



## **IDENTIFICATION**

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

## **PURPOSE OF THE POSITION**

The Maintenance Management Officer is responsible for administration and to assist with the ongoing development of the Housing Northwest Territories (NWT), Computer Maintenance Management System to ensure that maintenance work orders are generated, distributed, completed, and recorded in an accurate manner. This position supports the development and implementation of a systematic approach related to the operation and maintenance of assets, works, vehicles, equipment, and utilities in accordance with Territorial and National Building Codes and Housing NWT policy and procedures in support of safe and reliable assets that maximize life cycle operations.

## **SCOPE**

Located in Inuvik, the Maintenance Management Officer (Officer) reports to the Manager of Maintenance Services (Manager) and monitors maintenance activities on all Housing NWT owned land, buildings, vehicles, and equipment found in NWT communities. Housing NWT owns approximately 2600 buildings and approximately 100 vehicles and equipment. The focus of this position is to support the Manager in managing, monitoring, and reporting on maintenance activities of these assets from the Computer Maintenance Management System (CMMS).

The position is guided by the Maintenance Management Program (MMP) which sets out the overall maintenance requirements for the Housing NWT. In addition, the position follows the CMMS procedures and consults with the Manager for guidance in monitoring and reporting on maintenance activities.

This position contributes to the achievement of the CMMS objectives and is responsible for the on-going support of staff (Housing NWT and LHO) using CMMS. This includes remote and on-

site training of staff to ensure the CMMS is used properly. The Officer provides support services for the CMMS and maintenance activities to Housing NWT headquarters, up to five (5) District offices, and up to twenty-five (25) Local Housing Organizations (LHO's). There are approximately 85 users of the CMMS which this position supports.

The position requires the incumbent to travel to district offices and isolated communities 2-3 times per month requiring the incumbent to travel on small airplanes and winter roads.

This position requires a high level of detail in the development work produced and implications associated with the services responsible for enforcement of maintenance contracts. There is a requirement for the incumbent to meet deadlines prior to and during the maintenance season.

This position exercises spending authority of \$50,000 related to asset management as well as other O&M (Operation & Maintenance) budgets.

## **RESPONSIBILITIES**

**1. Administer the Housing NWT Computerized Maintenance Management System (CMMS) to ensure all maintenance activities are being implemented and completed in accordance with the Housing NWT Maintenance Management Program (MMP). This includes coordinating with the LHOs and District Offices to schedule and complete preventative, scheduled, and demand maintenance of assets, works, vehicles, and equipment.**

- Participate in the development of appropriate preventative maintenance scheduling and other capabilities and program these into the CMMS to ensure the CMMS system information is accurate and reflects Housing NWT maintenance requirements.
- Administer the CMMS to monitor maintenance work in progress and take corrective action with appropriate LHO's and Districts to contribute to effective implementation of the Housing NWT Maintenance Management Program (MMP).
- Produce 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.
- Monitor and verify accuracy of data in CMMS.
- Train 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.
- Conduct research for the Housing NWT Maintenance section (within Infrastructure Services) on existing services and new initiatives.

**2. Collaborate with the Director of Infrastructure Services, Manager of Maintenance Services, District staff, and LHO's, inspect new and old assets and develop a preventative maintenance plan to ensure all aspects of the MMP are being met.**

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

- Perform site inspections during construction phase and/or post construction to identify equipment that requires preventative maintenance. Ensure equipment and required maintenance schedule(s) is inputted into CMMS.
  - Working with Project Staff responsible for new construction, this position will photograph and maintain a log of access points for electrical and mechanical systems so the maintenance staff can locate it when a related work order is produced.
  - Continually update building preventative maintenance planning as information on equipment and systems changes.
  - Assist with costing for maintenance on new and existing assets.
  - Ensure that mandatory fire and safety checks and other code items are scheduled and completed per maintenance requirements.
  - Monitor the LHOs to ensure they are effectively managing their inventory through the maintaining, upgrading, adding, and subtracting of stock items in the CMMS program.
- 3. Assist in preparation of budgets and plans for the operation, maintenance, and upgrading of buildings, vehicles, and equipment.**
- Provide advice and assistance to Housing NWT and LHO management about budgeting and planning for the operation and maintenance of buildings.
  - Provide advice and assistance to Housing NWT and LHO management about budgeting and planning for the operation and maintenance of vehicles and equipment
  - Provide advice in planning and budgeting for the acquisition and disposal of vehicles and equipment to ensure LHO's needs are met to support maintenance activities.
- 4. Maintain a library of manuals, drawings, floor plans, and photographs to be used for maintenance purposes.**
- Collect, label, stores, and maintain 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.
  - Ensure all building information is current.

## **WORKING CONDITIONS**

### **Physical Demands**

The incumbent is occasionally required to maneuver within crawlspaces, roof access, and mechanical room of assets. Personal protective equipment (PPE) will be required and worn.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent is required to travel 20-30% to district offices and isolated communities to

provide staff / community training, and construction monitoring and inspections.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge to effectively program and administer a CMMS system.
- Knowledge of mechanical, electrical, and structural systems of housing and other small buildings to develop and provide advice on maintenance scheduling.
- Knowledge of current building codes, zoning by-laws, labour standards and safety acts.
- Knowledge / continual awareness of hazardous materials (i.e.: asbestos, lead paint, mold, and others) and hazardous materials management as it relates to maintenance.
- Knowledge and skills in northern maintenance cost estimating.
- Knowledge, skills, and ability to provide effective CMMS training to staff.
- Knowledge of maintenance procedures for assets (ie: 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, LHO's, and contractors.
- Knowledge in computer software application using computer software (i.e. MS Office, Outlook, Word, Excel, etc) to exchange information, organize projects and activities, maintain computerized inventories, and produce reports.
- Organizational skills with the ability to coordinate and monitor numerous and diverse projects and activities.
- Negotiating, interpersonal and advisory skills with the ability to work effectively in a cross-cultural environment.
- 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:**

Housing Maintenance Services (HMS) Journeyperson Certification and one (1) year of related experience administering a computerized maintenance management system.

Equivalent combinations of education and experience will be considered.

### **ADDITIONAL REQUIREMENTS**

#### **Position Security**

- ☐ 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