



IDENTIFICATION

Department	Position Title	
Infrastructure	Seasoned Project Officer	
Position Number	Community	Division/Region
33-0013	Yellowknife	Project Management

PURPOSE OF THE POSITION

The Seasoned Project Officer will manage design and construction of large or technically complex Capital and Operational and Maintenance (O&M) projects for the Government of Northwest Territories (GNWT) Departments, and other boards and agencies (clients).

SCOPE

The Seasoned Project Officer reports to a Regional Manager, Projects and will assist with the management and delivery of large infrastructure projects throughout the Northwest Territories (NWT) that are typically in the \$35 to \$100 million range and are subject to a construction period of between three and five years. Often these projects will involve complex client department and user group needs. This position will be directly involved with ensuring efficient delivery of higher profile construction projects used to deliver key government programs and services such as schools, hospitals and airport infrastructure.

The incumbent routinely meets with federal departments, other Government of the Northwest Territories (GNWT) departments, utility companies, community groups and Indigenous governments to ensure program and project delivery is meeting all standards, statutes, policies, directives, regulations and political expectations.

The incumbent supervises contract and community staff and provides support to regional project officers on a project-by-project basis.



RESPONSIBILITIES

1. Assembles all preliminary engineering and community data and provides technical advice to supervisor and clients in the development of project plans to establish the scope of the project by:

- Reviewing detailed Terms of Reference for projects and outlining program plans.
- Analyzing project feasibility studies, identifying preliminary engineering data requirements, and estimating personnel requirements to satisfy data deficiencies.
- Meeting with Municipal and Regional Departmental staff, regulatory agencies and public utility representatives to discuss projects and obtain relevant data.
- Conducting technical studies, developing technical concepts and consulting with technical personnel within the GNWT or Federal agencies.
- Identifying project land requirements and assisting in right-of-way acquisitions.

2. Manages the project design and tendering stages:

- Preparing terms of reference for architectural and/or engineering consultants;
- Managing the call for and award of contracts for project consultants;
- Administering the consultant preparation of detailed design, drawings, and construction tender documents to ensure the project terms of reference are met;
- Reviewing conceptual, preliminary, and tender-ready civil works design concepts, contract drawings, quantity surveys, and cost estimates.
- Conducting detailed reviews of civil constructions requiring design modifications.
- Completing specifications and tender documents for projects and identifying any special requirements to be incorporated into standard specifications.
- Obtaining client, community, technical and regulatory approvals, as appropriate, throughout the design stage.
- Preparing the necessary electronic submittals on the Contract Information System (CIS) to ensure that the contract is properly documented and advertised.
- Responding to technical inquiries on project design and scheduling from potential contractors during tendering process; issuing addenda to contracts as required.

3. Manages project compliance with governing authorities:

- Identifying opportunities to achieve GNWT policy objectives throughout all stages of project planning and implementation, (particularly Business Incentives, Local



Accommodation, Local and Northern Involvement policies) and takes action to achieve policy objectives;

- Ensuring consultant and contractor compliance with building codes and GNWT technical standards and guidelines, and takes action when in default, and,
- Providing technical advice and assistance to clients, communities, consultants, contractors and local suppliers.

4. Manages project construction stage to ensure projects are completed to terms of reference, on schedule and within budget:

- Working with technical experts including internal resources and consultants, ensure the scope and quality of projects in accordance with the contract, technical specifications, design guidelines, and regulatory requirements;
- Prepare and review required reports to monitor and communicate compliance with agreed budget schedule, advising clients of potential problems and changes or risks in funding requirements, scope, or schedule as they occur and taking action to alleviate problems or to keep adverse consequences to a minimum;
- Advising clients of possible deletions or changes to reduce costs if tenders for construction exceed the budget available;
- Reviewing and assessing contractors proposed schedule and other requirements.
- Chairing pre-construction meetings with successful contractors and explaining contract terms and conditions and applicable Department regulations and procedures; recording and distributing minutes of meeting to parties involved;
- Facilitate dispute resolution with third party stakeholders, contractors and/or consulting architectural/engineering firms;
- Certifying and /or authorizing requests for contract payment from contractors and architectural/engineering firms within signing authority;
- Negotiating, preparing, recommending and/or approving contemplated change orders within signing authority;
- Arranging project commissioning with technical officers and post-occupancy evaluations by facility planners, where required;
- Organizing and hosting meetings to resolve project related construction problems and concerns that involve Consultants, Contractors, and project implementers.
- Investigating and reporting on construction related complaints.
- Conducting progress, interim, and final inspections of projects to ensure work is of acceptable quality and is progressing in accordance with plans and specifications;



monitoring on-site inspectors; reporting on the adequacy of quality control and construction supervision; and,

- Confirming that any deficiencies identified throughout construction or during warranty period are resolved.

5. Contributes to Ongoing Development and Improvement of GNWT Project Management Tools and Systems:

- Provides support to Project Officers as required; and,
- Contributes to a culture of continuous improvement through knowledge sharing and involvement in special assignments.

WORKING CONDITIONS

Physical Demands

About 70% of the time is spent working in an office environment. The remaining 30% is spent traveling to and from job sites and performing onsite job inspections. A Senior Project Officer may encounter physical demands on worksites to include confined spaces, climbing ladders, scaffolding, manholes, roofs, etc.

Environmental Conditions

The incumbent is exposed to extremes in temperature, noise, vibrations, and dust while on construction sites while work is in progress.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent requires tact and diplomacy while dealing with resolving conflicts with clients, community governments, Indigenous governments, contractors and consultants.

Incumbent is required to travel to and from job sites, which may be remote and require extended periods of time away from headquarters.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the project management process, including project planning, scheduling, contracting, supervision of professional consultants and contractors, and inspections.
- Planning, time management and scheduling skills.
- Negotiating skills; required to manage large complex projects and deal with contractors, consultants, and stakeholders.
- Problem solving skills.
- Skills and knowledge of software areas such as: Computer Aided Design, Word Processing, Spreadsheets, Project Management Systems, and Financial Management Systems.
- Knowledge of all relevant Territorial, Municipal and Federal, Acts, Regulations, Laws and Statutes.
- Ability to work in a high stress multi-tasking environment under tight deadlines;
- Ability to develop and analyze short and long term construction projects;
- Ability to work closely with consultants and contractors.
- Ability to manage construction projects through all stages of development from concept to completion;
- Ability to deal with individuals with tact and diplomacy.
- Ability to work in a cross-cultural environment with a diverse group of clients and staff.
- Excellent communication skills demonstrated by written work and verbal presentations.
- Field work requires physical abilities to work in an outdoor environment to observe, inspect, survey, travel, direct staff and contractors and construct work.
- 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:

Degree in Engineering or Architecture with three years' relevant experience and one year's experience in project management.

Equivalent combinations of education and experience will be considered.



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

Indigenous language: Select language

- ☐ Required
- ☐ Preferred