



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Junior Project Officer	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
33-16345	Yellowknife	Transportation

## **PURPOSE OF THE POSITION**

The Junior Project Officer performs engineering and related project delivery tasks for major capital and Operation and Maintenance (O&M) projects involving highways, bridges, culverts, airfields and other transportation structures for the Department of Infrastructure. The incumbent assists the project team to undertake projects that ensure highways and structures are evaluated, maintained, rehabilitated and reconstructed to be capable of withstanding the demands of ever increasing and heavier traffic loads while meeting environmental regulations.

## **SCOPE**

Located in Yellowknife, the Junior Project Officer reports to the Manager, Surface Design & Construction. The incumbent will assist in delivery of projects within the budgetary authority assigned, as well as be part of various teams assembled to meet the needs of specific highway, bridge, culvert and airfield maintenance, rehabilitation and construction projects.

The Department of Infrastructure (INF) delivers its programs and services through a highly decentralized model and is responsible for a wide range of territory-wide government functions. These include the operation and maintenance of public buildings and transportation infrastructure and systems; project management; facilities planning; design and technical support services; property management; disposal of surplus property and goods; motor vehicle and mechanical and electrical regulatory services; and fleet management.

INF is also responsible for energy-related programming aimed at increasing the use of domestic energy resources, reducing energy costs across the Northwest Territories, 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 additionally leads long-term strategic planning for investments in public transportation systems and energy production and distribution infrastructure, and ensures the continuity of marine transportation services that support the delivery of fuel and dry goods to northern communities.

The Junior Project Officer will be a member of various project management teams assembled to meet the needs of specific programs. Scope includes project management for the delivery of capital and O&M projects generally with a total value up to \$10 million. The incumbent will be required to manage contractors, consultants and project staff. Occasionally, the incumbent may be part of larger or complex or specialized projects requiring unique management structure.

### **RESPONSIBILITIES**

The Junior Project Officer will assist in the delivery of projects such as highway construction, bridges, culverts, airfields and other highway and transportation related structures.

#### **1. Project design stage:**

- Assists in preparing terms of reference.
- Assists in managing the call for and award of contracts.
- Assists in administering the preparation of detailed design, drawings, and construction tender documents to ensure the project terms of reference are met.
- Assists in obtaining client, community, technical and regulatory approvals and permits, as appropriate, throughout the design stage.
- Requests comments on drawings from outside agencies and applicable regulatory bodies and incorporating into design.
- Develops detailed cost estimates.
- Develops, in collaboration with communities and local development corporations, plans to help maximize local/northern involvement, training and business development opportunities associated with the projects.

#### **2. Project construction stage:**

- Arranges for tendering process with procurement shared services and responding to enquiries from bidders.
- Assists senior project officers and project managers in managing the tender and award of construction contracts and carries out pre-construction activities including pre-construction meetings, verification of project scope, budget and schedule, and addresses outstanding technical and regulatory issues.
- On-site inspections, surveying, layouts, testing, and quantity measurements.
- Interprets contracts, plans, and specifications.



- Conducts regular inspections of projects to ensure work is of acceptable quality and is progressing in accordance with plans and specifications.
- Investigates and resolves technical difficulties encountered during construction; negotiates and prepares change orders and recommends approval to the supervisor.
- Checks monthly claims submitted by contractor; certifying that work being claimed has been completed and recommends payment of claim to the supervisor.
- Reviews 'as-built' drawings and profiles.

**3. Identifies and recommends projects to be included in annual, five-year and twenty-year capital plan:**

- Assists with seasonal and annual inspections of highways, bridges, major culverts and other structures.
- Assists with assessment of general conditions including structural, foundation, and erosion defects.
- Assists with recommendations for future or immediate repair/upgrade requirements for inclusion in annual or five- year plan.
- Prepares preliminary cost estimates for planning purposes.
- Conducts feasibility studies to determine project requirements and establish the scope of projects:
- Assists in reviewing proposed project with departmental staff and community officials to obtain background information.
- Visits the site and conducts preliminary investigations and tests.
- Obtains economic data and prepares cost/benefit analysis to determine feasibility of project.
- Analyses alternatives and develops optimum solutions.
- Prepares feasibility report and recommends preferred solution to supervisor.

**4. Manages project compliance with governing authorities:**

- Identifies opportunities to achieve GNWT policy objectives throughout all stages of project planning and implementation, particularly business incentives, local accommodation, local and northern involvement policies and takes action to achieve policy objectives.
- Ensures consultant and contractor compliance with the applicable and governing codes, permits, directives, regulations, and GNWT technical standards and guidelines, and takes action when in default.



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental conditions**

No unusual demands.

### **Sensory demands**

No unusual demands.

### **Mental demands**

Field posting may involve up to 12 weeks travel during the construction season. During other times of the year, the incumbent will be required to travel at least one week per month for inspections, project review, planning and meetings with consultants and contractors.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of project management in a northern environment.
- Knowledge of highway design, structural engineering analysis and design procedures.
- Knowledge of design and construction management of heavy civil works and structural projects such as highways, bridges, culverts and other highway and transportation structures.
- Knowledge of contract administration.
- Communication skills, both verbal and written.
- Negotiating skills required to manage projects and deal with contractors, consultants, and stakeholders.
- Project management skills, including estimating and financial skills to develop and control budgets for capital projects.
- Problem solving skills.
- Knowledge of software areas such as project scheduling, word processing, spreadsheets, project management systems, and financial management systems.
- Ability to interact with individuals with tact and diplomacy.
- Ability to develop and analyze short and long term heavy civil and structural engineering construction projects.
- Ability to manage construction projects throughout all stages of development (planning to completion).
- Ability to use surveying equipment/instruments.
- 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 degree in Civil Engineering and one year of directly related highway design and construction experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

A valid Class 5 Driver's License.

**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