



IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Team Lead, Asset Management Services	
Position Number	Community	Division/Region
21-16589	Yellowknife	Community Operations Division/HQ

PURPOSE OF THE POSITION

The Team Lead, Asset Management Services, is responsible for the strategic direction, planning, development, and implementation of programs to support Northwest (NWT) communities to maintain their infrastructure and equipment to National standards and best practice in a cost effective manner. The Team Lead, Asset Management Services is a key position that coordinates resources throughout the Department of Municipal and Community Affairs (MACA) that can support community governments with implementation of the NWT Asset Management Strategy for community governments.

This position provides expert technical guidance and advice to headquarters, regional staff and municipal governments regarding capital planning and asset maintenance.

SCOPE

The Department Of Municipal and Community Affairs works to support capable, accountable, and self-directed community governments providing a safe, sustainable, and healthy environment for community residents. The Department's work is guided by the strategic direction set by the Legislative Assembly. MACA offers technical advice, support, and training to community governments in the areas of public safety, sport, recreation and youth, community governance, community government finances, drinking water management, solid waste management, and infrastructure/asset management.

Located in Yellowknife, the Team Lead, Asset Management Services (Team Lead) reports to the Manager, Asset Management, and is responsible for providing technical and strategic leadership to departmental staff, managing contractors, and leading working groups to develop, implement and coordinate departmental initiatives that support asset management. This position works closely with other divisions and regional offices within the Department.

The Northwest Territories (NWT) presents a unique physical environment with severe climate conditions such as flooding, permafrost, forest fires and shoreline erosion that affect infrastructure and asset management. The position must work with regulators and community governments to identify innovative and creative solutions for asset management that fit the physical, climatic, technical, and financial realities of the NWT.

The Team Lead is responsible for leading the Department's implementation of the NWT Asset Management Strategy as well as providing guidance and support on community capital planning initiatives. The Team Lead is also responsible for supporting community governments implement community public infrastructure projects or projects approved through Federal infrastructure programs administered by MACA.

The Team Lead guides and supports the analysis of asset management data arising from community governments to ensure the development, modification, and coordination of relevant and appropriate support services (e.g., generation, development or updating of new tools, plans, programs, and projects).

The Team Lead will participate in multi-agency, multi-disciplinary working groups and committees and will have to develop and maintain working relationships with a variety of partners. The Team Lead works collaboratively with colleagues within the regional offices of MACA. The position works with colleagues in Government of the Northwest Territories (GNWT) Departments, particularly Infrastructure, federal, provincial and community governments, Indigenous governments, and non-government organizations such as the NWT Association of Communities and the Local Government Administrators of the Northwest Territories.

This position has one direct report as well as directly guiding and supporting the asset management services of the two Works Advisor positions in the regional offices. The Team Lead is largely self-directed within the framework of policies, guidelines, and interests of the GNWT and the Department, work is performed under the general direction of the Manager of Asset Management. This latitude is tempered by the knowledge that errors in judgement can result in significant damage to community infrastructure, the natural landscape, wildlife, and human health and safety.

The Team Lead is required to maintain qualifications in professional, technical, and administrative areas by attending and completing seminars, training, and other professional development opportunities.

RESPONSIBILITIES

- 1. Provides leadership and oversight in the development, implementation and management of strategies, policies, programs, and initiatives related to capital planning and asset management relevant to the NWT Asset Management Strategy.**
 - Participates as a member of the Division's team leads in long and short term planning activities, establishes goals and objectives for the asset management group that complement the department and GNWT goals.

- Leads the implementation, monitoring, reporting, and evaluation of community asset management plans.
- Provides strategic advice and assistance with respect to goals, objectives, priorities, and programs related to asset management.
- Provides expert support to community governments with the development of asset management plans.
- Provides support and works closely with departmental regional offices to ensure that community issues and concerns are addressed in the NWT Asset Management Strategy.

2. Provides expert advice, knowledge, and training in maintenance and asset management, including safety compliance, climate change awareness and energy efficiencies to improve community program delivery.

- Designs and maintains systems to assist the Department and community government staff in implementing an asset management program and identify areas of training.
- Provides expert support to community governments with the implementation of asset management software and best practice maintenance management.
- Engages with community governments to ensure that operational support concerns are addressed, and changes incorporated into operating manuals and other training resource.
- Analyzes unusual operational problems experienced by community government works staff and helps find solution.
- Provides training and conducts workshops in asset management, maintenance, and capital planning for MACA and community government staff.
- Ensures preventative maintenance work and schedules for community infrastructure is set up in the community asset management system.

3. Researches, evaluates, develops, and implements means and methods to improve and enhance maintenance management program procedures and related software.

- Researches and evaluates maintenance management and capital planning systems to ensure suitability for NWT community government operations.
- Develops and documents procedures to ensure accurate data collection.
- Incorporates appropriate changes to the asset management program, operating guidelines and procedures based on research, input and recommendations from end-users and industry standards.
- Provides advice and assistance to colleagues and community governments on emerging trends and processes in asset management and standards that improve life cycle impacts.
- Manages coordination and collaboration with GNWT departments, academia, federal government, community governments, indigenous governments, and other non-government organizations, such as Northwest Territories Association of Communities and the Local Government Administrators of the Northwest Territories on asset management projects led by MACA.
- Prepares budgets, estimates and other costs needed for maintenance activities, or maintenance projects.

4. Provides asset management leadership throughout the organization and helps influence and support community governments as they Champion and shift to a culture of asset management.

- Collaborates with MACA staff to ensure a consistent approach and commitment to successfully implementing the NWT Asset Management Strategy.
- Raises community government Council and staff awareness and understanding of asset management and its importance in organization-wide long term planning.
- Helps community government staff to incorporate asset management into routine operations.
- Supports community governments in the provision of efficient municipal operations and ensures that community works staff are trained in maintenance management.
- Collaborates with MACA and community government staff to identify opportunities to improve asset management practices and help implement changes that benefit decision-making.

5. Provides technical expertise on project implementation and manages projects in accordance with applicable codes, standards and criteria, and regulatory requirements.

- Initiates, researches, develops, administers, and coordinates projects.
- Liaises with contractors or contract managers to ensure program delivery and standards have been maintained.
- Develops project proposals, plans and recommendations for the Manager.
- Establishes a monitoring system to ensure project deadlines are met, objectives and tasks are completed and deficiencies are corrected.
- Monitors program/project budgets and reports on cost drivers to ensure the project is within acceptable variances.
- Assists community governments in the preparation of RFPs and in the review and selection of consultants for waste management related projects.
- Assists MACA staff/Community Government staff by delineating or reviewing terms of reference for specialist consultants' reports and reviewing contents of reports for responsiveness.
- Analyzes, justify, and present rational for infrastructure investment.
- Assists community governments in the monitoring and review of opportunities to implement infrastructure cost effectively with an acceptable level of risk.
- Works with Community Government and MACA Regional staff to support the project management of capital projects when requested.
- Identifies any undesirable features or potential operating and maintenance problems associated with the designs and recommend changes where required.
- Participates, as required, in project commissioning process to verify whether the facility is technically sound, complies to all design parameters and functions as intended and that operations and maintenance personnel have been properly trained.

6. Manages the unit's human and financial resources devoted to the provision of asset management support services to ensure effective community operations.

- Manages the unit's financial resources and takes or recommends corrective action as required to ensure adherence to financial authorities and budgets.
- Manages the unit's human resources to lead and motivate employee performance.
- Manages the development of budget requirements for current and future years.
- Leads and supervises the work of the Technical Officer, Infrastructure and indirectly guides asset management work of Regional Works Advisors.
- Provides direct guidance on work tasks and implementation schedules of Regional Works Advisors.
- Conducts performance management tasks and appropriate discipline as needed for the Technical Officer and contributes to performance review of Works Advisors at the request of Regional Superintendents.
- Ensures adequate training is provided to promote confidence and success in the delivery of the asset management program.

7. Develops Minister/Deputy Minister briefing material concerning program areas related to asset management program delivery.

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

No unusual environmental conditions.

Sensory Demands

The incumbent is subject to periods of concentrated focus while participating in public meetings and intergovernmental forums.

Mental Demands

The incumbent may be periodically required to travel to communities in small planes and on winter roads during winter conditions for approximately five times a year for two to three days at a time. Meetings may at times be confrontational. Sensitive social issues and situations may come up during meetings and community visits.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of asset management.
- Knowledge of northern climate change adaptation and mitigation issues.
- Knowledge of federal, provincial, and territorial asset management programs and approaches.
- Knowledge of financial planning, budgeting and expenditure management.
- Knowledge and skills relating to project management, project charters, work plans, and the ability to manage project costs, timelines and deliverables.

- Knowledge of, and/or the ability to acquire 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, and/or the ability to acquire and apply knowledge of climate change adaption and mitigation approaches with respect to potential impacts on NWT communities and the environment.
- Knowledge of, and/or the 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.
- Skilled in policy and strategy development techniques.
- Skilled in the use of word processing and spreadsheet software (e.g. Microsoft Word and Excel).
- Research and analytical skills required to provide advice and 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 and the public.
- Leadership and interpersonal skills to effectively manage teams.
- 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 work in a high stress, multi-tasking environment with tight deadlines.
- Ability to interact with industry, government agencies, Indigenous organizations and academic institutions.
- 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 five (5) years of relevant work experience; three (3) of which had a primary focus on asset management or capital planning.

Or, a civil/building engineering technologist with seven (7) years of relevant experience; five (5) 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 eight (8) years.

Assets include:

- Experience with maintenance management software.
- Experience with infrastructure.
- Certified Practitioner in Asset Management (CPAM) or Certified Technical Specialist in Asset Management (CTAM).
- Relevant experience with GNWT, NWT community governments, NGOs, 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 language

Required
 Preferred