



IDENTIFICATION

Department	Position Title	
Infrastructure	Regional Manager Highway Operations	
Position Number	Community	Division/Region
33-0132	Hay River	Highways/South Slave

PURPOSE OF THE POSITION

The Regional Manager Highway Operations manages the Highway System and maintenance facility in the South Slave Region in accordance with Federal and Territorial acts, regulations, policies and departmental standards and procedures to ensure the safe and reliable movement of people and goods is achieved.

SCOPE

The Department of Infrastructure is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the operation and maintenance of public buildings and transportation infrastructure and systems, project management, facilities planning, design and technical support services, environmental assessment and remediation, property management, procurement shared services, information technology, information management, disposal of surplus property and goods motor vehicle and mechanical/electrical regulatory services and fleet management.

This position is located in Hay River and reports to the Regional Superintendent of the South Slave. The incumbent manages the Highway programs of the public highway system in the South Slave region comprising 915 km of all-weather road that directly serves seven communities, and has a replacement value in excess of \$2 billion; and ensures the system is safe for the public's use and effectively maintained and repaired to maximize the serviceable life of the infrastructure. In addition to the Government of Northwest Territories (GNWT) highway system, the incumbent manages the delivery of maintenance services for 240 km of highway to Fort Fitzgerald in Alberta, park roads within Wood Buffalo National Park and some local roads for the Town of Hay River.

The Manager of Highway Operations delivers the operational program through a combination of own force highway maintenance staff (26 positions) and own force equipment maintenance and warehouse staff (11 positions), consultants and contracted companies with an annual operating budget of approximately \$ 8 million.

RESPONSIBILITIES

1. Manage the regional public highway maintenance program to ensure the long-term serviceability and safe operation of the system. The maintenance program is delivered by three subordinate highway maintenance supervisory positions and their staff, one maintenance facility supervisor, one Finance and Administration coordinator and other specialized contracted services totaling as many as 40 persons.

- Exercises spending authority up to \$100,000 to initiate contracts, and administers contract delivery to ensure compliance with contracted terms, schedules and specifications and inspects and approves completed work for progress claim payments.
- Sets priorities and objectives and supervises the completion of planned maintenance programs and activities by Department maintenance staff to ensure work is completed on schedule, on budget and in accordance with performance and engineering standards.
- Administers assigned budgets, forecasts and cash flows spending and manages day-to-day highway operations to ensure that effective administrative, financial and human resource programs are established and maintained in compliance with government policies and procedures.
- Completes work in conjunction with department objectives with respect to community involvement and develops new ways of doing business to strengthen communities and first nations groups while maintaining or improving public service levels.
- Implements departmental control, reporting and reconciliation processes for asset inventories.
- Implements and monitors the work place and public safety programs to ensure safe work practices to ensure staff and public safety is maintained.
- Monitors and manages the maintenance of all highway systems, physical plant, mobile assets and Departmental facilities in accordance with the principles of life cycle management and the highway & equipment maintenance management systems.
- Supervises and assesses staff performance, implements staff discipline and, identifies and implements staff training required to meet succession planning, as well as organizational effectiveness. Through liaison with Highways Headquarters, develops technical staff training programs and measurements of competencies.
- Provides input in the business planning process and development for Aboriginal and Community owned entities to assist in the development of a strong community based transportation related business presence.
- Reviews options and may design new processes and partnerships in order to effectively purchase supplies and services in the most economical manner. The position is tasked with creating short and long-term private and public partnerships to effectively develop economies of scale pursuant to procuring goods and services.

- Provide OH&S training to staff including Traffic Control training to support activities of the above responsibility.
- 2. Support Highways Division Headquarters (HQ) for regional capital program and special projects by recognizing the integration necessary with long term operation and maintenance issues ensuring high standards and the best value from public funds.**
 - Working in tandem with Highways Division HQ, plans the most effective way of developing delivery of capital works projects to augment and meet highway maintenance objectives.
 - Provides effective input in the development of short-term and long-term forecasts for resource requirements, capital plans and operational plans to ensure financial, human and material resources are available to meet program goals and objectives.
 - When requested by Capital program and funds; coordinates and administers the chip seal prep of Highways, Bridge Repairs and culvert replacements.
 - Prepares Job Descriptions and participates in staffing of personnel.
 - 3. Manage the mechanical support and warehousing functions of Hay River maintenance repair and warehouse facility ensuring mobile equipment is maintained efficiently so it may perform to its originally designed capability and to ensure parts and materials are supplied in a timely and efficient manner.**
 - Sets priorities and objectives for completion of planned activities by maintenance and warehousing staff to ensure work is completed on schedule, on budget and in accordance with performance and engineering standards.
 - Administers assigned budgets, forecasts and cash flows spending and manages day-to-day maintenance and warehousing operations to ensure that effective administrative, financial and human resource programs are established and maintained in compliance with government policies and procedures.
 - Exercises departmental control, reporting and reconciliation processes for asset inventories.
 - Implements and monitors the work place and public safety programs to ensure safe work practices to ensure staff and public safety is maintained.
 - Liaise with other Regional Highway Maintenance, project staff and other agencies to determine equipment maintenance repairs, refurbishing and various material supply needs.
 - 4. Coordinate and administer the regions reporting to the designated Computerized Maintenance Management System (CMMS) Webworks Program in accordance with established procedures, standards and guidelines.**
 - Ensure the availability of information required for cost effective fleet management through support of (Webworks) and data entry of required maintenance and operational activities into the system by Region and Division staff.
 - Review (Webworks) work orders to ensure completeness, accuracy and compliance to the CMMS guidelines and policies.

- Ensure work orders created in Webworks by regional employees are completed on a timely basis for on-going evaluation of equipment condition.

5. Represents the Department in consultative meetings, customer, client and community negotiations and discussions.

- Maintains open and on-going discussions with aboriginal organizations and governments, band councils and town councils to achieve program goals and to respond to any issues or concerns related to highway operations. The impact of these negotiations is both financial and social in nature.
- Maintains effective and co-operative working relationships within the communities in order to assist with the goal of increasing capacity in community and first nation's governments.
- Assists in the preparation of position papers, briefing notes, cabinet submissions, Ministerial correspondence, and makes presentations on major policy or program issues to ensure effective communication of regional or government positions related to the delivery of programs.
- Plans and prepares work plans and budget estimates for services provided to others for their approval and monitors the delivery of services.
- Service Contract negotiations with 3rd parties, WBNP, RMWB and Town of Hay River in excess of 2 million dollars annually.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

The incumbent will be exposed to fumes, fuels, oils, lubricants and other solvents at the Maintenance/ Mechanical and welding shop.

Sensory Demands

No unusual demands.

Mental Demands

The position requires occasional travel, driving on the highway system.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of highway maintenance tools, techniques and operations, to understand and recognize acceptable service performance and to ensure compliance with Federal and Territorial legislation, regulations, policies and generally accepted practices of operation and maintenance.

- Heavy Equipment and vehicles; a thorough knowledge of the theories and principles of heavy equipment and vehicle operation, preventative maintenance, rehabilitation and repair to manage the regions fleet and troubleshoot technical solutions.
- Negotiating and conciliating skills to ensure the Region's interests are protected and advanced when dealing with contractors, the public, employees, and other government departments.
- Project supervision and management skills as well as technical knowledge of civil engineering practices as it relates to highway maintenance and construction to enable the effective delivery of the maintenance and capital project programs
- Effective skills in listening, understanding and responding allowing a greater understanding of the underlying issues and the ability to respond to people's concerns in a proactive manner.
- Ability to act confidently in challenging situations to accomplish tasks and select an effective approach to a task or problem, as in the instance of a highway emergency.
- Committed to longer-term staff coaching and training to develop and promote their growth and career within the department as well as those who the position is responsible for.
- Ability to lead and communicate a clear direction to staff and provide the incentive to ensure a buy in from the people managed, especially in the integration of new ways and methods of accomplishing goals.
- Human Resource Management skills in order to effectively deal with the numerous issues that can arise with a large staff.
- Strong conflict resolution and mediation skills to ensure the smooth operation of a large workforce.
- Ability to recognize stakeholder needs and develop effective two-way negotiations to develop a partnership approach to doing business.
- Ability to analyze and evaluate complex issues and simplify these issues to offer a solution that everyone can understand.
- Ability to use a computer to operate software programs (word processing, spreadsheets, databases and electronic mail, internet, etc.) to monitor and control operational and financial activities and prepare a variety of financial and administrative plans, reports, recommendations and programs.

Typically, the above qualifications would be attained by:

A diploma in civil engineering technology from a recognized institution with ten (10) years of directly related experience in supervising highway construction projects or highway maintenance programs including 5 years in a staff supervisory/ managerial role.

ADDITIONAL REQUIREMENTS

The incumbent must possess a Class 5 NWT Driver's License.

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