

IDENTIFICATION

Department	Position Title	
Northwest Territories Housing Corporation	Manager, Housing Projects	
Position Number(s)	Community	Division/Region(s)
93-13219	Yellowknife	Infrastructure/HQ

PURPOSE OF THE POSITION

The Manager, Housing Projects (Manager) is responsible to lead and manage a multi-disciplinary team of professional headquarter and district project staff providing project management for the initiation, planning, development, implementation, day-to-day operation, and monitoring of the Corporation's Infrastructure Capital Plan, the disposal plan, environmental liabilities, and special projects. This position is also responsible for tracking, monitoring, and reporting on the Corporations' minor capital and homeownership project delivery.

SCOPE

Located in the Finance and Infrastructure Planning Branch in Yellowknife and reporting to the Director, Infrastructure Planning, the duties of the Manager, Housing Projects impact the Corporation's five (5) District offices, twenty three (23) Local Housing Organizations (LHOs), all project contractors, individual homeownership clients, and authorities having jurisdictions such as the Office of the Fire Marshal and the City of Yellowknife. The Manager assumes a leadership role in all phases of planning and implementing housing projects. The Manager is guided by general direction from the Director, Infrastructure Planning and has a functional reporting relationship to the Vice President of Programs and District Operations and District Directors.

This position has an overall responsibility for planning headquarters, Districts and LHO infrastructure housing projects. The incumbent is also responsible for tracking, monitoring, and reporting to Senior Management on the delivery of approximately \$40-60 million annually in major and minor capital projects, including the delivery of the Corporation's disposal plan, environmental liabilities and special projects such as alternative energy projects, and approximately \$7 million of homeownership projects annually.

The Manager will work under the *GNWT Financial Administration Act*, Contracting Regulations, Safety Act and Regulations, the *Environmental Protection Act*, and *Workers Compensation Act* as well as all applicable National, Territorial, and NWT Community Building Codes, Standards, By Laws, and/or Regulations.

Working in conjunction with the Corporation's Program and District Operations Branch, provides planning and technical advisory services to Indigenous Governments and other community organizations involved in community-based housing project initiatives.

The Manager directs and manages up to ten (10) Project Officers and Senior Project Officers to ensure effective project planning and administration of the Corporation's major and minor Capital Plans. In addition, this position provides expert infrastructure planning advice and support to headquarters and district technical staff in the project delivery process.

The Manager defines project tasks and resource requirements, develops full scale project plans, manages the project planning budget and resource allocation, tracks project deliverables, provides direction and support to project team, recommends project delivery alternatives, and presents planning reports to Program departments.

The Manager provides planning, coordination and support in the form of reports, feasibility and planning studies, and project briefs to describe the character, size and location of northern buildings to ensure that new facilities meet the Corporation's operational needs and reflect cultural values at the lowest possible life cycle cost, and that building infrastructure solutions are developed that are consistent with the mandate, goals, and priorities of the Corporation and the GNWT.

The Manager will assist the Occupational Health and Safety Specialist to maintain, update, enforce and monitor the Corporation's Occupational, Health, and Safety Program with respect to housing project delivery activities. The Manager will also coordinate and manage the Corporation's Environmental Liabilities and related projects.

Within governing authorities and the broad goals and objectives set for the position, the Manager is expected to set priorities, work schedules and methods for themselves and their staff. The Manager works independently with only the most complex or politically sensitive problems being referred to their supervisor for joint resolution.

Coordinate the ongoing planning and delivery of training for headquarters, district, and local housing organization technical staff. This may include succession training for management candidates, especially promising indigenous staff.

The position has \$100,000 signing authority for Contract Initiation and \$100,000 in Contract Performance, or as assigned by the Director, Infrastructure Planning. This position shares standing acting authority for the Director, Infrastructure Planning with the Manager, Capital Planning, Design Innovation and Quality Assurance.

RESPONSIBILITIES

- 1. Provides effective and timely housing project planning for the NWT HC working with NWT HC Capital/Financial Planning team, Programs Planning team, District Directors and Technical Staff, and HQ Senior Project Officers in accordance with legislated building codes and standards, and NWT HC policies and capital planning process:**
 - Reviews need analysis, population projections, demographics, service standards.
 - Develops functional program for building including description of use, intended size, number and type of rooms, room areas and their relationships to other rooms, and other factors.
 - Performs technical and functional evaluations of existing building infrastructure.
 - Completes site analysis. Determines alternative locations. Recommends preferred site.
 - Develops options for consideration including renovation, addition, new building, lease, more efficient use of existing facilities, disposal of surplus assets.
 - Review and recommendation of the schematic design of the preferred development option.
 - Develops overall planning and delivery schedule including milestones for design, mobilization, construction and occupancy.
 - Develop or review Class C cost estimates of selected delivery methods, including design, construction, site development, engineering reports (geotechnical investigations, environmental assessments), furniture and equipment, occupancy planning, management costs, risk factors and schedule.
 - Develop and recommend Project delivery alternatives; design/bid/build, design/build, repeat design of prototype, prefabrication (panelized), modular, etc.
- 2. Provides technical and program related services and advice to HQ and District project management staff, clients, contractors and consultants during the construction on capital projects:**
 - Participates in hiring consultants and/or contractors (reviewing terms of reference, reviewing tenders/RFPs, evaluating tenders/RFPs, awarding contracts, etc.).
 - Participates in reviewing proposals submitted by contractors on design/build projects.
 - Reviews and comments on weekly/monthly reports received from project sites.
 - Provides advice on actions necessary to avoid delays and overrun of funds.
 - Conducts research into better materials and methods when replacement or repairs to existing facilities are required.
 - Working with design team and project staff, will review and approve material substitutions, selection of equipment and furniture, etc.
- 3. Prepares necessary reports, briefing notes, project management manuals, standards and guidelines, FMB submissions, and papers for Senior Management and Ministerial use to support the mandate and objectives of the NWT HC.**
 - Monitors and reports on project status and construction quality and costs.
 - Prepares weekly SMC reports on the delivery status of all Infrastructure projects for the Director, Infrastructure Services, and the Vice President of Finance and Infrastructure.
 - Prepares weekly SMC reports on the delivery status of all homeownership projects for District Directors and the Vice President of Programs and District Operations.

- Prepares and coordinates briefing notes for Infrastructure planning and delivery.
- Drafts submissions related to infrastructure planning for FMB and Cabinet for Senior Management review and submission.
- Ensures all project management manuals are complete and updated.
- Provides technical support to the Program and District operations at HQ and the Districts for all homeownership programs and services.
- Coordinates the preparation and updating of educational technical manuals related to homeownership programs.

4. Provides overall planning for the delivery of housing projects. Also manages the overall delivery approach for the projects to ensure the approach is in accordance with legislated building codes and standards, and NWTHC/GNWT policies:

- Describes the building needed to accommodate the services and operations, synopsis of the project, location, what is being constructed or renovated, who will benefit, why the project is being undertaken, estimated cost, estimated start and completion dates.
- Describes the intended outcome of the project.
- Provides reference to NWTHC capital standards, or standards in other jurisdictions.
- Provides facility functional and operational plan.
- Describes the site(s) including legal and topographic surveys and geotechnical reports where applicable.
- Provides information on functional and technical analysis of existing buildings, where applicable, recommending design considerations (simplicity, economy, scale, image), project delivery method.
- Ensures that projects are properly defined and planned before proceeding with design.
- Determines what preliminary work must be done prior to commencing design, i.e. soils studies, environmental assessments.
- Ensures the detailed design meets NWTHC/client needs within planning parameters such as available budget, schedule and facility program.
- Provides overall project schedule, establishing priorities, coordinating design reviews with NWTHC Design team, and providing technical support to HQ and District project staff during construction and commissioning.
- Reviews Request for Proposals for A/E consultant services and ensures that contract awards are consistent with GNWT policies.
- Coordinates the review of design submissions for appropriateness, accuracy and adherence to technical standards (National Building Code, Canadian Standards Association, National Energy Code, National Plumbing Code, National Fire Code, GNWT's Good Building Practice for Northern Facilities etc.) with NWTHC design team, Senior Project officers, Maintenance Team, consultants, and District project management staff.
- Collaborates with the NWTHC's Manager, Maintenance Services to identify any undesirable features or potential operating and maintenance problems associated with the designs and recommend changes where required.
- Ensures the facility is designed specifically for the actual climate and other physical parameters of the site, and is designed for the minimum capital cost consistent with lowest life cycle cost.

- Reviews calculations and designs submitted by consultants or others for conformance to codes and regulations, NWTHC standards and objectives and good building practice.
- Supports and provides guidance to the Senior Project Officers in the planning and delivery approach of the assigned Capital Plan projects.
- Obtains regular project updates from the Senior Project Officers and prepares senior management level reporting for the use by the Director, Infrastructure Planning and the District Directors.
- Supports District Directors on the client/community consultations or presentations to interdepartmental committees (i.e. RMC) for specific project(s) or district related project(s).

5. Manages and coordinates required work associated with the Corporations Environmental Liabilities, including managing budgets, hiring consultants and contractors, and providing reporting for senior management and auditing purposes.

- Manages the preparation of Policy, Guidelines, and/or Manuals required to provide direction on the protocol(s) to be followed when addressing the Corporation's Environmental Liabilities.
- Manages the overall budgets related to Environmental Liabilities.
- Oversees the hiring of professional environmental engineering firms to address the Corporation's Environmental Liabilities.
- Obtains regular reporting related to Environmental projects and prepares senior management reporting and reporting required for audit purposes.

6. Manages human and financial resources of the Infrastructure planning section in accordance with GNWT financial and human resource legislation, regulation, policies and procedures, and the Collective Agreement to recruit, develop and retain a multi-disciplinary team and to ensure the effective use and expenditure of resources:

- Reports regularly to the Director, Infrastructure Planning on the accomplishments of the Infrastructure planning section.
- Provides leadership to the Infrastructure planning section by distributing workload, establishing standards for performance and providing direction to individual staff.
- Completes operational planning to determine which facility programs should be undertaken in-house or by a Consultant.
- Conducts employee performance appraisals.
- Encourages and plans professional development of staff.
- Manages conflicts and resolves disputes within the section.
- Monitors and is responsible for financial management of O&M and capital budgets for projects within area of responsibility.
- Ensures that the team's technical knowledge and expertise is provided to others who require access to that expertise.

7. Develops strategies for the achievement of NWTHC objectives related to local and northern involvement in capital projects and other community development and training initiatives:

- Ensures the development of contract documents is consistent with current GNWT objectives to maximizing local and northern involvement.

- Ensures A/E contract awards are consistent with current GNWT objectives and policies (local/northern involvement).
- Reviews project design submissions to ensure adherence with GNWT objectives related to maximizing local and northern involvement.
- Tracks contractors' performance in terms of local/northern involvement.
- Manages training and development of community and indigenous organizations to build capacity in construction and project management as identified by the Director, Infrastructure Services

8. Participates on interdepartmental working groups and committees (including but not limited to Capital planning, Business Incentive Policy, Environmental Working Group, Granular Resources Committee) and participates in NWT HC and GNWT conferences and workshops such as the NWT HC's Technical Workshop, GNWT's Project Management Conference and LHO Maintenance Management workshops.

WORKING CONDITIONS

Physical Demands

Most of the incumbent's time is spent in a sitting position in an office setting. The incumbent will experience a moderate level of physical demands while being 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

The incumbent works most of the time in a generally comfortable work environment. The incumbent does experience moderate to intermediate level of traveling to district offices and isolated communities, which requires the individual to travel occasionally on small airplanes and winter roads.

Sensory Demands

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

Mental Demands

The incumbent may experience high level of mental stress due to the requirement for high level of detail in the development work produced and implications associated with the services rendered by this position. Mental stress increases while trying to meet tight deadlines prior to and during the construction season. The incumbent is away from home up to 10-20% of the time due to travel required to provide staff/community training and construction monitoring and inspections.

KNOWLEDGE, SKILLS AND ABILITIES

- Expert knowledge of project management process in a northern environment;
- Excellent negotiating skills to manage large complex projects and deal with contractors and consultants;

- Expert knowledge of northern construction practices and northern community life;
- Excellent estimating and financial skills to develop and control budgets for capital and O&M projects;
- Analytical skills to evaluate project results against objectives;
- Excellent mentoring and coaching abilities for individuals and groups;
- Excellent decision making and problem solving skills to solve and initiate corrective action to problems encountered during the project management process.

Typically, the above qualifications would be attained by:

Degree in Engineering or Architecture with ten (10) years of experience in relevant project management of buildings, five (5) of which would include supervisory experience and three (3) of which would be in a northern environment.

Equivalencies 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