



IDENTIFICATION

| <i>Position Number</i> | <i>Position Title</i> | |
|-------------------------|-------------------------|-----------------|
| 93-12478 and 93-14477 | Technical Advisor | |
| <i>Department</i> | <i>Division/Region</i> | <i>Location</i> |
| NWT Housing Corporation | Beaufort Delta District | Inuvik, NT |

PURPOSE OF THE POSITION

To provide technical and administrative support for the development of the delivery capability of assigned Local Housing Organizations in the areas of building construction, maintenance and renovation and manages the direct delivery of Capital construction and renovation projects in accordance with the Corporation's program policies, procedures and operating manuals, Community Partnership Agreements, Computerized Maintenance Management System, applicable building codes, Business Incentive Policy, Northern Manufacturing Directives and Contract law, in order to deliver housing projects on time, within budget and to foster community development.

SCOPE

This position is located in the Housing Corporation's Beaufort Delta District Office in Inuvik. The incumbent reports directly to the Manager, Technical and functionally to the Manager, Construction Services in Headquarters. The duties of the position have an impact on the Local Housing Organizations, Community Governments, GNWT Regional Offices, contractors and individual Corporation clients in the District.

The incumbent is responsible for the delivery of the technical component of housing programs in up to eight communities.



RESPONSIBILITIES

- **Provide technical and administrative support and training to ensure development of delivery capabilities of Local Housing Organizations in the areas of building construction, maintenance and renovation and to foster community development.**

Main Activities

1. Assess the Local Housing Organization's technical strengths and weaknesses to determine the appropriate level of support and training required.
 2. Provide appropriate technical training to the Local Housing Organizations, to enable them to deliver the housing programs outlined in the Community Partnership Agreements.
 3. Recommend improvements in design, construction technique and project management through consultation with community groups.
 4. Review and monitor the allocation of Local Housing Organization's maintenance budget by activity and ensure all priorities are addressed.
 5. Review and monitor the preventative maintenance and demand maintenance's schedules and ensure that schedules are adhered to.
 6. Provide support for and monitoring of the computerized maintenance management system.
 7. Review and analyze maintenance management reports and provide feedback and recommendations for improvements.
 8. Review and ensure compliance with all safety procedures and practices, identify any deficiencies and make recommendation for improvement.
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- **Manage the direct delivery of Capital construction, renovation and maintenance projects throughout all stages of project planning and implementation process, in order to meet community/client needs for housing and to deliver housing projects on time and within budget.**

Main Activities

1. Assists in the development of designs, specifications and develop Scopes of Work and cost estimates in accordance with project requirements.
2. Obtain client, community and regulatory approvals, as appropriate, throughout the development of the project.
3. Manage project construction/renovation stages from contract planning to warranty inspection.
4. Provide technical advice and assistance to clients, communities, consultants, contractors, and local suppliers and manufacturers.
5. Evaluate local/northern contractor's performance and work history.
6. Enforce the GNWT Business Incentive Policy and the Northern Manufacturing Directives.
7. Responsible for delivering and facilitating the educational component of housing programs, specifically the Home Maintenance and Repair course to clients.



- **Provide technical expertise and administrative support to district operation in order to enhance the achievement of technical services corporate goals of the District Office.**

Main Activities

1. Provide district input regarding the technical aspects in the development and delivery of Corporation's housing programs, to ensure that current and new programs are designed to meet community/client needs.
2. Undertake the research, development and implementation of special initiative projects in the communities (i.e.: energy conservation, home ventilation, etc.).
3. Participate in the development of district budgets for Capital projects.
4. Confirm the completion and accuracy of Unit Condition Ratings over all NWT HC assets through the UCR Verification Process.
5. Promote responsibility for homeownership, including home care and maintenance.
6. Provide background information to assist the Manager, Technical and the District Director in the preparation of briefing notes, issue papers and Executive Committee decision papers.
7. Prepare community status reports and other reports as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Good knowledge of building construction, renovation, maintenance systems, project management and contract administration.
- Knowledge of National and Municipal building codes, local zoning by-laws, labour standards and safety acts.
- Strong project management and contract administration skills.
- Ability to advise clients on design and scopes of work for new construction or renovations.
- Ability to identify and provide technical and administrative training.
- Working knowledge in computer software application using PC software, ACCESS, MS Word, Excel, Windows and Web Work or another maintenance management software.
- Excellent communication skills, both orally and written, in order to communicate effectively in meetings and through presentations in a workshop setting.
- Strong negotiating, interpersonal and advisory skills.
- Ability to operate effectively in cross-cultural environment.
- NWT Driver's Licence – minimum class 5

This position is designated as a "preferred bilingual" position (Languages: English + one of the designated Indigenous Aboriginal Languages of the District).

TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:

The knowledge, skills and abilities for the above noted are typically acquired through a certification in technical discipline/building trade with three (3) years in related field experience.



WORKING CONDITIONS

Physical Demands

Due to the work on construction sites, the incumbent will experience a moderate level of physical demands, which includes lifting, stretching, climbing, walking, standing and working in awkward positions.

Environmental Conditions

The incumbent experiences a moderate level of travelling by Air (small plane) and/or Winter Road (2-3 trips per month at approximately 2-3 days per return trip each) to isolated communities. This position completes building inspections on a regular basis and as such would be exposed to dust, mould, fiberglass insulation and other allergens. They are also exposed to other worksite hazards during inspections such as falling material (from a roof) and working in confined spaces (ie: crawlspace).

Sensory Demands

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

Mental Demands

During the construction season, the incumbent will be exposed to tight deadlines and a heavy workload with competing priorities and demands. This is a travelling position to isolated communities, whereby the incumbent will be away from home 60% - 70% of the time, and is impacted by a disruption in lifestyle caused by work schedules and travel.

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