



IDENTIFICATION

| <i>Position Number</i> | | <i>Position Title</i> | |
|-------------------------|--|------------------------|------------------|
| 93-12476 | | Manager, Technical | |
| <i>Department</i> | | <i>Division/Region</i> | <i>Location</i> |
| NWT Housing Corporation | | Sahtu District Office | Norman Wells, NT |

PURPOSE OF THE POSITION

(Main reason why the position exists, in what context and what is the overall end result).

To provide overall planning, implementation, coordination and assessments as it relates to housing construction, renovation and maintenance, to the Local Housing Organizations and District's Technical Advisors, in accordance with Corporation housing programs, Maintenance Management Program, any applicable Territorial / Local building codes, standards and bylaws, contract law, and Community Partnership Agreements, in order to meet community / client needs for housing, improve housing delivery and foster community development.

SCOPE

(Describe in what way the position contributes to and impacts on the organization).

This position is located in the Housing Corporation's Sahtu District Office in Norman Wells. The incumbent reports directly to the District Director and functionally to the Manager, Technical Operations in headquarters. The duties of the position have an impact on the Sahtu District Office, Local Housing Organizations, Community Governments, GNWT Regional Offices, Contractors and individual Corporation clients in the Sahtu District.

The incumbent is responsible for the delivery of housing programs in five (5) different communities in the Sahtu District. The magnitude of the budget impacted by this position is \$8 million in Capital, \$ 3.2 million in Local Housing Organization's maintenance funding.

There are two (2) employees reporting to this position.



RESPONSIBILITIES

(Describe major responsibilities and target accomplishments expected of the position. Describe the typical problems encountered in carrying out the responsibilities. For management positions, indicate the subordinate position(s) through which responsibilities are accomplished).

- Provide advice, expertise and training to Local Housing Organizations in the areas of housing construction, renovation, maintenance techniques and project management in order to meet community needs for housing, improve housing delivery and foster community development.

Main Activities

1. Monitor and assess the Local Housing Organizations' strengths and weaknesses to determine appropriate level of support and training required.
 2. Develop and facilitate workshops for Local Housing Organization's technical staff.
 3. Assist in the planning and preparation of Local Housing Organization's maintenance and M&I budgets and monitor expenditures against budgets.
- Plan, coordinate and implement the technical component of the delivery of Capital projects, in order to meet client and Local Housing Organization's needs in the areas of new construction, renovation and housing repairs.

Main Activity

1. Monitor and assist the technical staff in the delivery of the District's Capital projects from contract planning to warranty inspection.
 2. Review the technical components of contract proposals including block funding arrangements and recommend improvements and / or approvals.
 3. Resolve community based construction issues at the community level and resolve disputes related to building contracts.
- Plan and coordinate community and district staff input regarding the design and construction of housing units to ensure that current and future designs are efficient, cost effective and simpler to build.

Main Activities

1. Liaison and consult with contractors, community organizations and housing clients individually or through public meetings and workshops.
2. Consult with District staff regarding projects development and delivery, to solicit ideas for improvement.
3. Evaluate the ongoing technical delivery of housing programs with the intent to achieve program objectives and identify areas for improvement.

Manage the activities of the Technical Advisors team including the administration and supervision of staff.

Main Activities

1. Develop and foster a team approach for program delivery (Program/Technical).
2. Co-ordinate with the District's Programs Manager the operational plan for the programs and monitor the implementation of the plan.
3. Explain the technical component of the programs to District staff and the public and seek assistance from the Manager, Technical Operations in headquarters where necessary.
4. Develop and implement staff training modules for staff trainees.
5. Co-ordinate the collection of background information and prepare draft briefing notes, issue papers and CEC decision papers for District Director's review and approval.
6. Co-ordinate the preparation of community status reports and other reports as required.



- Act as a member of the District's Senior Management team to plan and co-ordinate budget development and program targeting and delivery for the district.

KNOWLEDGE, SKILLS AND ABILITIES

(Describe the level of knowledge, experience and abilities that are required for satisfactory job performance).

- Strong knowledge of building design and construction, renovation, maintenance systems, project management and contract administration. This level of knowledge is normally acquired through a certification in technical discipline / building trade with a minimum of 4 years in related work experience.
- Knowledge of northern building design conditions and practices.
- Knowledge of National and Municipal: building codes, local zoning, by-laws, labour standards and safety acts.
- Strong project management and contract administration skills.
- Knowledge of GNWT purchasing policies and directives (i.e.: Business Incentive Policy, Tendering and Contracting Policies, Northern Manufacturing Directive and Local / Northern Involvement Initiatives).
- Working knowledge in computer software application using PC software, ACCESS, MS Word, Excel and Windows.
- Strong negotiating, interpersonal and advisory skills.
- Excellent communication skills both orally and written, in order to communicate effectively in meetings and through presentations in a workshop setting.
- Ability to operate effectively in cross-cultural environment.

WORKING CONDITIONS

(List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.

Express frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands).

Physical Demands

(Indicate the nature of physical effort leading to physical fatigue).

Most of the incumbent's time is spent in a sitting position with frequent opportunity to work on construction sites, where the incumbent will experience some level of physical demands, which includes lifting, stretching, climbing, walking, standing and working in awkward positions.

Environmental Conditions

(Indicate the nature of adverse environmental conditions to which the incumbent is exposed).

The incumbent works most of the time in a generally comfortable work environment. The incumbent does experience moderate level of travelling to isolated communities, which requires the individual to travel on small airplanes.

Sensory Demands

(Indicate the nature of demands on the incumbent's senses to make judgments through touch, smell, sight and hearing and judge speed and accuracy).

The incumbent requires normal use of senses (seeing and hearing) in order to perform the day-to-day activities of the position. Extensive use of computer requires focused concentration.



Mental Demands

(Indicate conditions that may lead to mental or emotional fatigue. See User Guide for examples).

High degree of stress can result from dealing with the high expectations of clients to solve their housing problems in a climate of reduced funding and sensitive political environment. The incumbent is exposed to tight deadlines and a heavy workload during the construction season. Since this is a travelling position, the incumbent will experience moderate level of disruption in lifestyle caused by work schedules and travel.