



## IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Community Works Advisor	
Position Number	Community	Division/Region
21-66	Inuvik	Beaufort Delta Region

## PURPOSE OF THE POSITION

The Community Works Advisor, Beaufort Delta Region, is responsible for providing proactive expert advice and guidance to community governments on community works and works management and is responsible for supporting the implementation of maintenance management guidelines, strategies and procedures.

## SCOPE

The Community Works Advisor (Advisor) is located in Inuvik and reports directly to the Manager, Community Infrastructure Planning (CIP), Beaufort Delta Region. The Advisor also provides support to the Sahtu Region, and has an operational reporting relationship to the Manager, CIP, in that Region. The Advisor also has a functional relationship to staff in headquarters in the Department of Municipal and Community Affairs (MACA) who are involved in community works programming.

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 resources, extreme weather conditions, short construction seasons, challenging seasonal transportation logistics and close proximity to an active political environment.



The position provides technical guidance and advice on community works and works management to community government councils and staff, including Senior Administrative Officers/Band Managers and community works staff, as well as contractors and other stakeholders. Community works includes, but is not limited to, water and sanitation, road development and maintenance, mobile equipment, solid waste site operation, and building operation and maintenance.

The Advisor is required to engage in a high degree of problem-solving, in partnership with other MACA staff, community government staff and other technical advisors, to ensure that the community works are operating efficiently and that community works staff are trained. Working cooperatively with community government staff, the Advisor is involved in daily troubleshooting, diagnosing and resolving works and works management problems upon request.

The Advisor follows the various government/departmental policies, procedures, statutes, regulations, standards and guidelines, including applicable fire and building codes, and advises community governments on same.

The Advisor plays an integral role in community initiatives. The Advisor has a significant impact on the operational and financial efficiency of community governments. Working directly with community governments, the Advisor directly influences the O&M budgetary decisions of community governments related to maintenance and capital assets. In collaboration with the relevant Manager, the Advisor influences the regional, and capital funding allocation, and indirectly influences the condition of community public infrastructure.

The Advisor works closely with MACA staff in the regional offices and headquarters, staff in other GNWT departments, community governments, and federal government departments and agencies.

The Advisor not only provides works support in community governments located in the Beaufort Delta Region but also provides assistance in the overall implementation and advancement of asset management in the Sahtu Region. Work plans will be developed collaboratively amongst the Advisor and the Managers, CIP in the Beaufort Delta and Sahtu Regions and will include tasks, budget and the process to report milestones. The Manager, Beaufort Delta, and the Advisor will prioritize work tasks based on the work plans.

## **RESPONSIBILITIES**

- 1. 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.**



- Supports community government works staff and management, including the Senior Administrative Officer, to implement and use a maintenance management system that includes asset listing, scheduling, preventative maintenance, inventory control, work orders, purchase orders, report writing, financial management, budgeting, setting standards of quality and setting levels of services.
- 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 all the advantages of effective maintenance management systems, and the disadvantages of not implementing a maintenance management system.
- Provides technical and practical advice, when asked, related to the maintenance of specific community infrastructure - i.e. all classes of public buildings, mobile equipment, water, sewage and solid waste facilities, dangerous goods sites, transportation and drainage systems.
- Provides technical and practical advice on energy management planning and conservation.
- Establishes and maintains a professional working relationship with community government staff and community councils.
- Assists in establishing efficient water and sewer operations, including scheduling, delivery/removal and routing.
- Works in partnership with the Managers, CIP, to ensure that major community works projects are incorporated into community capital planning and budgeting.

**2. Coordinates and/or delivers hands-on/field training for community works and works management to community government staff.**

- Provides technical and operations training to staff within the community in all areas of community works management and operations.
- Identifies training needs required in community works operations, both at the community level and with Community Government Learning and Development in MACA's Community Governance Division.
- Provides advice for daily troubleshooting, diagnosing and resolving maintenance management issues.
- Provides 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.
- Works with Community Government Learning and Development to support delivery of annual workshops for community works personnel.
- Works with Community Government Learning and Development to identify training and work place learning needs related to, public works in the communities, and support delivery of training.



- Researches and provides advice on maintenance management for new or improved maintenance practices.
  - Participates on inter-departmental committees on maintenance related subjects.
  - Obtains professional development as necessary to improve technological knowledge and skill levels.
  - Supporting activities of the above responsibility.
- 3. Provide advice, assistance and support to community governments on community asset and equipment purchases.**
- Assists communities with community works needs assessments.
  - Assists communities in establishing and maintaining current community infrastructure inventories and purchasing new and/or used equipment.
  - Works with other government departments on coordinating maintenance management procedures and standards at the community level.
  - Assist community governments in identifying infrastructure gaps in NWT communities and strategies to address those gaps in conjunction with HQ counterparts.
  - Assist community with integrating all aspects of asset management to increase services levels and minimize the total cost of ownership of assets.
- 4. Provides support to the Beaufort Delta 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 occasionally required at work sites.

### **Environmental Conditions**

Typical office environment for the majority of the work time. 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. May be required to access confined spaces in water treatment facilities. May be exposed to noise and chemicals at work sites such as garages, sewage lagoons, solid waste site facilities and water treatment plants.



### **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 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 financial and program management.
- Knowledge of and/or experience conducting building assessments.
- Knowledge of basic technical mathematics, fundamental concepts of physics and chemistry, heavy-duty equipment maintenance/performance, building/asset operations and basic survey knowledge.
- Knowledge of on-site safety regulations, practices and procedures.
- Knowledge of handling of dangerous goods.
- Knowledge of computer software, including word processing, database, e-mail and communications programs.
- Knowledge of computerized and non-computerized maintenance management systems.
- Verbal and written communication skills to explain basic works and works management concepts and practices to community works staff and community councils.
- Organizational skills
- Operational project management and implementation skills.
- Facilitation and training skills.
- Interpersonal skills to work with all occupations of community works staff.
- Ability to work independently, and demonstrate initiative, judgment, discretion and creative thinking.
- Ability to work in a matrix management model - i.e., successfully communicate and work closely with multiple Managers.
- Ability to review, evaluate and analyze data and react to and implement changing needs/trends.
- Ability to comprehend and provide detailed technical inspections.
- Ability to present information and ideas in a clear and appropriate manner
- Ability to work effectively in a cross-cultural environment.

- Ability to deal with others respectfully and tactfully.
- 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 certificate in either a building trade or facilities management with three (3) years of experience in community works management.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

Must have possession of, or be able to obtain, a NWT Class 5 Drivers License.

**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