



## 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 team at the Department of Infrastructure (INF) and provides advice to GNWT departments and agencies in order to plan facilities that are designed and constructed to meet functional and operational requirements within established budgets. As part of the Facility Planning team, this position is responsible to ensure that facility planning services are provided that result in the provision of appropriate solutions to the GNWT's building infrastructure needs.

## SCOPE

The Assistant Facility Planner reports to the Manager, Facility Planning Services, 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 NWT. 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 INF regional Project Management staff. The Facility Planning team provides planning coordination and support in the form of reports, feasibility and planning studies, and project briefs to describe the character, size and location of northern buildings to ensure that new facilities meet clients' operational needs, and reflect cultural values, at the lowest possible life cycle cost and ensures that building infrastructure solutions are developed that are consistent with the goals, priorities, and vision of the GNWT.

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

## **RESPONSIBILITIES**

- 1. Provides 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
  - Assess Client's needs and identify development options, recommends best course of action to the Facility Planners.
  - Works 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.
  - Assists in reviewing needs analyses and operational plans from Client and developing appropriate functional programs in-house or with planning consultants
  - Conducts research and preliminary studies on behalf of Client to define the exact scope and nature of the requirement.
  - Develop preliminary budgets and schedules.
- 2. Supports 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:**
  - Works alongside the Facility Planners to ensure that projects are properly defined and planned before proceeding with design.
  - Develops terms of reference and Request for Proposals (RFPs) for Planning Studies.
  - Drafts comprehensive Project Briefs for Architectural and Engineering design consultants.
  - Coordinates preliminary work that must be done prior to commencing design, i.e. soils studies, environmental assessments, etc.
  - Compares and recommends adjustments to detailed design in order to ensure it meets client needs within planning parameters such as available budget, schedule and facility program.
  - Coordinates Planning Study information in accordance with the GNWT capital planning requirements.
- 3. On large capital projects (over \$2.0 million), coordinates architectural and engineering consultants to deliver planning studies and design solution(s) that meets the requirements specified in the project brief by:**
  - Drafts RFPs for A/E consultant services and ensures that contract awards are consistent with GNWT policies.
  - Analyzes 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.
  - Drafts conceptual options to review with Client.
  - Coordinates the completion of client needs analysis, functional and operational plans.

- Assist in managing the schematic design and design development in order to confirm design objectives, detailed cost estimates and schedules meet the project objectives.
- Coordinates the design reviews by Technical Support Services staff.
- Assists the Regional Project Officer/Manager with site selection.
- Coordinates the client/community consultations.

**4. Drafts 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.
- Reviewing project design submissions to ensure adherence with GNWT objectives related to maximizing local and northern involvement.

## **WORKING CONDITIONS**

### **Physical Demands**

The majority of time is spent working in an office environment.

### **Environmental Conditions**

The position travels away from Yellowknife for 2 to 5 days each month and may be exposed to adverse weather conditions.

### **Sensory Demands**

The nature of the work requires dexterity and concentrated sensory attention

### **Mental Demands**

The position is exposed to confrontational situations at client and public meetings when community expectations cannot be met within facility standards. The position requires concentrated mental effort and attention to detail for most of the time on the job. Concentrated effort must be maintained to resolve problems or disputes.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Intermediate knowledge of architectural and/or engineering theory and principles to provide facility planning, advice and direction
- Intermediate knowledge of project planning theories and principles, including scheduling, cost estimating, financial management and project delivery
- Intermediate 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
- Effective facilitation skills to ensure that project teams work as a constructive and cohesive unit
- Expected to develop effective skills as the team leader
- Excellent 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)
- Excellent interpersonal skills to facilitate planning and client decision-making, manage conflicts, negotiate solutions, resolve disputes and promote sound facility planning

**Typically, the above qualifications would be attained by:**

Typical qualifications for this position include completion of an undergraduate degree or diploma in Architecture, Engineering or Interior Design plus a minimum of 4 years' relevant experience. A minimum of 2 years cold/remote location experience is preferred.

**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