



## IDENTIFICATION

Department	Position Title	
Infrastructure	Senior Project Officer	
Position Number	Community	Division/Region
33-0546	Fort Smith	Project Management

## PURPOSE OF THE POSITION

To manage the design and construction of large or technically complex Capital and Operational and Maintenance (O&M) projects for the Government of Northwest Territories (GNWT) Departments, boards and agencies.).

## SCOPE

This position is located in Fort Smith and reports to the Regional Manager, Projects, and is responsible for the management of the delivery of large infrastructure projects throughout the Northwest Territories (NWT) that are typically in the \$40 to \$150 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 and will be subject to elevated levels of political involvement and increased levels of public scrutiny. This position will be directly involved with ensuring efficient delivery of these high-profile time sensitive construction projects for critical facilities that are used to deliver key government programs and services such as schools, hospitals and airport infrastructure.

The scope of activities undertaken includes:

- Project Management and contract administration for the delivery of major Capital and O&M projects, often in remote areas of the NWT.
- Managing consultations with other Government Departments, Indigenous Governments, City, Towns, Hamlets, Community and Non-Governmental Organizations on project delivery.
- Managing the performance and directing the work of architects and engineers to ensure the large capital projects are designed appropriately in accordance with the infrastructure standards of the Government of Northwest Territories (GNWT) and regulatory agencies



- Managing large construction contracts to ensure contractors meet performance requirements and to ensure that construction contract costs are properly controlled.
- Manage project risks that are inherent with large capital projects through the planning design and construction phases of the project and ensuring schedule is adhered to through all phases of the delivery process.
- Providing support and mentoring to regional Project Officers and Seasoned Project Officers as required and being involved in continuous improvement to the GNWT's project management systems and processes.

## **RESPONSIBILITIES**

The Senior Project Officer will assume the lead role to independently manage complex projects as defined by the number of clients, contractors, sub-contractors, location, environmental concerns, etc.

- 1. Manages project planning and design stages for large, complex and politically sensitive capital projects delivered by the Department of Infrastructure for various internal and external clients.**
  - Works together with facility planners to develop project briefs to establish the technical scope, schedule, budget and cash flows for the project;
  - Participates in the GNWT Capital planning process by preparing the required documentation and providing technical and project management advice;
  - Prepares terms of reference for architectural and/or engineering consultants;
  - Manages the call for and award of contracts for project consultants;
  - Administers the consultant preparation of detailed design, drawings, and construction tender documents to ensure the project terms of reference are met;
  - Obtains client, community, technical and regulatory approvals, as appropriate, throughout the design stage; and,
  - Develops, in collaboration with communities and local development corporations and/or contractors, plans to help maximize local/northern involvement, training and business development opportunities associated with the projects.
- 2. Manages project compliance with governing authorities:**
  - Identifies 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;
  - Ensures consultant and contractor compliance with building codes and GNWT technical standards and guidelines, and takes action when in default; and,
  - Provides technical advice and assistance to clients, communities, consultants, contractors and local suppliers.



- 3. 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;
  - 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;
  - 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; and,
  - Confirming that any deficiencies identified throughout construction or during warranty period are resolved;
- 4. Contributes to ongoing development and improvement of GNWT project management tools and systems:**
  - Provides support to Project Officers and Seasoned Project Officers as required; and,
  - Contributes to a culture of continuous improvement through knowledge sharing and involvement in special assignments.

## **WORKING CONDITIONS**

### **Physical Demands**

A Senior Project Officer may encounter physical demands on worksites to include confined spaces, climbing ladders, scaffolding, manholes, roofs, etc.

### **Environmental Condition**

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.

Incumbents are required to travel to and from job sites, which may be remote and require extended periods of time away from headquarters. 75% of the time is spent working in an office environment. The remaining 25% is spent traveling to and from job sites and performing onsite job inspections.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the project management process, including project planning, scheduling, contracting, supervision of professional consultants and contractors, and inspections.
- Communication skills both verbal and written.
- Planning, time management and scheduling skills.
- Negotiating skills; required to manage large complex projects and deal with contractors, consultants, and stakeholders.
- Project management skills including estimating and financial skills to develop and control budgets for capital and O&M projects.
- Problem solving skills.
- Skills and knowledge of software areas such as: Computer Aided Design, Word Processing, Spreadsheets, Project Management Systems, and Financial Management Systems.
- Ability to work in a high stress multi-tasking environment with tight deadlines
- Ability to work closely with consultants and contractors.
- Ability to deal with individuals with a high degree of tact and diplomacy required.
- Ability to work in a cross-cultural environment with a diverse group of clients and staff.
- Ability to resolve conflicts with senior management of other departments
- 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 Degree in Engineering or Architecture with five years' relevant experience and one year 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