

## IDENTIFICATION

Department	Position Title	
Infrastructure	Regional Manager, Projects	
Position Number	Community	Division/Region
33-3188	Hay River	Project Management

## PURPOSE OF THE POSITION

To manage a multi-disciplinary team of professionals and technologist/technicians providing project management to client departments, boards or other agencies, for the planning, design and construction of municipal works, fuel storage facilities, buildings and other Capital projects in the South Slave and Deh Cho regions.

## SCOPE

This position, which is located in Hay River reports to the Director of Project Management. The scope of activities undertaken or managed includes:

- Managing a multi-disciplinary team of professional and non-professional staff in the delivery of project management of projects with a total annual value of \$10 million to \$20 million.
- Consulting with other Government Departments, Hamlets, and Community Organizations on capital programs.
- \$500,000 signing authority for contract initiation, and \$1,000,000 for contract performance.

## RESPONSIBILITIES

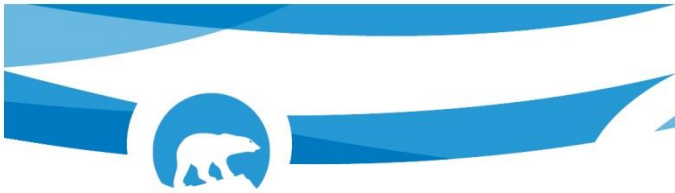
1. **Monitors and directs the initiating, planning, design, construction and warranty phases of all assigned projects to ensure projects are completed to terms of reference, on schedule and within budget by:**
  - Reviewing tenders submitted by contractors and analyzing capabilities of contractors.
  - Awarding construction or service contracts within signing authority (\$500,000) and recommending award of contracts that exceed authority.



- Advising clients of possible deletions or changes to reduce costs if tenders for construction exceed the budget available.
- Monitoring status of projects by periodically accompanying project officers to meetings with consulting architects/engineers or contractors, design review meetings and on construction inspections to verify that work is progressing satisfactorily.
- Reviewing capital management reports prepared by project officers to establish compliance with the agreed budget schedule, advising clients of potential problems and changes in funding requirements as they occur and taking action to alleviate problems or to keep adverse consequences to a minimum.
- Resolving disputes between project officers and contractors or consulting architectural/engineering firms.
- Authorizing requests for contract payment from contractors and architectural/engineering firms within signing authority (\$1,000,000) which have been certified by project officer, recommending to the Director of Project Management contract payments exceeding signing authority.
- Approving contemplated change orders recommended by project officers within signing authority (\$500,000) or 15% of original contract whichever is greater.
- Ensuring Operations and Maintenance (O&M) manuals are prepared in accordance with departmental standards on all completed projects.
- Verifying that project commissioning by technical officers and post-occupancy evaluations by facility planners have been arranged by project officers, where required.
- Confirming that any deficiencies identified during warranty period are resolved.
- Ensuring client officers, Director Project Management and departmental advisory staff are provided with regular construction management reports and advised of all changes or problems affecting budget or schedule as they occur.
- Ensuring that community officials are regularly advised of the status of projects in their community.

**2. Administers the detailed design phase of assigned capital projects in South Slave and Deh Cho regions to ensure designs are completed on schedule, within budget, and in accordance with client's project brief, departmental policies, guidelines and regulatory requirements by:**

- Ensuring that project briefs provided to project officers by facility planners contain adequate information on scope, budget schedule and quality of assigned projects;
- Monitoring performance of project officers to ensure budgets, schedules, project briefs, policies and guidelines are being adhered to.
- Reviewing terms of reference prepared by project officers for requests for proposals for services from consulting architectural/engineering firms.
- Selecting firms to be invited to submit proposals for architectural/ engineering services, selecting firms as part of evaluation committee, and recommending selection to the Director of Project Management.



- Reviewing project requirements with successful firm and reviewing performance of selected firm on a regular basis to ensure adherence to terms of reference.
  - Checking working drawings for conformity to project terms of reference and community constraints, ensuring documents are submitted by project officers to headquarters for technical review and obtaining consensus on design by all affected parties.
  - Ensuring comments from all applicable regulatory bodies are obtained and incorporated into design.
  - Reviewing detailed cost estimates and negotiating with client any changes required projecting so that project can be built within the budget available.
- 3. Provides support to facility planners in headquarters and client departments to assist them in the development of Capital Programs by:**
- Reviewing client Department's planning documents and preliminary design reports and advising on the suitability of proposed budget and schedule.
  - Arranging for the collection of site specific information on the performance of past designs, specific operating requirements, site surveys, etc.
  - Developing cost estimates for clients for inclusion in Five Year Capital Plan, Financial Management Board (FMB) Submissions etc.
  - Advising of potential impact of project on other government departments, communities and other agencies.
  - Identifying work required for successful completion and operation of project (e.g. extension of municipal services to building site).
  - Assessing impact of additions or deletions proposed to meet budget or schedule constraints.
- 4. Develops plans and strategies for the implementation of a program of assigned Capital projects to ensure adequate project management resources available by:**
- Reviewing Capital Program for South Slave and Deh Cho regions with facility planners and client department program managers to determine scope and volume of work planned.
  - Obtaining project briefs defining the scope of individual projects from facility planners;
  - Confirming that sufficient funds are available to undertake the project.
  - Establishing schedule for the design, tendering, construction and warranty stages for each project.
  - Estimating staff requirements to implement each stage of projects and arranging for additional manpower as required or identifying surplus staff.
  - Assigning individual projects to project officers for implementation.
- 5. Develops strategies for using capital projects to enhance local employment, training and business opportunities by:**



- Liaising with community officials, local contractors and residents to determine their aspirations and assessing capabilities of local contractors and workers.
- Reviewing the capital program for South Slave and Deh Cho regions with facility planners and clients to ensure that business and labour can be utilized to their greatest potential;
- Liaising with other project delivery agencies (Housing NWT, NWT Power Corporation, etc.) to co-ordinate construction activity in each community.
- Assigning projects to staff in a way that allows community requirements and capabilities of local contractors and work force to be closely monitored and responded to by the project officer.
- Identifying opportunities for using construction projects for training purposes;
- Selecting project management strategies and techniques that allow local labour and businesses to be utilized to the greatest extent possible (project management; splitting projects into small, individual contracts and stipulating levels of local labour or sub-trades to be utilized, etc.).

## **WORKING CONDITIONS**

### **Physical Demands**

About 90% of the time is spent working in an office environment. The remaining 10% is spent travelling to and from job sites assisting project officers with inspections.

### **Environmental Conditions**

The incumbent is exposed to extremes in temperature while inspecting job sites.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent requires tact and diplomacy while dealing with resolving conflicts with contractors and consultants.



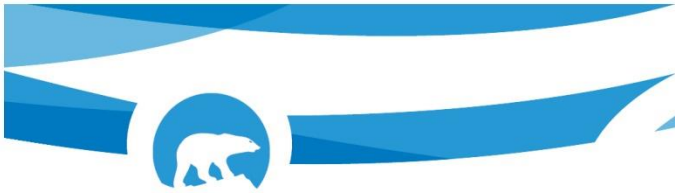
### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of project management process in a northern environment.
- Negotiating skills to manage large complex projects and deal with contractors and consultants.
- Knowledge of northern construction practices and northern community life.
- Must possess excellent estimating and financial skills to develop and control budgets for Capital and O&M projects.
- Analytical skills to evaluate project results against objectives.
- Decision making and problem-solving skills to solve and initiate corrective action to problems encountered during the project management process.
- 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:**

Degree in Engineering or Architecture with 5 years of experience in project management, one of which would include supervisory experience.

Equivalent combinations of education and experience will be considered.



## **ADDITIONAL REQUIREMENTS**

### **Position Security**

- ☐ 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:** Choose a language

- ☐ Required
- ☐ Preferred