



## IDENTIFICATION

Department	Position Title	
Infrastructure	Technical Assistant	
Position Number	Community	Division/Region
33-8193	Yellowknife	Design and Technical Services, Air and Transportation

## PURPOSE OF THE POSITION

The Technical Assistant provides administrative, financial, technical and other engineering related support to carry out design and construction of various projects related to the development of a transportation infrastructure in the Northwest Territories (NWT). This position also provides technical support and maintenance of the Division's Engineering/Technical Resource Center.

## SCOPE

This position reports to the Manager, Design and Technical Services – Air & Transportation, and is located in Yellowknife.

The incumbent is responsible for making decisions and recommendations necessary to keep the financial status and administration of all projects current and accurate. These recommendations are made regularly to the Manager regarding methods and procedures necessary for maintaining and improving the administration and financial monitoring of projects and the upkeep and maintenance of the Resource Center. Up-to-date and accurate financial information and project administration are vital to the day-to-day decisions necessary to effectively and efficiently manage projects and meet budget requirements. Accurate data input and design quantity results prevent unnecessary conflicts of expenses, during construction phases of the project.

Work is performed in accordance with standard codes of practice issues by the Canadian Standard Association related to the Construction Industry, Government of the Northwest Territories (GNWT) Contract Administration and Financial Administration Manuals, Standard Design Manuals, Standard Library Procedures and Dewey decimal classification and pre-determined space, equipment and applications, as well as all other relevant acts, policies and technical guidelines.



## **RESPONSIBILITIES**

### **1. Provides administrative support.**

- Creates, updates and organizes and effectively maintain filing systems for Technical Services, including permitting, geo-tech and utility documentation.
- Maintains the acquisition of new and additional resource material for the resource center.
- Monitors user interest to determine current and future needs, making recommendations for the acquisition of new learning materials.
- Orders all library books, journals and newsletters.
- Maintains the books-on-order files while safeguarding against duplicate shipments.
- Catalogues book cards, pockets and labels while adding electronic copies of information to be stored on computer.
- Administers the existing library collection by recording receipt of monographs and serial issues, files materials, discharges returned materials, recalls overdue accounts and reports lost items.
- Administers invoices of up to \$5,000 for the Technical Services section.
- Oversees divisional memberships and registration fees for publications.
- Completes purchases for special orders related to contract indexes and design sheets as well as equipment purchases as and when required.
- Distributes newsletters to staff (AASHTO, TAC, Bridgeweb, Aggregates, etc.).
- Distributes materials to Hay River, Fort Simpson and Inuvik offices as well as to the airports, policy and planning division and the North Slave office.

### **2. Provides technical support.**

- Assists project staff in the preparation of major, minor and service contracts and tender documents.
- Assists project staff with applications for Land Use permits, Fisheries and Oceans authorizations, Quarry permits, Navigable Water Protection and Water Board licenses.
- Assists project staff in the preparation of technical reports.
- Catalogues reference material according to standards library descriptive cataloging procedures.
- Develops and maintains an indexing system for temporary library material.
- Formulates and revises library policies and procedures in line with current best practices.
- Researches and provides information in locating materials/directs to the appropriate source materials.
- Assists in the purchasing of computer equipment (e.g. plotter paper, universal coated paper rolls, cameras, GPS, recorders, batteries and spot).
- Monitors the usage of iridium satellite phones including invoicing, payments and sign-in/sign-out procedures.



- Monitors insurance for divisional vehicles as well as media radio associated with vehicles.
- Provides research and administers purchasing of software licensing for divisional employees (e.g. MS Project Professional, Google Earth Pro, AutoDesk Buzzsaw, Adobe Acrobat Pro X1, Corel Draw Graphics Suite and WinRar Archive).

### **3. Additional functions.**

- Assist other users of the specialized Earthworks design computer application, as required.
- Assist users of the library resources by providing assistance in location material or directing them to alternate sources.
- Prepare LCAs for acquisition of supplies and services.
- Prepare specialized forms for section's requirements.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of administration and general office procedures and practices.
- Knowledge of the process involved in the designing of Earthwork projects.
- Knowledge of engineering software applications for designing and generating material quantities.
- Knowledge of Drawing File Management Systems and Library Management Systems.
- Interpersonal and communication skills (verbal and written).
- Industry standard software: word processing, spreadsheets, accounting, desktop publishing, operating platforms and file management.
- Computer skills relating to data entry and the design and the preparation of design plots.
- Conduct reference material searches relating to specific resource center topics.

- Ability to prepare Tender and Contract documents and to regulate Financial Accountability.
- 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 high school diploma with one (1) year of relevant experience in Infrastructure project delivery and support.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**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