



IDENTIFICATION

Department	Position Title	
Housing NWT	Intern, Technical Advisor	
Position Number	Community	Division/Region
93-16978	Hay River	South Slave

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 Housing NWT's South Slave District Office in Hay River. The Incumbent reports directly to the Manager, Technical Services. 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 seven (7) communities.

RESPONSIBILITIES

- 1. 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.**
 - Assess the Local Housing Organization's technical strengths and weaknesses to determine the appropriate level of support and training required.

- Provide appropriate technical training to the Local Housing Organizations, to enable them to deliver the housing programs outlined in the Community Partnership Agreements.
- Recommend improvements in design, construction technique and project management through consultation with community groups.
- Review and monitor the allocation of Local Housing Organization's maintenance budget by activity and recommend improvement to address priorities.
- Review and monitor the preventative maintenance and demand maintenance's schedules and recommend corrective action.
- Provide support for and monitoring of the computerized maintenance management system.
- Review and analyze maintenance management reports and provide feedback and recommendations for improvements.
- Review safety procedures and practices, identify any deficiencies and make recommendation for improvement.

2. 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.

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

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

- 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.
- Undertake the research, development and implementation of special initiative projects in the communities (ie. energy conservation, home ventilation, etc.).
- Participate in the development of district budgets for Capital projects.

- Confirm the completion and accuracy of Unit Condition Ratings over all NWTHC assets through the UCR Verification Process.
- Promote responsibility for homeownership, including home care and maintenance.
- Provide background information to assist the Manager, Technical Services and the District Director in the preparation of briefing notes, issue papers and Executive Committee decision papers.
- Prepare community status reports and other reports as required.

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, crawling, standing and working in awkward positions.

Environmental Conditions

(This includes environmental exposures/conditions beyond what is required in a standard office environment. Examples: toxic or unpleasant fumes, loud noise, dirt, dust, mold, sewage, dirty homes, chemical and biological hazards etc.)

The incumbent experiences a moderate level of travelling by Air (small plane) and/or Winter Road (2-3 trips per month at approximately 1-2 days per return trip each) to isolated communities.

This position will also require the incumbent to enter into small spaces, confined spaces, heights, cold weather, highway travel in adverse weather.

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 may be away from home 40% - 50% of the time, and is impacted by a disruption in lifestyle caused by work schedules and travel.

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 renovations.

- Ability to identify and provide technical and administrative training.
- Working knowledge of computer software application using PC software, ACCESS, MSWord, Excel and Windows.
- 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 License - minimum class 5
- This position is designated as a "preferred bilingual" position (Languages: English + one of the designated Indigenous Aboriginal Languages of the District).
- 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:

A certification in technical discipline/building trade.

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