



IDENTIFICATION

Department	Position Title	
Infrastructure	Maintenance Administrator	
Position Number	Community	Division/Region
33-11030	Yellowknife	North Slave

PURPOSE OF THE POSITION

The Maintenance Administrator oversees the maintenance, repair, and planning of government-owned and occupied buildings and facilities across the North Slave communities. This position provides technical expertise in carpentry, develops annual and multi-year maintenance plans, reviews facility condition assessments, and supports both short- and long-term planning initiatives.

SCOPE

This position is located in Yellowknife and reports to the Facilities Manager.

The incumbent coordinates the maintenance and repair of all carpentry, painting, general maintenance and other specialty trades in all Government of the Northwest Territories (GNWT) owned and occupied buildings and facilities in the North Slave region (approximately 106 assets). This position is also responsible for managing an annual budget of approximately \$500,000.

The incumbent ensures that all work is completed as per the GNWT's Maintenance Management system, within assigned budget limitations, and utilizing all resources available within the respective area using local labour and northern contractors.

The position is responsible for the annual \$50,000 budget for the operation and maintenance of the North Slave Regional office fleet of 22 vehicles and the monitoring of several parking lots.

The incumbent reviews facility condition assessment reports including VFA Facility reports and other asset management documentation, to identify maintenance deficiencies, establish renewal priorities, and develop short and long-term maintenance planning.



The Maintenance Administrator delivers small maintenance projects ranging in value from \$5,000 to \$50,000.

This position provides advice and direction to departmental staff and contractors on the maintenance and repair of carpentry, painting, locksmithing, glass repair and other specialty trades. The incumbent supervises approximately 8,000 hours of contractor work as follows:

Carpentry	3,000 hours
General Maintenance	3,000 hours
Painting	1,000 hours
Locksmithing	525 hours
Glazier	175 hours
Fencing	100 hours
Overhead Doors	100 hours

RESPONSIBILITIES

1. Coordinate maintenance and preventative maintenance activities, and perform general maintenance repairs for GNWT-owned and occupied facilities across the North Slave Region:

- Coordinates and supervises performance of operational and maintenance (O&M) duties for contractors.
- Outlines proper and safe operation procedures and ensures compliance in all commercial buildings in accordance with Northwest Territories (NWT) acts and regulations for contractors.
- Schedules work assignments and explain work requirements to contractors.
- Reviews, inputs, and generates work requests received from supervisor and client departments to determine scope of work requested and estimates costs and labour requirements.
- Ensures proper "Scope of Work" is prepared for all service contracts.
- Reviews plans and inspects work done by contractors to ensure compliance with the terms of contract documents and/or adherence to work order specifications.
- Reviews invoices from contractors and suppliers and approvals for payment.
- Reviews reports from Computerized Maintenance Management System (CMMS) to ensure work has been scheduled or completed properly and time and materials used to perform work are appropriate to the tasks.
- Reviews safety procedures and practices with contractors and ensure all contractors are working in a safe manner.
- Reviews work and advise on efficiency measures that can be implemented to increase efficiency.



- Performs general carpentry and building maintenance work where operationally appropriate, including repairs, modifications, installation and troubleshooting.
2. **Deliver maintenance and minor construction projects in the carpentry, painting, and other specialty trade areas as part of the implementation of the annual work plan:**
 - Consults with clients and building users to determine needs and establish budgets.
 - Identifies resources required to complete the work.
 - Prepares specifications and scopes of work for tender calls.
 - Estimates construction costs.
 - Monitors work to ensure compliance to the tender and applicable codes.
 - Approves payment upon completion of work.
 3. **Develop and manage annual and multi-year maintenance work plans for facilities within the North Slave region:**
 - Performs routine inspection of facilities, identifying deficiencies, and estimating costs.
 - Meets with staff, contractors, client departments, building users, boards and agencies and identifies work for the work plan.
 - Submits draft work plans to Facilities Manager for discussion and approvals.
 - Ensures work plans are implemented, and any changes are identified to the Facilities Manager and to the clients.
 - Reviews VFA Facility reports, facility condition assessments, maintenance records and inspection reports to identify asset deficiencies and maintenance priorities.
 - Develops short-term (1 year) and multi-year (2-5 year) maintenance plans.
 - Identifies deferred maintenance requirements and recommends prioritization based on asset conditions, and operational requirements.
 4. **Provide advice and support to project officers, Maintenance Coordinators, Facilities Manager and contractors on maintenance and repair of architectural components:**
 - Reviews plans and specifications and identifies potential maintenance problems.
 - Participates in inspections of architectural components during construction and identifies deficiencies and concerns.
 - Reviews blueprints and project specifications and identifying potential areas to improve or change to reduce maintenance and operating costs.
 - Reviews architectural work tasks and recommending repair procedures and materials.
 - Develop scopes of work for specific architectural projects.
 - Inspects completed work for compliance with the contract and National Building code.
 5. **Meet with client departments on a regular basis and review the work plan with them:**
 - Inspects facilities.
 - Identifies code issues and priority work.



- Reviews client priorities and balances the Department's priorities with the client's priorities.
 - Plans work within budget/resources limitations.
- 6. Use the departmental computerized maintenance management system (CMMS) and asset management software to plan, schedule, monitor, and report on maintenance activities.**
- Completes maintenance and repair records.
 - Runs and reviews backlog, chargeback, completed work, and scheduled work reports.
 - Maintains accurate asset records, condition information, and maintenance histories to set up Preventative Maintenance Schedules.
 - Initiates repair work orders.
- 7. Provide regional coordination and oversight for Hazardous Building Materials Assessments and Compliance activities.**
- Maintains and updates HBMA inventories, records, and management plans to ensure compliance with legislation and regulations.
 - Coordinates hazardous material surveys and assessments required for maintenance, renovation, demolition and projects.
 - Ensures proper identification, maintenance and encapsulation of asbestos-containing material in the region's assets and ensures that staff, contractors and occupants are aware of locations and hazards.

WORKING CONDITIONS

Physical Demands

The incumbent spends 50% of the time spent sitting and working at a computer. The time spent on site is typically spent troubleshooting, and involves climbing and/or balancing, stooping, kneeling, crouching and/or crawling, reaching, or handling.

Environmental Conditions

While on site field inspections, the incumbent is exposed to extreme temperature for six months of the year. During inspections, the incumbent may be in dirty, dusty areas such as crawling in confined spaces, crawl spaces and attics or be in high slippery areas such as climbing ladders, inspecting roofs, and skylights. These activities would take up about 10% -20% of the incumbent's time.

Sensory Demands

No unusual demands.



Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of electrical, carpentry, painting, heating, ventilation, air handling and other specialty preventative maintenance activities as they relate to the maintenance practices of commercial and institutional type buildings and residential buildings in a northern setting with extremes in temperature range.
- Knowledge of preventative maintenance program development and implementation.
- Knowledge of concepts of planning and controlling work costs associated with the work within a maintenance management area.
- Knowledge of building related trades and contracting practices in compliance with local, territorial, national building, fire, safety codes and Asbestos Handling Procedures.
- Skills in both verbal and written communication to exchange information and work to common objectives with GNWT and non-GNWT clients and Department colleagues and staff.
- Ability to work as a member of a team and to work collegially with others responsible for different aspects of the work.
- Knowledge of computer applications: CMMS, Word Processing, Spreadsheets, Databases, contract tendering, monitoring and inspection and problem solving.
- Knowledge of concepts of annual work planning and budget development associated with delivery of property management services.
- Ability to diagnose faults, recommend remedial work including material requirements, to inspect as per codes and to recommend and authorize contract payments.
- Ability to monitor and inspect work performed by contracted tradesmen to ensure they are working safely and using good construction practices.
- Ability to lead and motivate contracted tradespeople to work efficiently and effectively in the performance of their duties.
- 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 Journeyperson Certification in Carpentry and 2 years of experience maintaining commercial type assets.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

A Class 5 Driver's 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