



## IDENTIFICATION

| Department      | Position Title  |                    |
|-----------------|-----------------|--------------------|
| Infrastructure  | Project Officer |                    |
| Position Number | Community       | Division/Region    |
| 33-11529        | Yellowknife     | Project Management |

## PURPOSE OF THE POSITION

To manage a variety of Capital and Operational and Maintenance (O&M) projects for the Government of Northwest Territories (GNWT) Departments, boards and agencies, community governments, and non-governmental organizations (clients) through all stages of the project planning and implementation process.

## SCOPE

This position, which is located in Yellowknife reports to the Regional Manager, Projects. The scope of activities undertaken or managed includes:

- Project management for the delivery of small to medium Capital and O&M projects on an annual basis, generally with a total annual value of up to \$5,000,000.
- Consulting with other Government Departments, Hamlets, Community Organizations and Non-Governmental Organizations on related design(s).
- Signing authority of \$50,000 for contract initiation, and \$100,000 for contract performance.

## RESPONSIBILITIES

### 1. Provides clients with project planning services:

- Manages and/or liaises with facility planners to develop project briefs to establish the technical scope, schedule, budget, and cash flows for a project;
- Participate in the GNWT capital planning process by preparing the required documentation and providing technical and project management advice;
- Plans project implementation strategy to help maximize local/northern involvement, training, and business development opportunities;
- Coordinates consultation with communities, user groups, and other stakeholders;
- Develops terms of reference for design consultants.



**2. Manages project design stage:**

- 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,
- Develop, in consultation with communities and local development corporations, plans to help maximize local/northern involvement, training and business development opportunities associated with projects.

**3. Manages project construction stage:**

- Manages the tender and award of construction contracts and carries out pre-construction activities including pre-construction meetings, verification of project scope, budget and schedule, and addresses outstanding technical and regulatory issues;
- Manages the construction contracts (e.g.: verifies and approves payments within authorities, resolves technical and financial issues, and justifies change orders); and,
- Issues project completion certificates and reviews O&M manuals and as built drawings for completeness and accuracy.

**4. 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.

**5. Performs associated project management tasks:**

- Represents the GNWT in arbitration or litigation;
- Provides advice to colleagues or clients about alternative solutions to design, construction or maintenance problems; and
- Performs, or participates in, special projects (e.g.: Revisions to technical standards and guidelines, or policy).



## **WORKING CONDITIONS**

### **Physical Demands**

About 80% of the time is spent working in an office environment. The remaining 20% is spent traveling to and from job sites and performing onsite job inspections. Physical demands a Project Officer may encounter on worksites include confined spaces, climbing ladders, scaffolding, manholes, roofs, etc.

### **Environmental Conditions**

The incumbent is exposed to extremes in temperature while inspecting sites.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent requires tact while dealing with issues with consultants, contractors, other Government Departments, Community and Non-Governmental Organizations. Traveling to sites sometimes requires travel by small aircraft and watercraft.

## **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 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 two years of project management experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**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 applies)

- ☐ 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:** Choose a language

- ☐ Required
- ☐ Preferred