



IDENTIFICATION

Department	Position Title	
Infrastructure	Project Officer, Civil	
Position Number	Community	Division/Region
33-17783	Yellowknife	Strategic Infrastructure

PURPOSE OF THE POSITION

The Project Officer, Civil (Project Officer) is responsible for the planning, development, implementation, technical support and oversight of a variety of Mackenzie Valley Highway (MVH) related civil engineering projects, through all the project stages, including assessment, planning, concept, design, construction and post-construction.

SCOPE

The Project Officer is located in Yellowknife, and reports to the Manager, Projects Strategic Infrastructure.

The Project Officer leads the completion of civil-engineering work related to the MVH project working collaboratively with senior management, project team members, consultants, contractors, and other professional engineering staff within the Department of Infrastructure. The position ensures all work complies with applicable geometric design and highway engineering standards, Transportation Association of Canada (TAC) guidelines, GNWT policies, and relevant federal and territorial safety regulations, including Workers Safety and Compensation Commission (WSCC) requirements, quarry safety, and work-zone safety standards.

The position exercises expenditure approval authority of \$50,000 for contract performance. On average, the Project Officer will be responsible for the implementation of up to 10 capital civil construction projects each year and will contribute to highway planning studies and provide expert guidance and technical advice to the resolution of civil engineering issues.



RESPONSIBILITIES

1. Leads Civil Engineering Work Planning and Development

- Leads the planning, coordination, and delivery of civil-engineering activities for highway and related infrastructure projects.
- Advises Project Managers and clients on project requirements, objectives, scope, and appropriate delivery approaches.
- Reviews and interprets existing studies, background reports, site, community, and regional information to assess feasibility and inform scope definition.
- Identifies and confirms preliminary civil-engineering requirements, information gaps, and data needs to support project planning and decision-making.
- Liaises with community and regional officials, regulatory agencies, and utility providers to obtain relevant technical and contextual information.
- Ensures engineering work is integrated with project plans, schedules, budgets, preliminary cost estimates, and risk management frameworks.
- Collaborates with the MVH Environmental Affairs Team to ensure civil-engineering activities comply with regulatory approvals, conditions, and commitments.
- Provides technical expertise, recommendations, and advisory input to management to support informed project planning and execution decisions.

2. Manages civil engineering related contracts within approved scope, schedule, and budget

- Identifies projects requiring civil engineering consulting services; develops and approves terms of reference, scopes of work, and requests for proposals.
- Reviews and evaluates proposals; participates as a member of consultant selection committees and provides advice on consultant and contractor qualifications.
- Manages the procurement, award, and administration of civil engineering consultant contracts, including negotiating fees, schedules, and deliverables.
- Prepares, negotiates, and administers contract amendments and change orders, ensuring alignment with approved scope, budget, and schedule.
- Coordinates and oversees preliminary and detailed engineering work, including alignment alternatives, geotechnical and materials investigations, constructability reviews, and value engineering exercises.
- Directs the preparation and review of detailed design drawings, technical specifications, and construction tender documents.
- Chairs pre-tender meetings and prepares, distributes, and retains official meeting minutes and clarifications.
- Responds to technical inquiries on project design and scheduling from potential contractors during tendering process, and prepares addenda as required.
- Monitors consultant performance and progress against contract requirements and reviews deliverables for technical quality, completeness, and compliance.



- Ensures compliance with GNWT technical standards, codes, policies, and guidelines and initiates corrective, contractual, or performance-based action when deficiencies are identified.
- Participates in progress, interim, and final site inspections to verify conformance with design intent, contract documents, and quality standards.
- Prepares correspondence and coordinates meetings to resolve project related technical, contractual, or construction issues involving consultants, contractors, and project implementers.
- Monitors and controls contract expenditures and forecasts, identifies risks, and recommends mitigation measures to remain within approved budgets.
- Reviews and certifies consultant invoices and progress claims for accuracy, eligibility, and compliance with contract terms.
- Prepares contractor and consultant performance evaluations.
- Maintains complete, accurate, and auditable contract records in accordance with GNWT information-management requirements.
- Prepares and certifies progress certificates, interim certificates and final certificates of completion of work, in accordance with the terms of the contract, and recommends and approves payments.

3. Provides technical advice, and supports and implements capital civil projects

- With assistance from consultants, provides conceptual, preliminary and tender-ready civil work designs, contract drawings, specifications, quantity surveys and cost estimates, utilizing civil engineering design computer software, and recommends optimal design.
- Oversees consultants and ensures they are certified under NAPEG and permit to practice. It is anticipated that consultants will be responsible to stamp and seal all civil engineering contracts, construction drawings and specifications completed under their control.
- Monitors and approves the production of "as-built" drawings.
- Presents or participates in presenting of preliminary and final designs to Indigenous governments, community members, etc.
- Reviews drawings and specifications, and coordinates review comments of the Division's specialists in each engineering discipline, to provide project implementers' clear and consistent instructions.
- Prepares post-construction reports.
- Coordinates with environmental, regulatory, Indigenous, and stakeholder teams to ensure engineering activities align with broader project commitments and approvals.
- Prepares briefings, decision notes, and status reports for senior management on civil engineering work, risks, and outcomes.
- Advances GNWT policy objectives throughout contract planning and implementation, including Business Incentive and Local and Northern Involvement policies.



- Contributes to other departmental financial management as needed, including development of funding applications, annual reports, and variance associated with capital planning budgets.
- 4. Contributes to ongoing development and implementation of GNWT project management tools and systems**
- Provides support to direct reports and other departmental staff on the development and implementation of project management tools and systems.
 - Contributes to a culture of continuous improvement through knowledge sharing and involvement in special assignments.
- 5. Prepares and delivers presentations, submissions, and correspondence for senior management and/or decision-makers**
- Researches, analyzes, and prepares presentations, briefing notes, and submissions to Executive Council (Cabinet) and the Financial Management Board, and, where appropriate, develops options and recommendations.
 - Delivers presentations and briefings to Ministers, senior management, Indigenous governments, communities, and other stakeholders, including one on one meetings and public forums.
 - Engages directly with internal and external stakeholders to explain project information, respond to questions, and communicate decisions and rationale in a clear and culturally appropriate manner.
 - Prepares and coordinates intra- and inter-departmental input into correspondence and presentation materials, ensuring consistency with departmental processes, approval requirements, and submission timelines.

WORKING CONDITIONS

Physical Demands

While travelling to communities and/or project worksites the Project Officer will assemble, and transport equipment and supplies required for the work.

Environmental Conditions

The incumbent will be exposed to extremes in temperatures while travelling to and from communities located along the project route.

Sensory Demands

No unusual demands.



Mental Demands

The incumbent will be required to travel to other communities and/or project work sites by road or air. Overall travel is estimated between 10-20 times per year, with some months requiring multiple trips. The Project Officer may need to drive between communities.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of northern soil conditions, environmental considerations, project-planning challenges, and northern construction practices.
- Knowledge of engineering, design, and operational standards, codes, and regulations.
- Knowledge of project and construction management principles, including planning, scheduling, cost control, and administration.
- Knowledge of contract management and administration practices.
- Knowledge of construction cost-estimating methods and financial controls.
- Knowledge of computer systems and applications, including MS Windows, MS Word, Excel, PowerPoint, Outlook, AutoCAD, Civil 3D, NMS, and related engineering and office software.
- Ability to manage and coordinate complex construction projects through all stages of planning, development, and completion.
- Ability to produce, review, coordinate, and implement multiple projects simultaneously.
- Ability to interpret and apply engineering designs, drawings, standards, specifications, and regulatory requirements.
- Ability to assess the suitability of engineering designs for northern climate and terrain conditions.
- Skills in identifying, analyzing, and resolving technical and design issues using sound engineering judgment, creativity, and foresight.
- Skills in estimating project and construction costs.
- Skills in contract administration and negotiation with contractors and consultants.
- Ability to prepare clear written correspondence, reports, and technical documentation.
- Ability to communicate technical concepts effectively to both technical and non-technical audiences.
- Skill in conflict resolution and working collaboratively in a team environment.
- Ability to work independently with minimal supervision.
- Ability to work effectively in a high-pressure, multi-tasking environment with tight deadlines.
- Ability to work respectfully and effectively in a cross-cultural environment with diverse clients, communities, and staff.
- Ability to correspond effectively with contractors, project personnel, divisional staff, and the public.
- 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 civil engineering degree or engineering diploma, with three years of experience in the planning, design, implementation and administration of major highway infrastructure projects, including one year of experience in contract administration, design and construction, and supervision.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

A class 5 Driver License.

Registration with the Northwest Territories and Nunavut Association for Professional Engineers and Geoscientists (NAPEG), or Certified Technologist registration with the Association of Science and Engineering Technology Professionals of Alberta (ASET), within 90 days of hire is required, with flexibility for international registrants.

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