



IDENTIFICATION

| Department | Position Title | |
|------------------------|-----------------------|------------------------|
| Infrastructure | Project Officer | |
| Position Number | Community | Division/Region |
| 33-13361 | Yellowknife | Transportation |

PURPOSE OF THE POSITION

The Project Officer is responsible for the planning, initiation, managing and delivery of a variety of capital and operations and maintenance (O&M) projects involving highways, bridges, culverts and other transportation related structures for the Department of Infrastructure.

SCOPE

The position is located in Yellowknife and reports to the Manager, Surface Design and Construction.

The Department of Infrastructure (INF) delivers its programs and services through a highly decentralized model and is responsible for a wide range of territory-wide government functions. These include the operation and maintenance of public buildings and transportation infrastructure and systems; project management; facilities planning; design and technical support services; property management; disposal of surplus property and goods; motor vehicle and mechanical and electrical regulatory services; and fleet management.

INF is also responsible for energy-related programming aimed at increasing the use of domestic energy resources, reducing energy costs across the Northwest Territories, delivering renewable energy solutions, providing energy supply services to non-market communities, and leading efforts in energy conservation and efficiency.

On behalf of the GNWT, the Department additionally leads long-term strategic planning for investments in public transportation systems and energy production and distribution infrastructure, and ensures the continuity of marine transportation services that support the delivery of fuel and dry goods to northern communities.



The incumbent will assist in the management of projects within the budgetary authority assigned, as well as be part of various teams assembled to meet the needs of specific highway, bridge and culvert maintenance, rehabilitation and infrastructure construction projects.

Teams may be comprised of personnel from within the Section, Division or the Department, Territorial and Federal regulatory agency staff, consulting engineers, fabricators, material suppliers and construction contractors. Departmental staff may include civil engineers, civil engineering technologists/technicians and project managers.

The incumbent has authority to initiate contracts up to \$30,000 in value and to approve contract performance up to \$100,000 while managing the delivery of capital and O&M projects generally with a total value of up to \$10 million. Occasionally, the incumbent may be part of larger projects (\$15-\$70 million) or complex or specialized projects requiring a unique management structure.

The incumbent is part of a team responsible for the planning, design, maintenance, rehabilitation and construction of highways, bridges, culverts, marine facilities and other transportation-related structures.

RESPONSIBILITIES

1. Manage project development stage for design and construction of projects.

- Develops terms of reference for new projects.
- Coordinates project team staff and/or consulting engineering firms to carry-out pre-engineering work (surveys, geotechnical investigations, hydro-technical investigations, hydraulic studies, specialized engineering studies, material testing, environmental studies, archaeological investigations and traditional knowledge considerations).
- Prepares requests for proposals, tender documents and project terms of reference for engineering services and selects and manages engineering services contracts.
- Complete or oversee the preparation of detailed design and drawings.
- Identifies and obtains client, community, technical and regulatory approvals and permits, as appropriate, throughout the design stage.
- Solicits comments and input on project documentation and drawings from outside agencies and applicable regulatory bodies and incorporating into design; Conducts cost/benefit analyses as required and develops detailed project cost estimates.
- Develops, in collaboration with communities and local development corporations, plans to help maximize local/northern involvement, training and business development opportunities associated with projects.



2. Manage project construction stage.

- Assists in arranging for the tendering process with Procurement Shared Services and responds to enquiries from bidders.
- Assists in 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.
- Assists in the management of the construction contracts (e.g. verifies and approves payments within authorities, resolves technical and financial issues, and justifies change orders).
- Ensures quality control/quality assurance inspections, surveying, testing and quantity measurements are completed.
- Interprets contracts, plans and specifications.
- Investigates and resolves any difficulties with contractors.
- Conducts regular inspections of all projects to ensure work is of acceptable quality and is progressing in accordance with plans and specifications.
- Conducts interim and final inspections to identify any deficiencies and to turn project over to maintenance staff.
- Conducts final inspection upon completion of all outstanding deficiencies.
- Prepares interim and final certificates of completion certifying work has been completed in accordance with the terms of the contract.
- Conducts warranty inspections and communicates to contractor to correct any identified deficiencies.
- Investigates and resolves technical difficulties encountered during construction.
- Negotiates and prepares change orders, and recommends approval to supervisor.
- Checks monthly claims submitted by contractor, certifying that work being claimed has been completed and recommending payment of claim to supervisor.
- Reviews 'as-built' drawings and profiles prepared by draftsman.
- Facilitates dispute resolution.

3. Manage projects 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 actions to achieve policy objectives.
- Ensures consultant and contractor compliance with all the applicable and governing codes, permits, directives, regulations, and GNWT technical standards and guidelines and takes action when in default.



4. Perform project related tasks.

- Provides advice to supervisor, project team, colleagues or clients about alternative solutions for construction or maintenance issues.
- Performs, or participates in, special projects (e.g. revisions to technical standards and guidelines, or policy).

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual sensory demands.

Mental Demands

Field posting may involve up to 12 weeks travel during the construction season. During the other times of the year, the incumbent will be required to travel at least one week per month for inspections, project review, planning and meeting with consultants and contractors.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the project management process, including project planning, scheduling, contracting, supervision of professional consultants and contractors, and inspections of the work.
- Knowledge of the design and construction management of heavy civil works and structural projects such as highways, bridges, culverts and other highway and transportation structures through all stages of development (planning to completion).
- Knowledge of highway, bridge, culvert and infrastructure inspection and rehabilitation/maintenance techniques.
- Knowledge of northern anomalies regarding project management such as logistical requirements, construction practices, environment, soil conditions, and the cross cultural and political environment.
- Knowledge of environmental guidelines, regulations and laws.
- Knowledge of safe work practices and Workers' Safety and Compensation Commission (WSCC) rules and regulations.
- Knowledge of computer systems and software applications such as: Project Scheduling, Word Processing, Spreadsheets, Project Management Systems, and Financial Management Systems.



- Interpersonal and communication skills to make convincing and persuasive arguments when dealing with project staff, consultants, regional staff, contractors and fabricators.
- Communication skills in both written and verbal mediums.
- Project management skills including estimating and financial skills to control budgets for capital and O&M projects.
- Analytical and problem-solving skills, combined with common sense and creativity.
- Skilled in auditing, evaluation and analysis
- Ability to manage risks.
- Record keeping and documentation.
- Ability to make the right call on critical decisions requiring balance between cost and benefits, sometimes involving safety issues.
- Deal with individuals where there is a high degree of tact and diplomacy required;
- Work in a cross-cultural environment.
- Work collaboratively in a team setting.
- 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 Civil Engineering with three years of relevant highway design and construction experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENT

A valid 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