



IDENTIFICATION

Department	Position Title	
Infrastructure	Project Technician, WBNP	
Position Number	Community	Division/Region
33-17459	Fort Smith	South Slave Region

PURPOSE OF THE POSITION

The Project Technician is responsible for assisting in developing, planning, managing, supervising, and delivering a variety of Operations and Maintenance (O&M) programs and assisting in the administration of Highway Maintenance Standards and regulation of the Public Highways Act for Highways Operations Division.

SCOPE

Located in Fort Smith, the position reports to the Regional Manager, Highway Operations in Hay River. The role of the Project Technician, WBNP is the management of the Wood Buffalo National Park (WBNP) Contract for the GNWT. The WBNP contract is to be successfully managed by the Project Technician to ensure GNWT complies in their contractual obligation. Through working knowledge of the contract, the position communicates with the Highway Maintenance Supervisor, Fort Smith, Highway Supervisor Buffalo Junction, and the WBNP to ensure contract obligations are met.

The Project Technician, WBNP will provide technical and administrative support for the WBNP contract. The position works as part of a team in the delivery of a range of services to support the delivery of the contract. The incumbent will provide monthly reports that are required by WBNP on work that is to be invoiced.

RESPONSIBILITIES

- 1. Provides technical assistance for the purpose of managing the highway operation and maintenance expenditures by:**
 - Operating and maintaining the computerized Maintenance Management System (CMMS) and other programs utilized by the GNWT.



- Assisting with assessments and evaluations from site reports and field visits.
- Presenting options for improvements from the reports from field visits.
- Compiling and summarizing information provided by regional operations staff.
- Training staff as well as aiding others training staff.
- Ensuring Operation and Maintenance (O&M) manuals are updated in accordance with departmental standards.
- Ensuring client officers, Regional Superintendent, and departmental advisory staff are provided regular contract management reports and advised of all changes or problems affecting budget or schedule as they occur.
- Review detailed cost estimates and negotiate with clients about any changes required within the contract.

2. Provides technical expertise in the preparation of highway maintenance and cost estimates by:

- Identifying resources required to complete the goals of assigned O&M work.
- Recording on-site information and documenting day-to-day conditions during fieldwork, construction projects, operational activities, and maintenance programs.
- Reviewing requirements with supervisors, or contractors on a regular basis to ensure adherence to terms of contract.
- Ensuring comments from all applicable regulatory bodies are obtained and incorporated into construction projects, operational activities, and maintenance programs.
- Investigating and reporting on complaints received from WBNP, the public, or other affected parties.

3. Provides technical support and supervises various services in the delivery of WBNP highway maintenance contract by:

- Responding to inquiries from clients.
- Assisting with negotiating and making recommendations in the approval process for operational activities and maintenance programs.
- Performing inspections of O&M contracts to ensure work is of acceptable quality and in accordance with the plans and specifications.
- Checking progress payment claims submitted by contractors, certifying work has been properly completed, and recommending payment.
- Identifying work required for successful completion and operation of the contract.
- Assessing impact of additions or deletions proposed to meet budget or schedule.

4. Performs other related duties such as:

- Undertaking special assignments (e.g., research, feasibility studies, technical reports).
- Making presentations at divisional and departmental meetings regarding technical related matters.



WORKING CONDITIONS

Physical Demands

Office and field work are required. Fieldwork will involve periods of 6 hours or more of driving in winter, and summer conditions. Some field work will be moderately demanding physically.

Environmental Conditions

The incumbent is subject to stressful situations when dealing with the changing priorities or client departments, boards, and agencies with respect to the budget and schedule constraints.

Sensory Demands

The incumbent will be required to work outdoors and will be exposed to highway traffic, weather, and insects.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of computers, emails, spreadsheets, work processing, asset management programs.
- Ability to operate light vehicles such as pickup trucks on gravel roads.
- Ability to properly interpret contract specifics, scheduling, and requirements.
- Ability to develop contract specifications, technical reports and other correspondence.
- Knowledge of construction, maintenance, and contract administration.
- Construction inspection skills.
- Ability to work in an outdoor environment to observe, inspect, travel, and direct staff and contractors.
- Capable of understanding and demonstrating proper use of equipment.
- Ability to be safety conscious and to work and travel safely in northern winter conditions.
- Verbal communication skills are required to relay information on contract requirements to camp supervisors.
- Written communication skills required for reports and other paperwork associated with contract obligations.
- Capable of maintaining occasional contact with equipment operators to give maintenance instructions.
- 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:

Two years of construction and maintenance experience including managing or negotiating business contracts.

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