.
 - Participating in warranty inspections and ensuring all deficiencies are rectified by contractor
 - Coordinating shop-drawing reviews
- 2. With support from the Engineering Team Lead for Water and Sanitation and the Engineering Team Lead for Environmental the incumbent will provide engineering support to the GNWT and Community Governments.**
 - Participate in the design review submission for appropriateness and adherence to technical standards.
 - Identify any undesirable features or potential operation and maintenance problems associated with the designs and recommend changes where required.
 - Provides assistance to Community government and or Regional MACA staff in obtaining regulatory approvals, as appropriate, throughout the design development stage.
- 3. Under the supervision of the Team Lead for Water and Sanitation, the incumbent will support the acquisition of Technical/Architectural/Engineering consulting services for the Department and Community Governments.**
 - Assists with the provision of, or directly provide technical support and analysis of infrastructure capability and applicability to ensure optimal solutions for community public infrastructure.
 - Assist community governments in the monitoring and review of opportunities to implement infrastructure cost effectively with an acceptable level of risk.
 - Assists with the provision, or provides assistance to community government staff, Department Regional staff, and others to delineate or review terms of reference for specialist consultant reports and reviews content of reports related to the planning, design, construction, operations, and maintenance of community infrastructure.
 - Contributes to the provision of technical support in preparation of contract, award and administration processes in developing the Request for Proposals.
- 4. With guidance and support from the Water and Sanitation Team the incumbent will provide technical training, mentoring and support to community governments and**

MACA Regional staff in accordance with good engineering practices and public health principles.

- Learn to identify potential operation and maintenance problems associated with the designs and recommend changes where required.
- Works with the Water and Sanitation Team to 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.
- Learn to provide training to community government staff/operators if and when requested to respond to deficiencies identified by regulatory agencies.
- 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

5. Support project management in accordance with applicable codes, standards and criteria, and regulatory requirements.

- Assist to initiates, researches, develop and coordinate projects.
- Learn to engage with contractors or contract managers to ensure program delivery and standards have been maintained.
- Support the development of 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.
- Participate in meetings and engage with managers and community representatives with respect to assigned projects.

6. With guidance from the Manager of Asset Management monitor and provide support to community governments as they implement the NWT Asset Management Strategy.

- Participate in training events to become a resource for MACA staff as well as community government staff in the use of an online maintenance management program.
- Work with the infrastructure team to provide technical assistance to community governments and regional MACA staff in the development of asset management plans.
- Monitor and track the asset management implementation status of each community.
- Support asset data entry as well as the development of infrastructure maintenance procedures.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

The incumbent is occasionally exposed to extremes in temperature (-50 to +40) while inspecting sites.

Sensory Demands

No unusual demands

Mental Demands

The incumbent travels to communities for various purposes such as inspection of infrastructure and meetings with consultants/contractors or operators. Travel will be 1 to 2 trips a month, for 5 to 8 days at a time.

KNOWLEDGE, SKILLS AND ABILITIES

- General understanding of Canadian engineering practices.
- General understanding of Federal, Territorial and Community Government's regulations/guidelines.
- Knowledge of how to read and interpret designs and drawings.
- Strong analytical skills and the ability to analyze critically.
- Good interpersonal communication skills.
- Ability to provide recommendations, expertise and communicate messages effectively in writing or verbally to various audiences on technical matters related to engineering and project management.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook), Adobe Professional.
- Ability to work in a cross-cultural environment to interact positively with community residents and decision-makers.
- Ability to manage stress.
- Work closely with a team to provide guidance to consultants
- Read and interpret designs and drawings
- This position requires technical writing and drafting skills, verbal and written communication skills, negotiating skills, interpersonal skills, and problem solving skills.

Typically, the above qualifications would be attained by:

Completion of an Engineering Degree, with eligibility for registration as a Member-in-Training (MIT) with the NWT and Nunavut Association of Professional Engineers and Geoscientists (NAPEG).

Consideration would be given to applicants that have completed a physical science (i.e. chemistry or physics) bachelor degree.

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: To choose a language, click here.

Required

Preferred