



## IDENTIFICATION

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

## PURPOSE OF THE POSITION

The Intern Junior Architectural Technician assists the Facilities & Properties Division of the Department of Infrastructure 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

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 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 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 NWT, as well as the



continuity of marine transportation services for the provision of fuel and dry goods to northern destinations.

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 Junior Architectural Officer 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 O&M projects generally with a total value of up to \$1,000,000.

## **RESPONSIBILITIES**

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

- Assists the Accommodation staff with organizing client meetings and site inspections.
- Participates in all manner of project meetings from inception through to final completion as a member of the project team.
- Assists the Accommodation staff with identifying client needs and developing options.
- Provides ongoing support to Accommodation 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. Office Space Layouts and Floor Plans.**

- Utilizes various software applications such as AutoCAD and Bluebeam to plan/draft office space layouts.
- All layouts and floor plan documentation must ensure that application building codes are respected.
- Under the supervision of the Accommodation staff, the incumbent will liaise with both clients and consultants involved in Accommodation projects in order to communicate changes or updates to floor plans and space layouts.
- Complete furniture layouts for both existing furniture and new furniture.
- Develop floor plans and conceptual documentation associated with accommodation projects.
- Critically review floor plans provided by consultants in order to assist in determining if client program requirements are being met.



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

- Participate 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.
- Conduct and participate in ongoing site inspections (on an adhoc basis) as required by the project team in order to facilitate the progress of projects.
- Participate in final inspections of projects as part of the project team and complete the final update to drawings and reports associated with accommodation projects.

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

- Assists Accommodation Managers with organization of project files and completing documentation in response to client requests as the projects proceed.
- Specific protocols must be 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**

Work is generally conducted within a normal office environment with normal physical 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. The position is occasionally exposed to confrontational situations at project meetings when client expectations cannot be met within applicable standards however, the accommodation staff will be the lead in these situations.

## **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;
- In order to adequately participate on project teams the incumbent will require 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 Accommodation staff;
- The incumbent must be highly organized 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:**

Candidates will require a technical diploma (2 or 3 year program) in Architectural Technology or a bachelor's degree in Architecture.

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