



IDENTIFICATION

Department	Position Title	
Infrastructure	Project Officer	
Position Number(s)	Community	Division/Region(s)
33-14819	Yellowknife	Transportation/HQ

PURPOSE OF THE POSITION

The Project Officer performs planning, initiation, managing and delivery of major capital and Operation & Maintenance (O&M) projects involving highways, bridges, culverts and other transportation structures for the Department of Infrastructure. The incumbent will be part of a team who undertakes projects to ensure structures are evaluated, rehabilitated, maintained and reconstructed to be capable of withstanding the demands of ever increasing and heavier traffic loads while meeting environmental regulations. The incumbent will also provide structural engineering advice to other members of the Division and monitor current trends in bridge and culvert design, engineering, construction, and safety, as needed.

SCOPE

Located in Yellowknife, the position reports to the Manager, Structures Section - Bridges.

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 the operation and maintenance of public buildings and transportation infrastructure and systems, project management, facilities planning, design and technical support services, environmental assessment and remediation, property management, procurement shared services, information technology, information management, disposal of surplus property and goods motor vehicle and mechanical/electrical regulatory services and fleet management.

The Department is also responsible for programming aimed at increasing the use of domestic energy resources and reducing energy costs in the NWT (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 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, as well as the continuity of marine transportation services for the provision of fuel and dry goods to northern destinations.

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

The incumbent will directly manage projects as well as be part of various teams assembled to meet the needs of specific bridge and culvert maintenance, rehabilitation and 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 construction superintendents.

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, will be assigned to participate in larger projects (\$15 - \$30 million) or complex, unique or specialized projects.

RESPONSIBILITIES

1. Manages project development stage for design and construction projects:

- Participates in the development of terms of references for new project;
- 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;
- Completes or oversees 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. Manages project construction stage:

- Ensures quality control / quality assurance inspections, surveys, testing and quantity measurements are completed;

- Assists in arranging for tendering process with Contracts Section 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);
- 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; conducting 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 ensuring 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; certifies that work being claimed has been completed and recommends payment of claim to supervisor;
- Reviews "as-built" drawings and profiles prepared by draftsman; and
- Facilitates dispute resolution.

3. Manages project compliance with governing authorities:

- Identifies opportunities to achieve Government of Northwest Territories (GNWT) policy objectives throughout all stages of project planning and implementation, (particularly Business Incentives, Local Accommodation, Local and Northern Involvement policies) and takes action to achieve policy objectives; and
- Assists with 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. Performs associated project management tasks:

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

WORKING CONDITIONS

Physical Demands

Some moderate physical effort occasionally required at work sites. No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

Field posting typically involves up to twelve 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

- Design and construction management of heavy civil works and structural projects such as bridges, culverts and other highway and transportation structures through all stages of development (planning to completion).
- Working knowledge of related engineering areas including materials, fabrication, construction, corrosion, hydro-technical, geotechnical, highway functional requirements, roadside safety, geometrics and environmental issues.
- Project management skills including estimating and financial skills to develop and control budgets for capital and O&M projects.
- Computer systems and software applications such as: Project Scheduling, Word Processing, Spreadsheets, Project Management Systems, and Financial Management Systems.
- Proven knowledge and understanding of real life behaviour of a wide range of culvert and bridge types.
- Northern anomalies with regard to project management such as logistical requirements, construction practices, environment, soil conditions, and the cross-cultural and political environment.
- Environmental guidelines, regulations and laws, and contract administration procedures.
- Safe work practices and WSCC (Workers' Safety and Compensation Commission) rules and regulations.
- Excellent verbal and written communication skills and the ability to work well under pressure with tight deadlines.
- Proven analytical, consulting and problem solving skills, combined with common sense and creativity.

Typically, the above qualifications would be attained by:

- A Bachelor's Degree in Civil Engineering with a minimum of 3 years of experience and eligibility for professional registration with NAPEG; or,

- A Diploma in Civil Engineering Technology with a minimum of 6 years of experience; or,
- Minimum of 10 years of construction supervision experience.
- Experience must be relevant and progressive.
- Must possess a valid Class 5 Driver's License.

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