



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Intern, Junior Architectural Technician	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
33-15084	Yellowknife	Facilities and Properties

## **PURPOSE OF THE POSITION**

The Intern, Junior Architectural Technician ('the Intern') assists the Facilities and Properties Division of the Department of Infrastructure (INF) with a variety of Government of the Northwest Territories (GNWT) projects. The incumbent provides office space planning and floor plan layout services in relation to a variety of accommodation projects in both general-purpose office buildings as well as some special purpose facilities. The overall goal is to provide assistance that will help ensure accommodation projects meet functional and operational requirements within established guidelines.

## **SCOPE**

Located in Yellowknife, the position reports to the Manager, Real Property Services. The incumbent will assist in delivery of projects within the budgetary authority assigned, as well as be part of various project teams assembled to meet the accommodation needs of GNWT departments and agencies. The majority of the work will be based on the GNWT Office Space Standards and the accompanying Technical Standards for office accommodation. The Intern will also need to be familiar with applicable building codes and other architectural guidance documents.

The incumbent has authority to initiate contracts up to \$5,000 in value and to approve contract performance up to \$10,000 while delivering Capital and Operations and Maintenance (O&M) projects generally with a total value of up to \$1,000,000.

## **RESPONSIBILITIES**

### **1. Assist with office space planning for accommodation projects.**

- Assists the Real Property Services staff with organizing client meetings and site inspections.



- Participates in all project meetings from inception through to final completion as a member of the project team.
- Assists the Real Property Services staff with identifying client needs and developing options.
- Provides ongoing support to Real Property Services staff relative to researching innovative solutions that can be incorporated into office accommodation projects.
- Assist with gathering information related to FTE counts in GNWT office spaces in order to update office space occupancy reporting on an ongoing basis.

## **2. Develop office space layouts and floor plans.**

- Utilizes various software applications such as AutoCAD and Bluebeam to plan/draft office space layouts.
- Ensures all layouts and floor plan documentation respect application building codes.
- Under the supervision of the Real Property Services staff, the Intern liaises with both clients and consultants involved in accommodation projects in order to communicate changes or updates to floor plans and space layouts.
- Completes furniture layouts for both existing furniture and new furniture.
- Develops floor plans and conceptual documentation associated with accommodation projects.
- Critically reviews floor plans provided by consultants in order to assist in determining if client program requirements are being met.

## **3. Conduct site inspections of current projects.**

- Participates in initial site inspections for new projects; the inspections will include detailed site information that will be utilized in the planning of the project and must be carefully documented.
- Conducts and participates in ongoing site inspections (on an adhoc basis) as required by the project team in order to facilitate the progress of projects.
- Participates in final inspections of projects as part of the project team and completes the final update to drawings and reports associated with accommodation projects.

## **4. Project files documentation and administration.**

- Assists Manager, Real Property Services with organization of project files and completing documentation in response to client requests as the projects proceed.
- Ensures specific protocols are followed when completing file documentation for accommodation projects and some technical knowledge must be employed in order to ensure that the protocols are properly adhered to.



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

Occasional exposure to insulation materials, paints, glues, electrical fixtures, mould, asbestos, waste oil, contaminated soil, etc.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent may need to travel away from Yellowknife a few times each year for 2-3 days at a time.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of architectural and/or engineering theory and principles to provide facility planning, advice and direction.
- Knowledge of the project delivery process for accommodation projects.
- Interpersonal skills associated with being part of the team.
- Analytical skills to evaluate solutions from a cost and suitability standpoint in order to make recommendations to Real Property Services staff.
- Organization skills in order to ensure that project file documentation is kept up to date and respects protocols.
- 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:**

Technical diploma in Architectural Technology.

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