



IDENTIFICATION

Department	Position Title	
Infrastructure	Intern, Junior Project Officer	
Position Number	Community	Division/Region
33-12326	Yellowknife	Transportation

PURPOSE OF THE POSITION

The Intern, Junior Project Officer performs engineering and related project delivery tasks for major projects involving roads and highways for the Department of Infrastructure. The incumbent assists the project team to undertake projects which ensure road and highway projects are evaluated, maintained, rehabilitated and reconstructed to be capable of withstanding the demands of ever increasing and heavier traffic loads while meeting environmental regulations.

SCOPE

The position is located in Yellowknife and reports to the Manager, Surface Design and Construction, part of the Transportation division. The incumbent will assist in delivery of projects, as well as be part of various teams assembled to meet the needs of specific road and highway maintenance, rehabilitation and construction projects.

Projects are managed in accordance with Geometric design standards, Transportation Association of Canada (TAC) Pavement Asset Design and Management Guide, Canadian road and street design guide, highways engineering design standards and all standard government financial regulations. The incumbent must also be familiar with all federal and territorial regulations concerning the safe and effective delivery of engineering projects in the Northwest Territories (NWT) to include Workers' Safety and Compensation Commission (WSCC), quarry safety and the TAC guidelines for safety at work zones.

The incumbent requires tact while dealing with issues with consultants, contractors, other Government departments, community and non-governmental organizations. Urgent or emergency projects may be assigned on very short notice, placing pressure on the incumbent to react quickly.



RESPONSIBILITIES

1. Assist in the project design stage.

- Assists in preparing Terms of Reference.
- Assists in managing the call for and award of contracts.
- Assists in administering the preparation of detailed design, drawings and construction tender documents to ensure the project Terms of Reference are met.
- Assists in obtaining client, community, technical and regulatory approvals and permits.
- Assists in the development of detailed cost estimates.

2. Assist in the project construction stage.

- In consultation with the Manager, arranges for the tendering process.
- Assists Senior Project Officers and Project Officers in managing the tender and award.
- Participates in the pre-construction activities including pre-construction meetings, verification of project scope, budget and schedule.
- Conducts on-site inspections, surveying, layouts, testing and quantity measurements.
- Investigates technical difficulties encountered during construction and prepares change orders as well as recommendations to Manager.
- Verifies monthly progress claims submitted by contractor and confirms that the work claimed for payment has been completed as per established specifications and timelines.

3. Assist in the inspections of projects.

- Conducts assessments of projects to ensure work is of acceptable quality and is progressing in accordance with the terms of the contract.
- Prepares and certifies progress certificates throughout the process ensuring completion according to terms of the contract.
- Assists with the recommendations for future immediate repair/upgrade requirements.

4. Assist in coordinating project compliance with governing authorities.

- Identifies opportunities to achieve GNWT policy objectives throughout all stages of project planning and implementation (e.g. business incentives, local accommodation, local and northern content policies).
- Ensures consultant and contractor compliance with applicable and governing codes, permits, directives, regulations and NWT technical standards and guidelines.

5. Assist in administering the construction contract to ensure all work is completed on schedule and in accordance with approved plans and specifications.

- Participates in the tender process, initiating tender, responding to inquiries from potential contractors, reviewing/assessing tender bids (specifications, schedule, etc.), and recommends awarding contract within budget.



- Explains contract terms and conditions and all applicable Department regulations and procedures to successful contractors at the pre-construction meeting.
- Identifies labour and equipment requirements to adequately survey and inspect construction progress.
- Arranges for accommodations, vehicles, equipment and supplies for inspection crew, setting up camps if required.
- Negotiates and prepares contract change orders and recommends approvals to Project Manager.
- Prepares contractor and consultant performance evaluations.

WORKING CONDITIONS

Physical Demands

Approximately half of the year is spent working in the office while the other half is spent on project sites. Duration may be from one day to two weeks at a time. While in the field, there may be lifting required (up to 30 lbs.).

Environmental Conditions

The incumbent may be exposed to extreme temperatures while inspecting sites.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent may spend up to 6 months traveling to and from job sites, performing onsite job inspections and living in work camps or community hotels. These trips may be anywhere from one day to two weeks in duration. Travel to sites may require travel by road vehicle, small aircraft and watercraft.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of project management preferably in a Northern environment.
- Knowledge of design and construction management of heavy civil works for road and highway projects.
- Knowledge of contract administration.
- Knowledge of MS Office programs and project management software.
- Project management, organizational, and logistical skills to effectively participate in projects.
- Problem solving skills to analyze and determine solutions for issues.
- Skills in scientific report writing, critical peer review, and editing scientific reports and interpretations.
- Presentation skills that result in effective communication both with engineering peers and laypersons.
- Ability to work effectively both independently and in collaboration with other professionals.
- Ability to complete projects on time and within budget, often in conjunction with the performance of other duties.
- Ability to work effectively in cross-cultural settings.
- Ability to use programs that require some degree of computer coding.
- Ability to use surveying equipment/instruments.
- Ability to clearly and effectively communicate scientific information in visual, oral, and written formats and at an appropriate level.
- 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 bachelor's degree in civil engineering.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

A Class 5 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

Aboriginal language: To choose a language, click here.

- Required
- Preferred