



IDENTIFICATION

| Department | Position Title | |
|-----------------|--------------------------------|-----------------|
| Infrastructure | Regional Superintendent, Sahtu | |
| Position Number | Community | Division/Region |
| 33-14965 | Norman Wells | Sahtu Region |

PURPOSE OF THE POSITION

The Regional Superintendent, Sahtu is responsible for the delivery of Infrastructure programs and services in the Sahtu Region. The incumbent is responsible for ensuring services are delivered in an effective, efficient, and financial accountable manner that supports the Department's and the Legislative Assembly's priorities and mandate. This position provides leadership to the region, and to the Department as a member of the Senior Management Committee.

SCOPE

The Regional Superintendent, Sahtu is one of five Regional Superintendents reporting to the Assistant Deputy Minister, Regional Operations, which provides broad strategic leadership in the areas of policy oversight and program delivery. The Superintendent is delegated full expenditure authority and the budget allocation for regional program delivery is fully decentralized. The Regional Superintendent is accountable to the Assistant Deputy Minister (ADM) for overall performance in the delivery of regional programs and budget management. The Superintendent is part of the Departmental Regional Operations Team and while directly accountable for the Sahtu Region, provides support as required to maintain a high-quality level of programming and services across the Department.

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, 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 Northwest Territories (NWT), delivering renewable energy solutions, providing energy supply services to non-market communities, and leading efforts in energy conservation and efficiency.



On behalf of the Government of the Northwest Territories (GNWT), the Department of Infrastructure also carries the responsibility for strategic planning for the GNWT's 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 Department of Infrastructure is highly decentralized in the delivery of its programs and services. The regional offices deliver most programs and services on behalf of the Department. Some support services are centralized and managed by headquarters divisions, such as facility planning, project management and technical services but are delivered across the territory in close coordination and with the support of the regions.

The Regional Superintendent is responsible for delivery of operations and maintenance programs for GNWT public buildings/works and transportation system, regional property management, road licensing, mechanical/electrical safety inspections, disposal of surplus goods, and internal/ external mail systems.

The Regional Superintendent is a member of the interdepartmental Regional Management Committee chaired by the Regional Director of the Department of Executive. The position works with Regional Superintendents and heads of major boards and agencies of other departments with a regional presence on matters that impact regional government, program delivery and capacity.

The Regional Superintendent will address potentially conflicting needs of territorial, regional, community and individual stakeholders and anticipate problems in advance. The Regional Superintendent will engage in appropriate levels of consultation with communities, agencies and other stakeholders in program delivery in keeping with self-government and other initiatives and policies.

This position represents the Department in the region and the delivery of its frontline programs and services to the general public, the business community, other program departments, boards and agencies and political organizations. The Regional Superintendent is highly accessible to local politicians, community leaders, bands, self-government organizations, and contractors and must be able to respond to highly sensitized and politicized issues and situations.

Regional offices for the Department of Infrastructure operate in complex environments serving remote and often isolated communities that have extreme weather conditions, short construction seasons, challenging seasonal transportation logistics and active local and regional political concerns.

The Regional Superintendent is responsible to provide the services of the Department effectively, efficiently and equitably within government policies and guidelines, while



promoting a high level of local and northern business and employment opportunities in the construction, operation and maintenance of public infrastructure and service delivery. The Regional Superintendent has the responsibility to work with the Director, Project Management to maximize local involvement the traditional and unique approaches to construction and maintenance at a reasonable cost. These demands require knowledge of local and northern issues and the ability to identify and participate in effective approaches that foster long term positive working relationships, training and capacity building within the region.

The Regional Superintendent is required to direct and manage service delivery and operations within a complex and changing legislative and policy framework of the GNWT and the Government of Canada for certain programs such as airports operations.

The Regional Superintendent provides leadership to staff, promoting a positive work environment. The incumbent is responsible for staff training and development, both formal and on the job.

DIMENSIONS

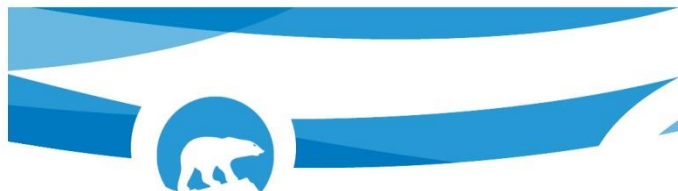
- Reporting Positions (direct or indirect/functional relationship) – Approximately 22 staff including 3 direct reports (contracted highway operations)
- Compensation & Benefits – Approximately \$1.2 million
- Operations & Maintenance – Approximately \$1 million
- Capital – Varies with the annual capital plan
- Revenue – Approximately \$.5 million

REGIONAL SCOPE

- 5 Airports
- 3 Driver and Motor Vehicle Issuing Offices
- 757 km of winter road
- 40 permanent bridges
- 104 buildings
- 4 PPD Facilities
- 10 facility leases

RESPONSIBILITIES

1. Assume responsibility for the overall management of the Department's programs and services in the Region by monitoring daily progress, representing the Department regionally, interpreting the Department's policies, regulations, and directives and ensuring proper accountability is maintained to the Assistant Deputy Minister.
2. Direct the operations, maintenance programs for GNWT public building and transportation infrastructure in the region and infrastructure owned by other levels of



government or the private sector through Operating Agreements and Memorandums of Understanding (MOU's) such as with the RCMP (Royal Canadian Mounted Police).

3. Direct the operations and maintenance of government facilities through a team of tradespersons and maintenance officers, including overseeing tendering and contract administration; overseeing the preparation of reports for clients about maintenance plans and budgets; directing work within the terms of various agreements, including Community Transfers Operating Agreements and inter-departmental Memorandums of Understanding (MOU's); providing overall direction for the operation and maintenance of buildings and works.
4. Oversee the acquisition of required equipment; the operation and maintenance of highways, winter roads, ferries and airports; and the licensing and registration of motor vehicles and drivers through a combination of own forces and contracted services.
5. Direct the delivery of other Department services such as the provision of mail services on a chargeback basis for all GNWT departments; provision of warehouse services including records management storage and retrieval services and the inventory, storage and disposal of GNWT property at the warehouse.
6. Direct the human and financial administrative functions through a team of officers, a contracts administrator and clerical staff, and by liaising with Human Resources specialists. Responsibilities include the planning and monitoring of budgets in coordination with HQ; reporting on activities and expenditures to HQ; emphasizing workplace safety; providing overall direction for financial administration activities, including year-end closing; providing overall direction for delegated Human Resource functions, such as leave management and performance management.
7. Coordinate the work of the regional office with HQ and other regions, regional departments, aboriginal organizations, and community governments, in order to respond confidently and competently to emergencies, technical issues and business development challenges.
8. Provide guidance, training and support to local businesses, community and Indigenous governments and other departments related to the construction, operation and maintenance of infrastructure with a goal of fostering capacity building within the region.
9. Maintain effective public relations with the construction and maintenance industry, community governments, Indigenous governments, the general public and the media.
10. Participate in the overall management of the Department by assisting in the development of Departmental Business Plans, policies, programs and directives, and by regularly reporting on the progress, status and financial details of programs and activities.

11. Uphold and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

The position is subject to changing priorities, unanticipated demands, and emergency response coordination. The incumbent is required to travel 5-10 times per year, for 2-3 days at a time.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operation and maintenance practices;
- Northern construction techniques and project management;
- Contracting management practices and law;
- Engineering, Architecture and building trades;
- Transportation system operations.

Skills and abilities in:

- Team-leading;
- Coordination of diverse functions;
- Interpersonal communications (written and verbal);
- Negotiation and dispute resolution;
- Consensus building;
- Program planning and evaluation;
- Change management;
- Managing politically sensitive and high profile issues;
- Emergency response coordination;



- Media relations;
- Communicating technical information to non-technical individuals;
- Media relations;
- Communicating technical information to non-technical individuals;
- 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 university degree and 6 years of experience of complex functions related to program and infrastructure management; and three (3) years of experience in a northern environment managing a diverse team of employees, and contract management.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- ☐ 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