



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Senior Project Officer	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
33-276	Yellowknife	Transportation

## **PURPOSE OF THE POSITION**

The Senior Project Officer is responsible for the implementation of a variety of major capital projects and major Operations and Maintenance (O&M) projects for the Department of Infrastructure, including highways, structures, marine facilities and other related transportation infrastructure to ensure successful completion of all assigned projects.

## **SCOPE**

Located in Yellowknife, and reporting to the Manager, Surface Design and Construction, the Senior 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 \$300 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.

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 nonmarket 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 Senior Project Officer works with client departments, community officials, council members, contractors, consultants, professional engineers, technicians and the general public. These projects are managed in accordance with geometric design standards, TAC Pavement Management guide, Canadian Road & Street Design guide, highway engineering design standards and government financial regulations. The incumbent may be called upon to represent the government in court cases involving projects within an employee's area of responsibility.

The incumbent must be familiar with all federal and territorial regulations concerning the safe and effective delivery of engineering projects in the NWT, including Workers' Safety and Compensation Commission (WSCC), quarry safety and the Transportation Association of Canada (TAC) guidelines for safety at work zones.

## **RESPONSIBILITIES**

### **1. Assemble preliminary engineering and community data and provide technical advice to Project Managers and clients in the development of project plans to establish the scope of the project.**

- Reviews proposed project with Project Manager and client division to identify nature of project required.
- Analyzes any commissioned studies and assesses project feasibility.
- Identifies preliminary engineering data and conducts the necessary research required to confirm scope of project.
- Assigns work to Technicians and Technical Services.
- Reviews and analyzes data on the community, the proposed construction site and any data available for similar projects.
- Meets with municipal and regional officials, regulatory agencies and public utility representatives to discuss project and obtain relevant data.
- Reviews and analyzes data collected from field surveys to identify rock and conditions and the availability of construction materials.
- Develops detailed specifications for projects outlining program plan and schedule.
- Develops preliminary cost estimates based on scope of work and specifications involved.

### **2. Develop designs, specifications and cost estimates in accordance with project requirements.**

- Identifies projects requiring services of consultants or in-house specialist staff.



- Researches and identifies consultants to be invited to submit proposals and reviews as part of committee making selection.
- Analyzes field data and laboratory data and reports on soils and construction materials prepared by in-house specialist staff or consultants.
- Prepares preliminary designs for review with Project Manager and other staff.
- Prepares cross-sections and profiles or reviews those prepared by Technicians.
- Calculates quantities of materials required to undertake project.
- Reviews alternative designs and cost estimates with Project Manager and client and recommends optimum design to the Project Manager.
- Identifies any special requirements to be incorporated into standard specifications and forwards complete documentation to Project Manager for approval.
- Analyzes work drawings prepared by Drafting Technician for conformance to governing codes and standards and forwards to Project Manager for approval.
- Obtains land and water or other environmental permits as required.
- Completes requests for the purchase of construction materials.

**3. Administer the construction contract to ensure the work is completed on schedule and in accordance with approved plans and specifications.**

- Takes the lead through the tender process, initiating tender, responding to inquiries from potential contractors, reviewing/assessing tender bids (specifications, schedule, etc.) and recommends award contract within budget.
- Explains contract terms and conditions and applicable Department regulations and procedures to successful contractor at pre-construction meeting.
- Interprets and implements all federal and territorial regulations concerning the safe and effective delivery of engineering projects in the NWT, including Workers' Safety and Compensation Commission (WSCC), quarry safety and the Transportation Association of Canada (TAC) guidelines for safety at work zones.
- Prepare and review highway design and make sure design is compliance in accordance with the Transportation Association of Canada (TAC) and other engineering guidelines.
- Identifies labour and equipment requirements to adequately survey and inspect construction progress assigning work to technicians.
- Arranges for accommodations, vehicles, equipment and supplies for inspection crew, setting up camps if required.
- Conducts inspections of projects to ensure work is of acceptable quality and is progressing in accordance with plans and specifications.
- Prepares and certifies progress certificates throughout the process ensuring completion according to terms of the contract.
- Negotiates and prepares contract change orders and recommends approvals to Project Manager.
- Records all commitments and charges against project and recommends payment to Project Manager.



- Completes monthly year-end capital management reports indicating financial and physical status of project including final project technical reports and completion certificates.
- Prepares contractor and consultant performance evaluations.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

Field posting may involve up to 12 weeks travel during the construction season. During the 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**

- Ability to develop and analyze short and long terms construction projects.
- Ability to manage construction projects throughout all stages of development.
- Ability to interpret applicable legislation, regulation, policies and directives.
- Knowledge of the Safety Act and regulations, industry standards, and other related Acts, codes, regulations and standards applicable to OHS.
- Problem solving ability to deal with project design issues.
- Ability to work independently.
- Knowledge of northern soil conditions, environment, project planning issues in the North and northern construction practices.
- Skills in estimating costs.
- Ability to work in a high stress multi-tasking environment with tight deadlines.
- Ability to work in a cross-cultural environment to deal with a diverse group of clients and staff.
- Communication skills, both oral and written.
- Negotiation skills to deal with contractors.
- Knowledge of MS Operating systems, MS Office, Computer Aided Design programs, internet and email.



- 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 with four years of directly related highway design and construction experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

Registration with the Northwest Territories and Nunavut Association for Professional Engineers and Geoscientists (NAPEG) within 90 days of hire is required, with flexibility for international registrants.

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