



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Airport Planning Officer	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
33-14821	Yellowknife	Air, Marine & Safety

## **PURPOSE OF THE POSITION**

The Airport Planning Officer is responsible for the planning, initiation, and monitoring of a variety of capital and operations and maintenance (O&M) projects involving airport infrastructure for the Air, Marine, and Safety division of the Department of Infrastructure (INF). The position assists in the preparation of airport development and master plans and manages an airport infrastructure asset database.

## **SCOPE**

INF is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the planning, design, project management, construction, acquisition, operation and maintenance of government infrastructure, including airports, buildings, ferries, highways and bridges, and to promote the development and increased use of energy efficient technologies. The Department is also responsible for the provision of motor vehicle and mechanical/electrical/elevator regulatory safety services to the public, the provision of petroleum products to communities that are not serviced by the private sector, environmental assessment and remediation, property management, disposal of surplus property and goods, fleet management, and the marine transportation of cargo to Northwest Territories (NWT) communities.

The airport system must be operated in a highly regimented regulatory environment. Transport Canada, the regulatory authority, can close an airport not managed according to national regulatory standards. Without an airport, scheduled carriers cannot use the airport, which potentially isolate a community and reduce its ability to function. This industry is extremely sensitive to safety and security and depend on people performing in a very consistent manner in an environment where there is little margin for error.

The Airport Planning Officer is located in Yellowknife and reports to the Manager, Infrastructure and Planning, working collaboratively with departmental and regional staff who



are responsible for the operation and maintenance of airports and the delivery of capital projects.

The incumbent will assist in the planning, initiation and monitoring of projects within the budgetary authority assigned, as well as be part of various teams assembled to meet the needs of specific airport maintenance, rehabilitation and infrastructure construction projects at the 27 airports owned and operated by GNWT. Teams may be comprised of personnel from within the section, division or the department, territorial and federal regulatory agency staff, consulting engineers, community officials, air carrier industry clients, and other stakeholders. Departmental staff may include engineers, technologists/technicians, construction superintendents, survey and drafting officers, and airport managers.

## **RESPONSIBILITIES**

### **1. Manages project development stage for design and construction of projects.**

- Develops terms of references for new projects;
- Assists in arranging for tendering process with Procurement and responds to enquires from bidders;
- 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;
- 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; and,
- 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. Directs the management of the project delivery stage.**

- Provides scope of work, budgeting estimates, and project schedule to Project Delivery personnel in order to proceed with tendering through Procurement and aids in the response 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;
- Reviews interim and final certificates of completion certifying work has been completed in accordance with the terms of the contract;
- Conducts warranty inspections and confirms contractor has corrected any identified deficiencies;
- Investigates and resolves technical difficulties encountered during construction; reviews change order requests, and recommends approval to supervisor;
- Reviews monthly claims submitted by contractor;
- Monitors project vitals (cost, schedule, scope, quality) through various project tracking methods and tools. Reviews weekly and monthly project status updates to supervisor. Provides options and works with their supervisor to realign project vitals;
- Reviews 'as-built' drawings and O&M manuals for completeness and accuracy; and
- Facilitates dispute resolution.

### **3. Manages 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; and,
- 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. Performs associated project related tasks.**

- Provides advice to supervisor, project team, colleagues or clients about alternative solutions for construction or maintenance issues;
- Assists in the preparing Airport Development plans by completing statistical analysis, data gathering, and technical writing; and,
- 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**

The incumbent may experience extreme cold weather (-40C) or extreme hot weather (+30C) during field inspections and may be exposed to dust and loud conditions when conducting airside surveys.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

Approximately 20% of time is allotted for travelling to and from job sites and performing on-site job monitoring and inspections throughout the NWT. Typical travel ranges from one to five days per trip.

## **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.
- Ability to design and manage airport infrastructure projects through all stages of development (planning to completion).
- Knowledge of governing acts, regulations and industry best practices.
- Understanding 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 including Labour Canada and 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, fabricators, community officials, air carrier industry clients and other stakeholders.
- Communication skills in both written and oral mediums.
- Ability to read and interpret plans.
- Project management skills including estimating and financial skills to control budgets for capital and O&M projects.



- Analytical and problem-solving skills.
- Auditing, evaluation and analysis and ability to manage risks.
- Record keeping and documentation skills.
- Knowledge of cost benefit analysis, taking safety into consideration.
- Ability to interact with tact and diplomacy.
- Ability to work collaboratively in a team setting.
- Ability to work in a multi-tasking environment with tight deadlines.
- 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:**

Completion of a technical diploma in civil or architectural technology with 3 years of relevant experience in project delivery and/or management.

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