



IDENTIFICATION

Department	Position Title	
Infrastructure	Project Officer, Transportation Operations	
Position Number	Community	Division/Region
33-14502	Hay River	South Slave Region

PURPOSE OF THE POSITION

The Project Officer, Transportation Operations (Project Officer) is responsible for managing 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.

The incumbent will plan, initiate, deliver and manage a variety of projects involving highways, airports and other transportation-related structures for the Department of Infrastructure (INF) within the South Slave Region.

SCOPE

This position, which is located in Hay River, reports to the Regional Superintendent, South Slave. 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 issues related to design.
- \$50,000 signing authority for contract initiation, and \$100,000 for contract performance.
- Performs special projects related to highways and other transportation related infrastructure.



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;
- Participates 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; and,
- Develops terms of reference for design consultants.

2. Manages project design stage:

- Prepares terms of reference for architectural and/or engineering consultants;
- Manages the tender 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; and,
- Obtains client, community, technical and regulatory approvals, as appropriate, throughout the design stage.

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);
- Issues project completion certificates and reviews O&M manuals and as built drawings for completeness and accuracy;
- 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.

4. Performs associated project management tasks:

- Provides advice to colleagues or clients about alternative solutions to design, construction or maintenance problems;
- Represents the GNWT in arbitration or litigation; and,
- Performs or participates in revisions to technical standards and guidelines or policy.

5. Assists and supports various GNWT Staff in special projects:

- Provides assistance or completes granular, quarry, sign, culvert and other



transportation related inventories;

- Completes various transportation infrastructure related inspections (e.g.: roadway, drainage, culvert, bridge); and,
- Utilizes various equipment (e.g.: drones, survey and measuring systems) to perform inspections and quality control/assurance tasks.

WORKING CONDITIONS

Physical Demands

About 70% of the time is spent working in an office environment. The remaining 30% 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, steep and uneven highway construction sites, irregularly sloped pits and quarries, etc.

Environmental Conditions

The incumbent may be exposed to extremes in temperature, wildlife and insects while inspecting sites.

Sensory Demands

No usual demands.

Mental Demands

Travel is required for this position, between three days and two weeks 4-6 times a year.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the project management process, including project planning, scheduling, contracting, supervision of professional consultants and contractors, and inspections.
- Knowledge of project management in a northern environment.
- Knowledge of the design and construction management of heavy civil works and structural projects such as culverts and other transportation structures through all stages of development (planning to completion).
- Knowledge of culvert and infrastructure inspection and rehabilitation/maintenance techniques.
- Skills and knowledge of several software areas such as: Computer Aided Design, Word Processing, Spreadsheets, Project Management and Financial Management Systems.
- Verbal and written communication skills and the ability to use a high degree of tact and diplomacy.
- Planning, time management and scheduling skills.

- Negotiating skills and ability to manage large complex projects and deal with contractors, consultants, and stakeholders.
- Project management skills include estimating and financial skills to develop and control budgets for capital and O&M projects.
- Problem solving skills, and the ability to work closely with consultants and contractors.
- Ability to work in a high stress multi-tasking environment with tight deadlines.
- Able 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:

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 (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