



IDENTIFICATION

Department	Position Title	
Infrastructure	Manager, Environmental Affairs	
Position Number	Community	Division/Region
33-14590	Yellowknife	Design and Technical Services/HQ

PURPOSE OF THE POSITION

The position is responsible and accountable for the management of human and financial resources required for regulatory/permitting applications, approvals and ongoing compliance, including any spill response, remediation, environmental impact reviews, environmental assessments, land use or conservation planning, including land tenure requirements, such as leases, reserves and land exchanges, necessary for the Government of the Northwest Territories, Department of Infrastructure's to undertake horizontal and vertical infrastructure works. The position is also responsible for managing and integrating consultation and engagement with Indigenous governments, organizations and peoples, community governments, regulatory boards, industry, and other stakeholders for projects ranging from simple O&M repair/replacements to large complex (\$200M+) capital projects.

The position is also responsible to ensure that environmental and regulatory commitments made by the department are tracked and upheld for O&M activities, capital project implementation and post implementation monitoring and ongoing regulatory compliance. This responsibility includes setting and upholding the Department's environmental stewardship priorities.

SCOPE

The Department of Infrastructure is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as:

- Environmental assessment and remediation of public infrastructure;
- Planning, design, construction, acquisition, operation and maintenance of public buildings and transportation infrastructure and systems;

- Strategic planning of public transportation infrastructure and energy production and distribution systems;
- Property management;
- Procurement shared services;
- Information management and technology;
- Disposal of surplus property and goods;
- Motor and vehicle services;
- Fleet Management;
- Mechanical/electrical regulatory services;
- Marine Transportation Services; and as well as the continuity of marine transportation services for the provision of fuel and dry goods to northern destinations
- Energy conservation and efficiency and reducing energy costs in the Northwest Territories.

On behalf of the GNWT, the Department of Infrastructure also carries the responsibility for strategic planning for the GNWT's (Government of the Northwest Territories) long term investment in the development of public transportation and energy production and distribution systems for the Northwest Territories.

The Department's investments in infrastructure projects are guided by the strategic direction set by the Legislative Assembly, as well as long-term visionary documents such as the NWT Transportation Strategy (2015 to 2040) (the Transportation Strategy). The Transportation Strategy charts a path to provide and promote a safe, reliable and sustainable multi-modal transportation system by strengthening connections, capturing opportunities, and embracing innovation. The Tlicho All Season Road and Great Bear River Bridge are examples of strategic infrastructure projects that will be transformative to the NWT's economic well-being.

The Department of Infrastructure is responsible for the operation and maintenance of:

- 2,164 kms of highways
- 29 airports paved and gravel
- 115 bridges
- 247 major culverts
- 430 major building assets

The position is located in Yellowknife and reports to the Director, Design and Technical Services, the Manager, Environmental Affairs (Manager) and manages a team of 4 to 8 environmental analysts and engineering consultants in order to be able to respond to the Department of Infrastructure's (Department's) broad and fluid scope of environmental responsibilities. The position is directly responsible for anticipating and meeting legal and regulatory requirements to ensure successful application, review and approval of required permits and licenses which are required to allow the department to lawfully construct, operate and maintain important public transportation and building infrastructure.

The position works within a legislative framework which includes but is not limited to:

- *Commissioner's Land Act and Regulations (NWT)*
- *Territorial Lands Act and Regulations (NWT)*

- *Waters Act (NWT)*
- *Deh Cho Bridge Act (NWT)*
- *Environmental Protection Act (NWT)*
- *Public Airports Act and Regulations (NWT)*
- *Public Highways Act (NWT)*
- *Wildlife act (NWT)*
- *Planning Act (NWT)*
- *Surface Board Rights Act (NWT)*
- *Mackenzie Valley Resource Management Act and Regulations (Canada)*
- *Canada Transportation Act (Canada)*
- *Canadian Environmental Protection Act 1999 (CEPA 1999), including the Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations (Canada)*
- *Explosives Act (Canada)*
- *Species at Risk Act (NWT and Canada)*
- *Canada Environmental Assessment Act (Canada)*
- *Nunavut Land Claims Agreement (Canada)*
- *Navigation Protection Act (Canada)*
- *Fisheries Act (Canada)*
- *Migratory Birds Convention Act (Canada)*
- *Mackenzie Valley Resource Management Act (Canada)*
- *Mackenzie Valley Land Use Regulations*
- *Exemption list regulations*
- *Mackenzie Valley Federal Areas water Regulations*
- *Land Claim and Settlement Agreements*
- *Land Use Plans*

The position also works within the settled Lands, Resources and Self-government Agreements within the NWT; Interim Measures Agreements; Interim Land Withdrawals; Devolution Final Agreement; Respect, Recognition, Responsibility; Land Use Sustainability Framework; Northern Lands – Northern Leadership; GNWT Ecological Representation Network Plan; Sustainable Development Policy (GNWT and Canada); Mineral Development Strategy; Economic Opportunity Strategy; Water Stewardship Strategy; Land Pricing Policy; the Land Lease Only Policy; the Municipal Lands Policy; the Sustainable Development Policy and the Recreational Leasing Policy.

Sustainable land use and administration is considered a core public service that needs to be effectively and efficiently managed and this is a challenge, especially when dealing with diametrically opposed philosophical positions and competing interests between responsible development and conservation.

It is further complicated by the unique land ownership dynamics within the NWT as well as the geo-political circumstances related to Aboriginal self-government. Land is sacred to Aboriginal peoples and as significant land owners; they demand a prominent role in the management of the land and resources of the NWT. Some of this role is spelled out in constitutionally entrenched Lands, Resources and Self-government Agreements and, in particular, the institutions of public government where they have guaranteed participation

including Land and Water Boards, Wildlife Boards, Environmental Impact Review Boards and Land Use Planning Boards. This management approach is further defined by the establishment of an Intergovernmental Council on Resource Management under the Devolution Final Agreement, where Aboriginal governments and the GNWT will work together as land owners for the purpose of coordinating the management of land and resources in the NWT.

All of this takes place in an environment with both settled and unsettled Lands, Resources and Self-government Agreements. Also, the operating environment includes some Aboriginal governments not accepting that the GNWT has a legitimate right to own or manage the lands of the NWT. This means the Department of Infrastructure must operate with full respect and recognition of Aboriginal rights, and be knowledgeable of their constitutional obligations to consult and/or their duty to accommodate while under the constant threat of legal action.

Strong conflict management and negotiation skills are required to work collaboratively with a range of governments and stakeholders to bring about resolution of issues. The Manager must balance the interests of all the parties involved to facilitate agreement and consensus while achieving progress as the Proponent to allow projects to proceed on schedule and avoid delay claims.

The Manager is required to effectively manage financial and human resources of the business unit by developing budgets, assigning and adjusting priorities in a constantly changing environment, approving and adapting work plans, risk based contingency plans, and motivating staff and ensuring their compliance to Federal, Territorial, Municipal legislation, regulations, policies and strategies.

The Manager must establish and maintain key internal and external relationships including staff within the Division, the Department, Regional Offices, the Transportation and Design and Technical Services Divisions, other GNWT Departments, federal and territorial regulatory boards and agencies, Indigenous governments and organizations, community governments, and industry stakeholders.

The Manager works independently with minimal supervision and has a high degree of decision-making authority.

RESPONSIBILITIES

- 1. Leads and manages the work including human and financial resources of the unit and is the departmental expert on a broad range of environmental, regulatory and compliance risks and issues related to Department of Infrastructure activities.**
 - Manages, builds and leads interdisciplinary teams of professional and technical staff and/or consultants to meet competing requirements of environmental, regulatory, and impact assessment needs and those of a fluid program of capital and remediation projects, through all phases of planning, permitting, implementation, and post implementation monitoring.

- Interprets legal/regulatory requirements and may be called upon to represent the government in court cases involving projects within employee's area of responsibility; acts as technical expert to government counsel.
- Manages and leads direct reports, including recruitment and retention, of Environmental Analysts and other specialists, as required by Department projects.
- Mentors and supports the professional development Environmental Analysts, Analyst Interns, and casual staff.
- Provides guidance and manages delegated technical resources during construction to departmental staff and construction contractors. Departmental staff may include civil engineers, civil engineering technologists/technicians and construction superintendents, as well as Project Managers and Officers.

2. Strategically manages legal/regulatory processes to secure permits and approvals for the department's capital and remediation projects:

- Prepares terms of reference and cost estimates for environmental and regulatory work in support of new projects as directed by the Director of Design and Technical Services.
- Plans, coordinates, and/or undertakes such pre-development work as crown consultations and stakeholder engagements, environmental baseline collection, impact assessment studies, habitat studies, traditional knowledge studies, specialized environmental studies (including primary and secondary research), water quality studies, mitigation and management plan creation, and archaeological investigations with project team staff and/or consulting firms.
- Prepares or reviews requests for proposals, tender documents and terms of reference for environmental services contracts with project team staff and selects and manages environmental services contracts.
- Oversees, manages, or otherwise undertakes the preparation of detailed project description reports and regulatory or environmental assessment document packages by Environmental Affairs personnel, project officers in other divisions or departments, and/or consulting environmental and engineering firms.
- Promotes environmental awareness among departmental staff and contractors.
- Ensures consultant and contractor compliance with all the applicable and governing codes, permits, directives, regulations, and Government of the Northwest Territories (GNWT) technical standards and guidelines, and takes action when in default.
- Undertakes risk assessments and is responsible for mitigating risks to the department.
- Supporting activities of the above responsibility.

3. Supervises the planning, permitting, and implementation of remediation projects:

- Identifies and prioritizes the remediation of properties from the Environmental Liabilities Inventory over which the department has administrative jurisdiction and responsibility.
- Approves payments (within authorities) as recommended by project officers, tracks project budgets, resolves technical and financial issues, and justifies change orders.
- Leads meetings with contractors/consultants and affected territorial, regional and local organizations, and individuals.
- Interprets acts, regulations, contracts, remediation plans, and restoration specifications.

- Attends interim and final inspections with project team staff and Site Inspectors as required to ensure the project is in compliance with the contract, the work is of acceptable quality and has progressed in accordance with the remediation plans and environmental protection specifications.
- Investigates and resolves technical difficulties encountered during project implementation.
- Verifies and reports on work in progress to ensure that adequate consideration and attention is given to the safety of the public and the protection of the environment.
- Ensures work is in compliance with all environmental requirements and standards.
- Attends Quality Assurance / Quality Control (QA/QC) inspections with project staff and ensures contractor corrects any identified deficiencies.
- Supporting activities of the above responsibility.

4. Oversees project compliance with governing authorities:

- Identifies opportunities to achieve GNWT policy objectives throughout all stages of project planning and implementation, (particularly Sustainability policies, Business Incentives, Local and Northern Involvement policies) and directs project staff of actions to achieve policy objectives.
- Develop standards and design criteria for highway structures in the NWT.
- Analyzes results of studies, assessments, audits, and monitoring programs, with the objective of implementing mitigation strategies.
- Project management skills including estimating and financial skills to develop and control budgets for capital and O&M (Operation and Maintenance) projects.
- Proven analytical, consulting, problem solving skills, combined with common sense and creativity.
- Planning and organizational skills to meet work schedules and critical milestone dates, and to co-ordinate and organize own and subordinates' work activities with competing priorities in a multi-task work environment.
- Exercise authority and manage risks.
- Solid organizational, writing and communication skills, including record-keeping and documentation.
- Research, evaluate, gather and compile information.
- Supporting activities of the above responsibility.

5. Responsible for project management tasks:

- Completes monthly project management reports indicating physical and financial status of projects.
- Provides advice to project team, colleagues or clients about alternative solutions for environmental and/or regulatory issues, construction or maintenance problems.
- Performs, or participates in, special environmental or regulatory projects (e.g. revisions to departmental practices, standards and guidelines, or policy).
- Investigates emergencies involving highway structures (flood or accidental damage/destruction) and making recommendations on remedial action.
- Supporting activities of the above responsibility.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The Incumbent will travel to work-sites approximately 10 times per year. Position is subject to competing demands for time.

KNOWLEDGE, SKILLS AND ABILITIES

- Expert knowledge of all relevant acts, regulations and environmental best practices related to heavy civil works
- Expert knowledge of project management processes in a northern context including planning, budgeting, scheduling, procurement, contract administration, cost control, change and conflict management, reporting and project closeout.
- Expert knowledge of environmental site assessment, audit and monitoring principles, and their applicability to a wide variety of transportation-related activities and operations.
- Expert knowledge and understanding of northern ecosystems (Arctic and sub-arctic) and the life functions of northern species, including fish.
- Expert knowledge and understanding of applicable environmental guidelines, regulations and laws, along with the analytical capacity to interpret these in relation to transportation works and projects.
- Expert knowledge and awareness of northern environmental and development-related issues, as well as northern history and culture
- Computer systems and software applications such as: Project Scheduling, Word Processing, Spreadsheets, Project Management Systems, and Financial Management Systems.
- Managerial, leadership and supervisory skills.
- Proven interpersonal and communication skills to make convincing and persuasive arguments when dealing with regulators, project team members, consultants, regional staff, contractors and community members.
- Make balanced decisions on critical issues about cost and benefits, sometimes involving environmental and/or regulatory issues.

- Remain calm under pressure while working in a high stress environment with tight deadlines and competing priorities.
- Ability to manage a variety of professional staff, both permanent and casual.
- Deal with individuals where there is a high degree of tact and diplomacy required.
- Work collaboratively in a team setting and in a cross cultural environment.
- Work within budget constraints.
- Think critically and use good judgment.
- Lead public meetings and technical meetings

Typically, the above qualifications would be attained by:

The completion of a Degree, preferably at a Master's level, in Environmental Planning or Studies, Civil or Environmental Engineering, or one of the Biological Sciences, plus 10 years of relevant experience in major projects, or a diploma from a recognized Post-Secondary Institution plus 12 years of relevant experience, 3 years at least should include supervisory or staff management experience, at least 3 years in a northern environment.

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

CERTIFICATION

Title: Manager, Environmental Affairs

Position Number: 33-14590

<hr/> Employee Signature <hr/> Printed Name <hr/> Date <i>I certify that I have read and understand the responsibilities assigned to this position.</i>	<hr/> Supervisor Signature <hr/> Printed Name <hr/> Date <i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
<hr/> Deputy Head/Delegate Signature <i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i>	

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.