



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Regional Maintenance and Safety Officer	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
33-3650	Yellowknife	North Slave

## **PURPOSE OF THE POSITION**

The Regional Maintenance and Safety Officer for the North Slave Region of the Department of Infrastructure (INF) is responsible for supporting the planning, management, and delivery of Highway Maintenance Programs—including ice roads—while ensuring all construction and maintenance activities meet established standards. This position provides leadership and oversight for the Department’s Occupational Health and Safety (OHS) program at highway maintenance worksites, playing a key role in winter road construction and maintenance and contributing to the efficient operation of two highway maintenance camps in the region. The incumbent promotes workplace safety through education and prevention, acts as the primary contact for incident and injury investigations and reporting, and ensures compliance with departmental OHS requirements and applicable NWT legislation.

## **SCOPE**

Located in Yellowknife, this position reports to the Regional Manager, Highway Operations for the North Slave Region and is responsible to:

- Liaise with North Slave Project Officer to assist with the delivery of regional projects including winter roads.
- Coordinating the ongoing delivery of the Department’s OHS Program in alignment with departmental standards and evolving construction and maintenance practices, while ensuring supervisors and staff consistently follow all safety requirements and legislative requirements, while promoting safety and healthy worksites through education, collaboration, and prevention.
- Assisting with the overall coordination of assets and materials management for the Yellowknife and Edzo Highway Maintenance Camps.
- Determining and purchasing materials, such as asphalt oil and sodium chloride, for the Highway Maintenance Camps.
- Operating heavy equipment to ensure road safety on a seasonal basis.



## **RESPONSIBILITIES**

### **1. Assists with the planning and design of highway maintenance and construction projects in the North Slave Region.**

- Liaises with and assists the Project Officer, North Slave Region, in contract preparation, administration and budget monitoring.
- Prepares construction reports and other related project documents.
- Interprets technical drawings and specifications to determine quantities of work.
- Assists with the development of designs, specifications and cost estimates.
- Conducts progress, interim and final inspections to ensure work quality and compliance with approved plans and specifications.
- Reviews and evaluates contractor schedules and related submissions.
- Supports consultant and contractor compliance with applicable codes, permits, directives, regulations, and GNWT technical standards and guidelines, and acts when non-compliance occurs.
- Assists with contract dispute investigation and resolution processes.
- Supports quality control and quality assurance activities, including inspections, surveying, testing and quantity measurements.

### **2. Performs operational and heavy equipment maintenance responsibilities.**

- Operates highway maintenance equipment and attachments in all weather conditions to ensure road safety and to maintain highways and winter roads.
- Operates highway heavy equipment to demonstrate safe and proper techniques for training and evaluation purposes as outlined in the INF Code of Practice for Powered Mobile Equipment.
- Responds to and investigates inquiries related to road conditions or traffic disruption.
- Assists with work order creation, as well as time and parts entries, ensuring timely and accurate data entry.
- Transports staff and materials to job sites an average of two to three days per week.
- Monitors mobile equipment performance and maintains operational records.

### **3. Oversees delivery of the Department's OHS Program at highway maintenance camps and worksites.**

- Conducts and documents regular inspections at maintenance camps, shops, and remote worksites to support requirements of the Joint Occupational Health and Safety Committees (JOHSC).
- Inspects and evaluates workplaces, equipment, ice roads, and highway work zones for compliance with applicable legislation, regulations, standards, policies, and practices.
- Acts as the primary point of contact for investigating, documenting, and submitting incident and injury reports, near miss reports, and first aid reports.



- Provides key support to address findings and directions outlined in WSCC Inspection Reports within prescribed compliance timelines.
- Exercises authority to shut down worksites deemed unsafe.
- Conducts risk analysis to identify hazards, determine root causes, and assist in recommending corrective or preventive actions.
- Provides advice and technical support to employees on health and safety matters including policies and procedures, Safe Work Practices, and Codes of Practice.
- Support the resolution of worker safety concerns and refusals to work by identifying and implementing appropriate controls.
- Maintains and communicates Worksite Emergency Response Plans.
- Plans and delivers emergency response drills and exercises.

#### **4. Promotes and coordinates workplace safety and on-the-job training.**

- Promotes, supports, monitors, and documents workplace safety and on-the-job training for highway maintenance staff.
- Maintains and updates training, qualification, and certification records in DIIMS.
- Maintains a library of training manuals and reference material.
- Identifies training and development needs in accordance with territorial legislation and regulatory requirements.
- Coordinates mandatory and supplementary OHS training, including OHS orientation, Supervisor Safety training, and WHMIS.
- Schedules certification or refresher training in alignment with employee training plans.
- Verifies that all equipment operators are trained and qualified in accordance with the INF Code of Practice for Powered Mobile Equipment.

#### **5. Provides administrative and systems support.**

- Provides ongoing administrative support using the Human Resources Information System (HRIS) & System for Accountability and Management (SAM), inventory management systems, and DIIMS.
- Records and reports daily maintenance activity in the Maintenance Management System.
- Processes invoices, VISA logs, travel authorizations, and expense claims for Highway Maintenance Camps.
- Identifies, purchases, tracks, and reconciles annual consumption and inventories of water, fuel (gasoline and diesel), asphalt oil, and sodium chloride.
- Tracks and orders office supplies and equipment.
- Organizes and maintains project, personnel, and general filing systems for all camps.
- Maintains mandatory OHS records in DIIMS, including incident and injury reports, training records, risk assessments, workplace inspections, related documentation.



### **Physical Demands**

For 20% of the time, the incumbent will be required to hook up truck and sweeper combinations, lift and mount plough, grader and loader blades and operate heavy equipment.

### **Environmental Conditions**

More than 30% of the time is spent travelling to work camps, sometimes in inclement weather, to conduct training, evaluate drivers and inspect the worksites to ensure health and safety compliance. The incumbent will transport equipment to maintenance sites and will be exposed to vehicles transporting dangerous goods and vehicle fumes 20% of the time. The incumbent works alone in isolated areas and winter/ice roads 25% of the time.

There is risk of injury resulting from long periods of driving, weather and road conditions and highway traffic.

### **Sensory Demands**

The incumbent will be required to use visual and non-visual senses at least 25% of the time performing vehicle inspection site surveys, field and incident investigative work and while delivering safety training programs. The incumbent must be consistently observant to anticipate potential hazards and maintain alertness to surroundings to ensure safety of self and others.

### **Mental Demands**

The incumbent will be required to be away from home 50% of the time. The incumbent must be available on call. Position encounters emergency situations.

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

- Project management skills, including estimating and financial skills.
- Ability to supervise and monitor projects through all stages of development from concept to completion.
- Ability to analyze short- and long-term construction and maintenance projects.
- Ability to multi-task and work under tight deadlines.
- Analytical, consulting, and problem-solving skills, combined with common sense and creativity.
- Communication skills both oral and written, as well as interpersonal skills and ability to work effectively in a cross-cultural environment.
- Leadership, supervisory and adult training skills.
- Ability to interpret applicable legislation, regulation, policies and directives.
- Knowledge of inventory control and warehousing techniques.
- Knowledge of ice profiling units and associated software, and GPS units.



- Ability to operate heavy equipment and to understand each equipment capacities.
- Physical condition to perform labor-intensive duties.
- Ability to analyze an operational construction site to determine compliance.
- Ability to conduct formal and informal risk analysis to determine the risk inherent in a particular situation.
- Ability to recognize potential hazards and risks associated with differing worksites and recommend appropriate risk mitigation approaches.
- Ability to conduct incident and injury investigations and worksite inspections.
- Knowledge of the Safety Act and regulations, industry standards, and other related Acts, codes, regulations and standards applicable to OHS.
- Skilled in delivering the OHS program within the range of working environments that exist within the Department.
- Ability to research, analyze, develop, and explain safe work practices.
- 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:**

Heavy Equipment Operator Certification and 3 years of experience in highway maintenance and construction including winter roads and project management.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

Class1 NWT Driver's License

Joint Occupational Health & Safety Committee training and Supervisor safety training or ability to obtain within six months of hire.

**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