



**IDENTIFICATION**

Department	Position Title	
Housing NWT	Senior Project Officer	
Position Number(s)	Community	Division/Region(s)
93-4589	Yellowknife	Infrastructure Services/HQ

**PURPOSE OF THE POSITION**

The Senior Project Officer is responsible to manage the planning and delivery of construction and special projects. This position is also responsible to provide expert advice and training in the area of construction contract law and project management to District Technical Staff in accordance with Government of Northwest Territories (GNWT) policy, Housing Northwest Territories (NWT) programs, community partnership agreements, applicable building codes, standards and contract law; in order to meet headquarters, district, community, and client needs. The position is also responsible for following and reporting on all Occupational Health and Safety matters in their assigned projects and districts. The position is also responsible for coordination, project delivery, and reporting on assigned environmental liability projects through hiring and managing professional Environmental Engineering firms.

**SCOPE**

This position is part of the Housing NWT Infrastructure Services headquarters and is located in Yellowknife. The incumbent reports directly to the Manager, Housing Projects.

The duties of the position impact up to five Housing NWT districts involving a functional relationship to up to 19 district technical staff and maintenance staff in 23 Local Housing organizations responsible for 33 communities; oversight and/or directly management and reporting of 75 - 100 contracts annually totaling between \$20M to \$25 M of major and minor capital construction contracts and homeownership repair contracts.

The position liaises with GNWT departments of Justice (contract law), Industry Tourism and Investment (Business Incentive Policy), Municipal and Community Affairs (public health &

safety) and Department of Finance (contract administration).

The incumbent is responsible for the overall planning, management and monitoring of the technical delivery of assigned projects and projects within their designated Districts. The incumbent also provides input to District Directors for the annual performance and planning evaluation of technical field staff. The incumbent is also a member of the staffing committee for district technical positions.

The incumbent is responsible for obtaining and providing expert construction contract law advice and takes the lead role in the resolution of contract disputes that may arise out of project delivery. The incumbent evaluates community construction proposals and assists Districts in the determination of community capacity to undertake construction projects.

The position has \$100,000 signing authority for Contract Initiation and \$200,000 in Contract Performance, as assigned by the Director, Infrastructure Planning.

## **RESPONSIBILITIES**

### **1. Develop Districts' annual Major Infrastructure Capital Plan in collaboration with District Directors and the Manager of Infrastructure Planning:**

- Provide senior management with expert advice necessary to ensure that the Capital Plan addresses the highest need.
- Undertake annual reviews of the District's Infrastructure Portfolio to understand and assess the current state of its portfolio.
- Engage various stakeholders including the District Director, District Technical Staff, Local Housing Managers and Foreman, Housing NWT's Maintenance Manager to understand their needs and vision for their portfolio.
- Conduct appropriate research and analysis to assist in the development of the short and long range infrastructure plan for the Districts.
- Develop and/or review an annual cost and investment analysis for each proposed project (new construction, replacement, or renovation).
- Prepare reports and briefing material outlining rationale and defending infrastructure requirements for assigned districts.

### **2. Develop and maintain the construction and project management framework that assists District staff and communities in their program delivery.**

- Liaison with District staff and community delivery groups to solicit feedback on the functioning of current project management frameworks and technical policies and guidelines.
- Review technical proposals from communities for adherence to program frameworks, assess financial, technical viability and community capacity and make recommendations on their approval.
- Monitor changes in the current codes and standards and incorporate such in Housing NWT's technical program delivery policies and guidelines.
- Evaluate the technical criteria of existing housing programs and make

recommendations for changes.

- Develop/revise technical program delivery manuals and technical frameworks for use by District staff and community delivery groups.
- Monitor project delivery in designated districts and provides direction to ensure projects are completed in a timely manner and within budget.

**3. Develop and monitor construction and labour contracts and tendering processes implemented by Districts and/or Communities to ensure the NWT Acts and GNWT and Housing NWT policies and procedures are adhered to.**

- Develop and maintain standard contracts for use by Districts and clients.
- Review and maintain Contract Administration Manual for use by the Districts and clients.
- Monitor the implementation of the construction contract and tendering process.
- Provide training and contract administration guidance and support to Districts, community delivery groups and clients.
- Prepare information packages, briefing notes and decision papers for the Minister and Senior Management.

**4. Provide advice, expertise and training in the areas of construction contract law and project management to Housing NWT's District staff and community delivery groups in order to improve housing delivery and foster community development.**

- Design and maintain systems to keep District and Community delivery groups abreast of current and new technical delivery frameworks, policies and operating guidelines.
- Carry out on site construction inspections as required and to assist district and communities with the development of inspection techniques and to help manage major capital works.
- Liaison with District and Community delivery groups to ensure that operational support concerns are addressed and changes are incorporated into the operating manuals and training plans.
- Provide training and conduct workshops to District staff and Community delivery groups.
- Assist Districts by assuming a related position at the District office on a short-term basis in the event of vacancies or the need for specialized assistance.
- Act as a resource in obtaining and providing construction contract law advice and coordinate the resolution of construction contract disputes.
- Represents Housing NWT in arbitrations or litigations.

**5. Provide project management advice and support or manage directly the delivery of special and major Capital work projects, such as senior's housing complexes, throughout all stages of project planning and implementation process, in order to meet special housing needs.**

- Meet with stakeholders throughout all stages of project planning, design and construction.
- Develop and review project specifications and cost estimates in accordance with project requirements.

- Obtain client, community and regulatory approvals, as appropriate, throughout the development of the project.
- Facilitate the management of project construction stages from contract planning to warranty inspection.
- Provide technical advice and assistance to district staff, clients, communities, consultants, contractors and local suppliers and manufacturers.

**6. 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 Housing NWT.**

- Monitors and reports on project status and construction quality and costs.
- Assist the Manager, Housing project in preparing weekly SMC reports on the delivery status of all Infrastructure project (new construction and major and minor modernization and improvements) for use by the Manager, Housing Projects, Director, Infrastructure Services and the Vice President of Finance and Infrastructure.
- Assist the Manager, Housing project in preparing weekly SMC reports on the delivery status of all homeownership projects for use by Manager, Housing Projects, District Directors and the Vice President of Programs and District Operations.
- Assist the Manager, Housing project in preparing and coordinating 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.

**7. Provide assistance to District Directors through functional reporting, direction and assessment of district technical staff.**

- Provides input to District Directors for the annual performance and planning evaluation of technical field staff.
- Is a member of the staffing committee for district technical positions which involves ensuring technical job descriptions are current, reviews and rates applications and is a member of the interview team for all technical field positions.

**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.

**Environmental Conditions**

The incumbent works most of the time in a generally comfortable work environment. The is

required to travel occasionally on small airplanes.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent encounters deadlines prior to and during the construction season. The incumbent is away from home up to 30-40% of the time due to travel required to provide staff/community training and construction monitoring and inspections.

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

- Ability to acquire knowledge of GNWT Capital Planning process.
- Knowledge of building construction, project management, contract administration, and construction contract law in a northern multi-cultural environment.
- Knowledge of current building codes, zoning by-laws, labour standards and safety acts.
- Construction cost estimating skills.
- Ability to advise on design and scopes of work for construction projects.
- Ability to identify and provide technical and administrative training.
- Ability to coordinate and monitor numerous and diverse projects and activities.
- Knowledge in computer software application using PC software, i.e., MS Word, Excel, Microsoft Project, Windows and/or comparable programs.
- Communication skills, both orally and written, to conduct meetings, presentations and workshops.
- Negotiating, interpersonal and advisory skills.
- 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:**

This level of knowledge is normally acquired through a diploma in an Architectural or Engineering Technology program plus four (4) years of experience in construction project management and contract administration, including one (1) year mentoring experience.

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