



IDENTIFICATION

Department	Position Title	
Infrastructure	Assistant Facility Planner	
Position Number	Community	Division/Region
33-15438	Yellowknife	Facilities and Properties

PURPOSE OF THE POSITION

The Assistant Facility Planner works within the Facility Planning Services unit at the Department of Infrastructure (INF) and provides high quality services to the public and Government of the Northwest Territories' (GNWT) departments, boards and agencies including the planning, design, construction, acquisition, operation and maintenance of public transportation infrastructure and the buildings, works and equipment required for the GNWT to deliver its programs and services.

SCOPE

The Assistant Facility Planner reports to the Manager, Facility Planning Services within the Facilities and Properties division. Facilities and Properties is a division within Asset Management, which is located in Yellowknife at INF Headquarters. The position provides facility planning support to all GNWT departments, boards and agencies; community governments; and non-governmental organizations (the clients) throughout the Northwest Territories. In addition, this position employs knowledge of design and programming concepts while working alongside the Senior Facility Planners to provide facility planning and design advice and support to project management staff.

The Facility Planning Services unit provides planning coordination and support through reports, feasibility and planning studies, and project briefs. These activities help define the character, size, and location of northern buildings to ensure new facilities meet clients' operational needs and reflect cultural values. The unit also works to achieve these outcomes at the lowest possible life-cycle cost, while ensuring building infrastructure solutions that align with the goals, priorities, and overall vision of the GNWT.

The position is guided by general direction from the Manager, Facility Planning Services and by technical and legal advice from INF Headquarters personnel.



RESPONSIBILITIES

1. Provide project planning services to clients in accordance with legislated building codes and standards, and GNWT policies by:

- Ensuring the capital program, and projects making up that program, are feasible with respect to costing and scheduling;
- Meeting regularly with client departments to review priorities for new projects;
- Assessing clients' needs and identifying development options, and recommending best course of action to the Facility Planners;
- Working alongside the Facility Planners to review future overall programs with client departments to ensure sufficient lead time is available to provide for adequate planning study and cost estimate;
- Assisting in reviewing needs analysis and operational plans from clients and developing appropriate functional programs in-house or with planning consultants;
- Conducting research and preliminary studies on behalf of clients to define the exact scope and nature of the requirement; and,
- Developing preliminary budgets and schedules.

2. Support the Senior Facility Planners with directing the management of project planning and design phases in accordance with legislated building codes and standards, and GNWT policies by:

- Working alongside the Facility Planners to ensure that projects are properly defined and planned before proceeding with design;
- Developing Terms of Reference and Request for Proposals (RFPs) for planning studies;
- Drafting comprehensive Project Briefs for Architectural and Engineering (A/E) design consultants;
- Coordinating preliminary work that must be done prior to commencing design, i.e. soils studies, environmental assessments, etc.;
- Comparing and recommending adjustments to detailed design in order to ensure it meets client needs within planning parameters, such as available budget, schedule and facility program; and,
- Coordinating planning study information in accordance with the GNWT capital planning requirements.



- 3. On large capital projects (over \$2 million), coordinate A/E consultants to deliver planning studies and design solution(s) that meets the requirements specified in the project brief by:**
 - Drafting RFPs for A/E consultant services and ensures that contract awards are consistent with GNWT policies;
 - Analyzing plans to determine if facilities are designed specifically for the actual climate and other physical parameters of the site, and for the minimum capital cost consistent with lowest life cycle cost;
 - Drafting conceptual options to review with client;
 - Coordinating the completion of client needs analysis, functional and operational plans;
 - Assisting in managing the schematic design and design development in order to confirm design objectives, detailed cost estimates and schedules meet the project objectives;
 - Coordinating the design reviews by Technical Support Services staff;
 - Assisting project management staff with site selection; and,
 - Coordinating the client/community consultations.

- 4. Draft strategies for the achievement of GNWT objectives related to local and northern involvement in capital projects and other community development and training initiatives by:**
 - Ensuring A/E contract awards are consistent with current GNWT objectives and policies; and,
 - Reviewing project design submissions to ensure adherence with GNWT objectives related to maximizing local and northern involvement.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The position travels away from Yellowknife for 2 to 5 days each month. The position is occasionally exposed to confrontational situations at public meetings when community expectations cannot be met within facility standards.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of architectural and/or engineering theory and principles to provide facility planning, advice and direction.
- Knowledge of project planning theories and principles, including scheduling, cost estimating, financial management and project delivery.
- Knowledge of northern building conditions and practices to manage or provide project management services.
- Interpersonal skills to negotiate with clients and consultants in order resolve disputes and communicate complicated technical information.
- Knowledge of the geographic and cultural factors affecting client's needs and how this affects the delivery of capital projects.
- Knowledge of space planning and area programming.
- Analytical skills to manage or evaluate project results against objectives.
- Problem solving ability to assist in managing or bringing resolution to problems encountered during all phases of a project.
- Decision making ability to manage timely progress of projects within objectives.
- Knowledge of computer software applications (particularly spreadsheet, database and word processing); MS Project, AutoCAD, Bluebeam Revu, Sketchup and Adobe Photoshop/Illustrator are assets.
- Facilitation skills to ensure that project teams work as a constructive and cohesive unit.
- Oral and written communication skills to convey or solicit information about projects and standards through a variety of means (e.g. briefing notes, project briefs, procedural manuals, community presentations) for a variety of audiences (e.g. clients, INF colleagues, consultants).
- Interpersonal skills to facilitate planning and client decision-making, manage conflicts, negotiate solutions, resolve disputes and promote sound facility planning.
- 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 bachelor's degree in architecture, engineering or Interior Design, and 2 years of relevant experience working in a facility planning environment

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