



IDENTIFICATION

Department	Position Title	
Infrastructure	Property Management Officer	
Position Number	Community	Division/Region
33-2582	Yellowknife	North Slave

PURPOSE OF THE POSITION

The Property Management Officer is responsible for managing a variety of Operation and Maintenance (O&M) and property management projects (and associated tender and contract processes) for Government of the Northwest Territories (GNWT) departments and clients in the North Slave Region.

SCOPE

Located in Yellowknife, this position reports to the Facilities Manager. Responsibilities include the provision of property management assistance regarding owned and leased commercial improved property, the provision of project management services, and tender and contract management.

Within this environment, the position exercises contract initiation authority of \$50,000 and performance authority of \$100,000. The position manages a variety of O&M projects and shares responsibility for managing a lease portfolio valued at approximately \$23 million.

The incumbent will be required to travel to and work in remote Northwest Territories communities, and must be able to engage professionally with a wide range of clients, including in situations where needs or expectations exceed available resources. The position also demands tact and sound judgment when navigating conflicts with landlords, contractors, consultants, and staff from other departments.

The scope of activities undertaken or managed includes:

- Annual project management for O&M projects with an average value of \$500,000;



- Management of approximately 175 owned and 45 leased commercial improved real properties (lease values approximate \$23 million) across six communities;
- Administration of contracts for major works and standing offers (approximately 50 contracts per year); and,
- Manage budgets worth approximately \$23.5 million.

RESPONSIBILITIES

1. Provide property management assistance in the management of owned and leased commercial improved property.

- Assists in the development of policies, procedures, standards and guidelines for leasing and disposal of improved real property;
- Arranges the design and construction of tenant improvements to office and client office space, coordinates office moves and conducts post-occupancy evaluations;
- Conducts periodic inspections of leased office space to verify that space is operated and maintained according to contract requirements;
- Serves as liaison with clients and arranges for maintenance and repairs as required to assure their space meets acceptable quality and security levels;
- Implements or arranges for authorized improvements to enhance energy efficiency to reduce energy costs for leased and owned buildings;
- Verifies landlords' O&M claims;
- Manages lease and property budget;
- Develops and maintains a list of available office space;
- Conducts annual fire prevention inspections of leased properties;
- Manages the operations related to the building access control system and video monitoring;
- Reviews and assesses lease documents, tenders and proposals and interprets lease agreements for other GNWT staff;
- Ensures lease payments are made on time and any revenues or overpayments are collected; and,
- Resolves administrative conflicts with landlords.

2. Provide clients with O&M Project Management services.

- Manages and/or liaises with the Facilities Manager, Regional Maintenance Coordinator and other O&M staff to establish the technical scope, schedule and budget of projects;
- Prepares terms of reference for consultants and/or contractors;
- Plans project implementation strategies to help maximize local/northern involvement, training and business development opportunities;
- Manages the call for - and award of - contracts for consultants and/or contractors;
- Manages work of the successful consultant or contractor;



- Manages project compliance with governing authorities;
- Identify programs and opportunities (business incentives, local accommodation, local and northern involvement), and takes appropriate action to achieve GNWT policy objectives throughout all stages of project planning and implementation; and,
- Ensures consultant and contractor compliance with building codes and GNWT technical standards and guidelines, and takes action when in default.

3. Tender and Contract Management.

- Works with other O&M staff to determine scope of work of various tenders, Request for Proposals, and contracts;
- Prepares and compiles tender documents;
- Issues tenders and manages the tender process;
- Receives bids and closed tenders, evaluates responses and awards contracts;
- Manages on-line contracts system;
- Manages all aspects of the "As and When" and Standing Offer Agreement contracts;
- Manages contractor performance and approves requests for payment;
- Manages contract budgets to ensure all expenditures are documented and prepares financial reports as requested.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

Incumbent experiences exposure to variances in temperature, including extremes, as well as dusty conditions while inspecting sites.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent may travel to communities outside of Yellowknife to perform duties, typically semi-annually and for up to three nights.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the project management process, including project planning, scheduling, contracting, supervision of professional consultants, contractors and inspectors;
- Knowledge of property management and contract administration;
- Knowledge in estimating and financial skills to develop and control budgets for property management and O&M projects;
- Verbal and written communication skills, negotiating skills, interpersonal skills, financial knowledge and problem solving skills;
- Skills in monitoring contractor performance;
- Skills and abilities to work in a computer-based environment that includes word processing, spreadsheet, records management and email programs, as well as various web-based software systems required to operate in the government environment.
- Ability to understand and apply relevant acts, regulations, standards, policies and directives, and to translate them into operational procedures;
- Ability to work in a high stress multi-tasking environment with tight deadlines;
- Ability to work with individuals with a high degree of tact and diplomacy;
- Ability to resolve conflicts with employees of other departments, contractors and landlords;
- 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:

Completion of a program of study related to property and contract management plus two years' relevant experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

A class 5 Drivers 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