



IDENTIFICATION

Department	Position Title	
Infrastructure	Manager, Facility Planning Services	
Position Number	Community	Division/Region
33-13291	Yellowknife	Facilities and Properties

PURPOSE OF THE POSITION

The Manager, Facility Planning Services ('the Manager') provides advanced facility planning services to project management and operations and maintenance (O&M) divisions, program departments, regulatory bodies, and boards and agencies in the planning and design of the Government of the Northwest Territories (GNWT) building infrastructure, such as correctional facilities, health centres, hospitals, schools, offices buildings, long term health care facilities, community learning centres, computer data centres, etc. The position has overall responsibility for the planning of capital projects as per the GNWT capital planning process to ensure that facility planning services are provided and result in appropriate solutions to the GNWT's building infrastructure needs.

SCOPE

The Manager reports to the Director, Facilities and Properties in Yellowknife and supervises a staff of professionals. The position manages the provision of facility planning support to all GNWT departments, boards and agencies, and non-governmental organizations (the clients) throughout the Northwest Territories (NWT). In addition, it provides facility planning and design advice and support to regional project management staff in the project delivery process.

The Manager defines project tasks and resource requirements, develops full scale project plans, manages the project planning budget and resource allocation, tracks project deliverables, provides direction and support to project team, recommends project delivery alternatives, and presents planning reports to program departments.

Facility Planning Services unit provides planning coordination and support in the form of reports, feasibility and planning studies, and project briefs to describe the character, size and location of northern buildings to ensure that new facilities meet clients' operational needs,



and reflect cultural values, at the lowest possible life cycle cost and ensures that building infrastructure solutions are developed that are consistent with the goals, priorities, and vision of the GNWT.

Under the GNWT's capital planning process, a planning study is required for Financial Management Board (FMB) approval of major capital projects over \$2 million. This study ensures that the scope of the project is clearly defined and that enough information is available to develop credible cost estimates and schedules before seeking project approval.

When completed, the planning study is presented to the *Peer Review Committee and Deputy Ministers Steering Committee*. If the project is approved for inclusion in the 5-Year Capital Plan, it goes to FMB, and then to the Legislative Assembly for approval. The work by the incumbent is critical in determining the projects that are included in the GNWT's Capital Plan.

The Manager is guided by general direction from the Director, Facilities and Properties, and by technical and legal advice. Within governing authorities and the broad goals and objectives set for the position, the Manager is expected to set priorities, work schedules and methods for the unit. The Manager works independently, with only the most complex or politically sensitive problems being referred to the Director for joint resolution.

The position exercises contract initiation authority of \$500,000 and performance authority of \$1 million. The Manager is guided by professional practices in addition to GNWT policies and standards. The incumbent must have a broad understanding of theories and principles of facility planning, gained through extensive experience.

RESPONSIBILITIES

1. Ensure the completion of project planning studies for clients in accordance with legislated building codes and standards, and GNWT policies and capital planning process. A Planning Study includes:

- Needs analysis; population projections, demographics, service standards;
- Operational planning; staffing, hours of operation, service delivery;
- Functional program; building size, room areas and their relationships;
- Technical and functional evaluations of existing facilities;
- Site analysis; alternative locations, preferred site;
- Development options; renovation, addition, new building, lease, more efficient use of existing facilities, disposal of surplus assets;
- Schematic design of the preferred development option;
- Class C cost estimate; of selected delivery method, including design, construction, site development, engineering reports (geotechnical investigations, environmental assessments), furniture and equipment, occupancy planning, management costs, risk factors and schedule;



- Schedule; including milestones for design, mobilization, construction and occupancy; and,
- Project delivery alternatives; design/ bid/ build, construction management, design/ build, repeat design of prototype, prefabrication, etc.

2. Project coordination and integration by:

- Coordinating and aligning input from key stakeholders, including the Department Capital Planner, Client Program Planner, Quantity Surveyor, Technical Support Services, and Regional Projects Managers;
- Integrating technical, financial, and program requirements into cohesive planning studies and project documentation;
- Leading the preparation of Request for Proposals (RFPs) and support the procurement and management of architectural/engineering (A/E) consultants;
- Ensuring consistency and quality across all project inputs and deliverables; and,
- Monitoring project progress, construction quality, and cost performance, and addressing issues as they arise

3. Conduct project and design reviews of major capital projects over \$2,000,000 to ensure all elements or building systems are compatible and that building program and design criteria adequately meet client Department's program needs and to ensure that design meets legislated building codes, standards, and GNWT policies by:

- Ensuring that projects are defined and planned before proceeding with design;
- Determining what preliminary work must be done prior to commencing design, i.e. soils studies, environmental assessments;
- Ensuring the detailed design meets client needs within planning parameters such as available budget, schedule and facility program;
- Preparing RFPs for A/E consultant services and ensures that contract awards are consistent with GNWT policies;
- Coordinating the review of design submissions for appropriateness, accuracy and adherence to technical standards (Good Building Practice for Northern Facilities, National Building Code, Canadian Standards Association, National Energy Code, National Plumbing Code, National Fire Code, etc.) with Facilities Design and Technical Services, consultants and project management staff;
- Identifying any undesirable features or potential operating and maintenance problems associated with the designs and recommending changes where required;
- Ensuring the facility is designed specifically for the actual climate and other physical parameters of the site and is designed for the minimum capital cost consistent with lowest life cycle cost;
- Reviewing and accepting or rejecting calculations and designs submitted by consultants or others for conformance to codes and regulations, departmental



- standards, objectives and good practice (i.e. Good Building Practice for Northern Facilities);
- Drafting terms of reference for specialist consultants' reports and reviews contents of reports for responsiveness;
 - Managing A/E agreements for completion of design and specifications; and,
 - Leading the client/community consultations or presentations to departmental steering committees.
- 4. Manage the completion of project briefs (to define a project scope of work) for capital and O&M projects under \$2,000,000 in accordance with legislated building codes and standards, and GNWT policies by:**
- Describing the facility needed to accommodate the services and operations, synopsis of the project, location, what is being constructed or renovated, who will benefit, why the project is being undertaken, estimated cost, estimated start and completion dates;
 - Describing the intended outcome of the project;
 - Providing reference to GNWT capital standards, or standards in other jurisdictions;
 - Providing facility functional and operational plan;
 - Describing the site including legal and topographic surveys and geotechnical reports.
 - Providing information on functional and technical analysis of existing buildings, where applicable, recommending design considerations (simplicity, economy, scale, image), project delivery method (design/bid/build, construction management or design/build); and,
 - Providing an overall project schedule, establishing priorities, coordinating design reviews with Design and Technical Services, and providing technical support to project staff during construction and commissioning.
- 5. Provide technical and program related services and advice to project management staff, client departments, contractors and consultants during the construction on major capital and O&M projects by:**
- Participating in hiring consultants (reviewing terms of reference, issuing RFPs, evaluating RFPs, awarding contracts, etc.);
 - Participating in reviewing proposals submitted by contractors on design/build projects;
 - Reviewing and commenting on monthly reports received from job sites;
 - Advising actions to avoid delays and overrun funds;
 - Advising the client department on a regular basis of project progress;
 - Conducting research into better materials and methods when replacement or repairs to existing facilities are required; and,
 - Advising project staff on material substitutions, selection of equipment and furniture.



- 6. Develop strategies for the achievement of GNWT objectives related to local and northern involvement in capital projects and other community development and training initiatives by:**
 - Ensuring development of contract documents is consistent with current GNWT objectives to maximizing local and northern involvement;
 - Ensuring A/E contract awards are consistent with current GNWT objectives and policies (local/northern involvement);
 - Reviewing project design submissions to ensure adherence with GNWT objectives related to maximizing local and northern involvement; and,
 - Tracking contractors' performance in terms of local/northern involvement.

- 7. Manages human and financial resources of the Facility Planning Services unit in accordance with GNWT financial and human resource legislation, regulation, policies and procedures, and the Collective Agreement to recruit, develop and retain a multi-disciplinary team and to ensure the effective use and expenditure of resources by:**
 - Reporting regularly to the Director on Facility Planning Services unit accomplishments;
 - Determining which facility programs should be undertaken in-house or by a consultant;
 - Providing leadership to the Facility Planning Services unit by distributing workload, establishing standards for performance and providing direction to individual staff;
 - Conducting employee performance appraisals;
 - Encouraging and planning professional development of staff;
 - Managing conflicts and resolving disputes within the section;
 - Responsible for financial management and monitoring of O&M and capital budgets for projects within area of responsibility; and,
 - Ensuring that the team's technical knowledge and expertise is provided to others who require access to that expertise.

- 8. Develop planning and project management materials:**
 - Prepares reports, briefing notes, project management manuals, standards and guidelines;
 - Prepares FMB submissions, and papers for Ministerial use to support the mandate of and objectives of the Department;
 - Coordinates presentations to Interdepartmental Working Groups (Capital Planning), Departmental Steering Committees, Peer Review Committee, Deputy Ministers Committee (Capital Planning), Ministerial Committees; and,
 - Participates in departmental conferences and workshops such as Project Management Conference, and Asset Management Workshop.



WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

Occasional exposure to insulation materials, paints, glues, electrical fixtures, mold, asbestos, waste oil, contaminated soil, etc.

Sensory Demands

No unusual demands.

Mental Demands

The position travels for 2 to 3 days each month.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of architectural and/or engineering theory and principles to provide facility planning, advice and direction.
- Knowledge of project planning theories and principles, including scheduling, cost estimating, financial management and project delivery.
- Knowledge of northern building conditions and practices to manage or provide project management services.
- Knowledge of building codes and standards and architectural/engineering contract administration and monitoring.
- Ability to work with individuals in different disciplines in architectural practices, interior design practices, property and surveying firms, multidisciplinary consultancies, developers, local authorities, contractors, design and build firms and some client organizations.
- Interpersonal skills to negotiate with clients and consultants in order resolve disputes and communicate complicated technical information.
- Knowledge of the geographic and cultural factors affecting client's needs and how this affects the delivery of capital projects.
- Analytical skills to manage or evaluate project results against objectives.
- Problem solving ability to manage or bring resolution to problems encountered during all phases of a project.
- Decision making ability to manage timely progress of projects within objectives
- Knowledge of word processing, spreadsheet and project management software programs.
- Facilitation skills to ensure that project teams work as a constructive and cohesive unit.



- Oral and written communication skills to convey or solicit information about projects and standards through a variety of means (e.g. briefing notes, project briefs, procedural manuals, community presentations) for a variety of audiences (e.g. clients, Department colleagues, consultants).
- Skills as the team leader.
- Interpersonal skills to facilitate planning and client decision-making, manage conflicts, negotiate solutions, resolve disputes and promote sound facility planning.
- 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 architecture and 5 years of relevant professional experience in planning and design of institutional buildings including 1 year of supervisory experience or leading a team.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Eligibility for registration as an Architect with the Northwest Territories Association of Architects.

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