



IDENTIFICATION

Agency	Position Title	
Housing Northwest Territories	Maintenance Management Officer	
Position Number	Community	Division/Region
93-14004	Inuvik	Infrastructure Services/ Beaufort Delta District

PURPOSE OF THE POSITION

The Maintenance Management Officer is responsible for the implementation, training, and administration of the computer maintenance management system (CMMS) of Housing Northwest Territories (Housing NWT). This position ensures that maintenance work orders from HWNT and its service delivery organizations (SDOs) are generated, distributed, completed, and recorded in an accurate manner.

This role plays a central part in ensuring Housing NWT assets are safe, functional, and managed in a cost-effective manner. Through effective CMMS implementation and cross-departmental training, this position supports asset lifecycle management and promotes preventive maintenance best practices across the Territory.

SCOPE

Reporting to the Manager, Maintenance Programs, this position is in Inuvik and monitors maintenance activities on all Housing NWT owned assets, vehicles, and equipment located in the Beaufort Delta and Sahtu communities. Housing NWT owns approximately 2800 assets, 40 warehouse/office space and approximately 100 vehicles & equipment. The focus of this position is to support the Manager of Maintenance Programs in administering, monitoring, and reporting on maintenance activities of these assets in the CMMS.

The position is guided by various Maintenance Management Programs (MMP), which sets out the overall maintenance requirements for Housing NWT’s assets, including properties and vehicles. In addition, the position follows the CMMS procedures and consults with the Manager

of Maintenance Programs for guidance in monitoring and reporting on maintenance activities.

This position contributes to the achievement of the HNWT objectives and is responsible for the on-going support of staff (Housing NWT and service delivery organizations) using the CMMS. This includes remote and on-site training of staff to ensure the CMMS is used properly. This position provides support services for the CMMS and maintenance activities to Housing NWT headquarters, up to five District offices, and up to twenty-five service delivery organizations. There are approximately 85 users of the CMMS which this position supports.

The position also contributes to year end auditing activities of both SDOs and Housing NWT. This includes supporting SDOs in ensuring their inventories are completed and collaborating with auditors by providing documentation or completing inventories.

The Maintenance Management Officer works within the federal and territorial legislation and policy framework. The position carries out its responsibilities in accordance with *Government of the Northwest Territories (GNWT) Acts, Statutes, Regulations, Directives, Policies* to effectively meet the needs of the clients served primarily in HNWT buildings and facilities.

RESPONSIBILITIES

1. Administers Housing NWT's computerized maintenance management system (CMMS) to ensure all maintenance activities are being implemented and completed.

- Coordinates with the SDOs and District Offices to schedule and complete preventative, scheduled, and demand maintenance of assets, works, vehicles, and equipment.
- Participates in the development of appropriate preventative maintenance scheduling and programs these into the CMMS to ensure the CMMS system information is accurate and reflects Housing NWT's maintenance requirements.
- Administers the CMMS to monitor maintenance work in progress and takes corrective action with appropriate SDO's and Districts to contribute to effective implementation of Housing NWT Maintenance Management Program (MMP).
- Produces maintenance management reports to assist District Directors and Senior Management to monitor completed work, manage and control budgets, manage inventory, identify needed resources, and for planning and evaluation.
- Monitors and verifies accuracy of data in CMMS.
- Trains all staff (and clients) on the use of the CMMS, its various modules, and systems to ensure that the CMMS is being used to its fullest extent.
- Assist headquarters in developing upgrades or replacements to the CMMS.
- Conducts research for Housing NWT Maintenance section (within Infrastructure Services) on existing services and new initiatives.

2. In collaboration with the Director of Infrastructure Services, Manager of Maintenance Programs, District staff, and SDO's, develops a preventative maintenance plan to ensure all aspects of the MMP are being met.

- Meets with all parties to ensure all concerns are met with regards to building maintenance issues.

- Performs site inspections during construction phase and/or post construction to identify equipment that requires preventative maintenance. Ensures equipment and required maintenance schedule(s) is inputted into CMMS.
 - Photograph and maintains a log of access points for electrical and mechanical systems of all new construction projects so the maintenance staff can easily locate access when a related work order is produced.
 - Continually updates building preventative maintenance planning as information on equipment and systems changes.
 - Continually updates the SDO Maintenance manual.
 - Assists with costing for maintenance on new and existing assets.
 - Ensures that mandatory fire and safety checks and other code items are scheduled and completed per maintenance requirements.
- 3. Assists with the evaluation, monitoring and reporting on maintenance, utility and asset management programs delivery performances.**
- Monitors and conducts spot checks on the SDOs to ensure they are effectively managing their inventory through the maintaining, upgrading, adding, and subtracting of stock items in the CMMS program.
 - Generates reports and researches for documentation to assist in year-end auditing exercises of HNWT and SDOs.
 - Supports inventory control and accuracy within the CMMS by ensuring that stock items, materials, equipment, and assets are properly recorded, maintained, and updated.
 - Trains SDO staff in inventory processes, including maintaining inventory data in the system.
- 4. Assists in preparation of budgets and plans for the operation, maintenance, and upgrading of buildings, vehicles, and equipment.**
- Provides advice and assistance to Housing NWT and SDO management about budgeting and planning for the operation and maintenance of buildings.
 - Provides advice and assistance to Housing NWT and SDO management about budgeting and planning for the operation and maintenance of vehicles and equipment.
 - Provides advice in planning and budgeting for the acquisition and disposal of vehicles and equipment to ensure SDO's needs are met to support maintenance activities.
- 5. Assists with vehicle fleet management.**
- Ensures vehicles are equipped with cold weather supplies, first aid kits, etc.
 - Coordinates routine and emergency repairs and maintenance to all HNWT vehicles in the region and maintains a log of this maintenance in CMMS.
 - Maintains a comprehensive record of all repairs, maintenance, and inspections of each vehicle.
- 6. Maintains a library of manuals, drawings floor plans, and photographs to be used for maintenance purposes.**
- Collects, labels, stores, and maintains electronic and paper copies of O&M manuals, drawing, floor plans, photographs and other documentation used in the performance of

- maintenance on building information is current.
- Ensures all building information is current.

WORKING CONDITIONS

Physical Demands

The position is occasionally required to maneuver within crawlspaces, roof access, mechanical rooms of assets. Personal protective equipment must be worn as needed.

Environmental Conditions

This position encounters a variety of temperatures and weather during work.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent is away from home approximately 25% of the time due to travel required to provide staff/community training and construction monitoring and inspections.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge to effectively program and administer a CMMS system.
- Knowledge, skills, and ability to provide effective CMMS training to staff.
- Knowledge of mechanical, electrical, and structural systems of housing and other small buildings to develop and provide advice on maintenance scheduling.
- Knowledge of maintenance procedures for assets (i.e.: buildings, vehicles, and equipment) found in northern communities.
- Ability to work as a member of a team responsible for a different aspect of the CMMS.
- Verbal and written communication skills to exchange information and work to common objectives with clients, SDO's, and contractors.
- Knowledge in computer software applications and using computer software (i.e. MS Office, Outlook, Word, Excel, etc.) to exchange information, organize projects and activities, maintain computerized inventories, and produce reports.
- Knowledge of hazardous materials (i.e.: asbestos, lead paint, mold, and others) and hazardous materials management as it relates to maintenance.
- Knowledge of current building codes, zoning by-laws, labour standards and safety acts.
- Knowledge and skills in northern maintenance cost estimating.
- Organizational skills with the ability to coordinate and monitor numerous and diverse projects and activities.
- Coordinating, interpersonal and advisory skills.
- Ability to adapt to variable work conditions (e.i., winter roads, emergency repairs, various travel accommodations).

- 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:

This level of knowledge is normally acquired through a journey person certification as a Housing Maintainer including two years of directly related experience, including administering a computerized maintenance management system.

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