



IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>		
93-4548	Technical Advisor		
<i>Department</i>		<i>Division/Region</i>	<i>Location</i>
NWT Housing Corporation		Beaufort Delta District	Inuvik, NT

PURPOSE OF THE POSITION

(Main reason why the position exists, in what context and what is the overall end result).

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, Maintenance Management Program, 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

(Describe in what way the position contributes to and impacts on the organization).

This position is located in the Housing Corporation's Beaufort Delta District Office in Inuvik. The incumbent reports to the Manager, Technical and 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 and administrative component of housing programs in three (3) to six (6) communities.



RESPONSIBILITIES

(Describe major responsibilities and target accomplishments expected of the position. Describe the typical problems encountered in carrying out the responsibilities. For management positions, indicate the subordinate position(s) through which responsibilities are accomplished).

- 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 recommend improvement to address priorities.
 5. Review and monitor the preventative maintenance and demand maintenance's schedules and recommend corrective action.
 6. Review and analyze maintenance management reports and provide feedback and recommendations for improvements.
 7. Review safety procedures and practices, identify any deficiencies and make recommendation for improvement.
- Manage the direct delivery of Capital construction and renovation projects throughout all stages of project planning and implementation process, in order to meet community/client needs for housing and to delivery housing projects in time and within budget.

Main Activities

1. Assess homeownership and repair clients and determine their capabilities of involvement in individual projects.
2. Develop designs, specifications and cost estimates in accordance with project requirements.
3. Obtain client, community and regulatory approvals, as appropriate, throughout the development of the project.
4. Manage project construction/renovation stages from contract planning to warranty inspection.
5. Provide technical advice and assistance to clients, communities, consultants, contractors, and local suppliers and manufacturers.
6. Evaluate local/northern contractor's performance and work history.
7. Enforce the GNWT Business Incentive Policy and the Northern Manufacturing Directives.



- 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 budget for capital projects.
4. Promote responsibility for homeownership, including home care and maintenance.
5. Provide background information to assist the Manager, Technical in the preparation of draft briefing notes, issue papers and CEC decision papers.
6. Prepare community status reports and other reports as required.

KNOWLEDGE, SKILLS AND ABILITIES

(Describe the level of knowledge, experience and abilities that are required for satisfactory job performance).

- Good knowledge of building construction, renovation, maintenance systems, project management and contract administration. This level of knowledge is normally acquired through a certification in technical discipline/building trade with a minimum of two (2) to three (3) years in related field experience.
- 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 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.

This position is designated as a "preferred bilingual" position (Languages: English + one of the designated Indigenous Aboriginal Languages of the District, namely Gwich'in, Inuvialuktun, and Inuinnaqtun).



WORKING CONDITIONS

(List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands).

Physical Demands

(Indicate the nature of physical effort leading to physical fatigue).

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

(Indicate the nature of adverse environmental conditions to which the incumbent is exposed).

The incumbent experiences a moderate level of travelling (1-2 trips per week at approximately 6 hours per return trip each) to isolated communities, which requires the individual to travel on small airplanes.

Sensory Demands

(Indicate the nature of demands on the incumbent's senses to make judgments through touch, smell, sight and hearing and judge speed and accuracy).

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

Mental Demands

(Indicate conditions that may lead to mental or emotional fatigue. See User Guide for examples).

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, impacted by disruption in lifestyle caused by work schedules and travel.