



## IDENTIFICATION

Department	Position Title	
Infrastructure	Junior Project Officer	
Position Number(s)	Community	Division/Region(s)
33-16346	Yellowknife	Transportation/HQ

## **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 which ensure 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 position 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 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 energy 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 Government of the Northwest Territories (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.

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 \$10,000,000.

## **RESPONSIBILITIES**

The Junior Project Officer will assist in the delivery of projects such as highway construction, highway 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 contracts section 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 all 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 supervisor.

- Checks monthly claims submitted by contractor; certifying that work being claimed has been completed and recommends payment of claim to supervisor.
  - Reviews "as-built" drawings and profiles prepared by draftsperson.
- 3. Identifies and recommends projects to be included in annual and five 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 all 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**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of project management preferably in a northern environment.
- Knowledge of structural engineering analysis and design procedures.
- Knowledge of design and construction management of heavy civil works and structural projects such as bridges, culverts and other highway and transportation structures.
- Knowledge of contract administration.
- Excellent 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.
- The incumbent further requires skills and knowledge of several software areas such as: project scheduling, word processing, spreadsheets, project management systems, and financial management systems.
- Work in a high stress multi-tasking environment with tight deadlines.
- Work closely with and to guide the work of consultants.
- Deal with individuals where there is a high degree of tact and diplomacy required.
- Work in a cross cultural environment to deal with a diverse group of clients and staff.
- 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.

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

This knowledge is normally acquired through the completion of a Bachelor's Degree in civil engineering OR Diploma in civil engineering with two years of work experience.

Must possess a valid Class 5 Driver's License.

## **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