

## IDENTIFICATION

Department	Position Title	
Housing NWT	Director, Infrastructure Services	
Position Number(s)	Community	Division/Region(s)
93-4633	Yellowknife	Finance and Infrastructure Services, HQ

## PURPOSE OF THE POSITION

Reporting to the Vice President, Finance and Infrastructure Services and in accordance with the *Housing Northwest Territories Act*, the Director, Infrastructure Services is responsible for the overall development, coordination, planning, delivery and commissioning of capital infrastructure projects including housing, offices, workshops, and warehouses, and energy systems; assembly and administration of related lands in support of Housing NWT's programming; and asset management including maintenance management, fleet management, energy management, and management of environmental liabilities.

The Director, Infrastructure Services provides technical expertise and direction to Housing NWT's Senior Management Committee (SMC), including the Executive Branch, District Directors, District Staff, and other housing stakeholders including Indigenous Governments, Non-Governmental Organizations, communities, and diverse housing partners towards increasing the range of participation in housing across the housing continuum. The Director also has a responsibility to develop the technical capacity of Local Housing Organizations (LHOs), Indigenous governments, community housing organizations, and communities to assume increasing levels of responsibility for the delivery of their own housing programs and services.

The Director is responsible for the development and implementation of technical research, programs, standards and criteria, training and monitoring related to the delivery of housing programs and the technical management of Housing NWT rental assets. The Director is also responsible for forecasting and acquiring land requirements, land tenure, land development and land administration related to new construction and lands occupied by Housing assets and mortgage interests.

As a member of Housing NWT's SMC, the Director must ensure that Housing's technical programs are developed and implemented in a manner that reflects the organization's mandate, mission, vision and values statement, and goals of providing quality housing support

for people most in need.

The Director must ensure that technical programs, infrastructure development and the delivery of capital projects respond to the unique northern environment and meet territorial legislated building codes, applicable building standards and best-practices, contracting and financial regulations and acts, community bylaws as well as fostering the development of the northern construction industry, northern manufacturing sector, community development, and capacity building for housing partners including Indigenous Governments, NGOs, and other housing delivery agents.

Climate change impacts are increasingly disrupting Housing NWT's operations and impacting its infrastructure. The Director leads Housing NWT's response to climate change in the areas of adaptation and mitigation which includes a responsibility to implement an Energy Management Strategy with the objective of decreasing the energy intensity of the housing portfolio, lowering greenhouse gas emissions, increasing the share of renewable energy used for heating the housing portfolio, developing capacity to manage renewable energy systems, and stabilizing costs associated with the use of home heating oil, now subject to carbon pricing and other market pressures.

The Director must also consider land claim and self-government agreement obligations between the Government of the Northwest Territories and Self Government groups related to economic benefits and selected lands in the delivery of capital infrastructure projects and the acquisition and development of lands.

The Director is responsible for the effective management of the capital infrastructure, financial (capital and O&M), asset management including lands administration, energy management, and maintenance management.

## **SCOPE**

### **Corporate Overview**

Housing NWT manages social housing and homeowner assistance programs for residents of the Northwest Territories. Housing NWT provides home ownership opportunities and assistance to many of the 42,000 residents of the Northwest Territories, including home maintenance and repair programs. Working in partnership with 23 Local Housing Organizations, Housing NWT delivers this programming for 33 communities through five (5) district offices. Housing NWT is also responsible for an asset management program involving the ongoing assessment, maintenance, repair, and replacement of approximately 2,300 public housing rental units, 200 market rental units, and 200 homeownership units.

Due to the continued decline in Canada Mortgage and Housing Corporation (CMHC) operating funding for public housing operations, Housing continues to take steps to ensure the protection and optimal utilization and operation of its rental housing portfolio. The Corporation also continues to reduce its portfolio of detached housing by replacing these units with multi-family units that are climate resilient, energy-efficient, balance life-cycle cost components, and focused on the programmatic needs of a wide range of user groups including singles, seniors,

families, persons with disabilities, and specialized transitional housing users. The scale of Housing NWT's new construction capital projects spans single-family detached housing to large complex mixed-use multistory residential development. In addition, Housing NWT continues to promote partnership opportunities with Indigenous governments, the private sector, resource industries and community development corporations to help expand the availability and accessibility to affordable housing across the territory.

**The Capital Infrastructure Role in the context of above:**

The Director, Infrastructure Services (Director) reports directly to the Vice President, Finance & Infrastructure Services and is a member of the Senior Management Committee. The Director has overall responsibility for the effective delivery of the Corporation's Infrastructure Acquisition Plan in the areas of land acquisition and development, building design, construction management and contract management, as it pertains to corporate program planning and management processes. The value of this plan can exceed \$100 million based on variable levels of federal investments.

The Director is responsible for the development and implementation of technical programs and services that assist community residents in acquiring affordable, suitable, and adequate housing to meet their needs. A particular challenge of this position is to plan and implement the ongoing transfer of technical program responsibilities to local housing providers while maintaining the integrity and overall accountability of Housing NWT for the provision of social housing.

The Director is responsible to ensure that land acquisition and development, infrastructure design, methods of delivery and construction management are managed and implemented to promote increased economic development and employment and training opportunities for residents. The Director must develop and implement strategies to address special design, construction, operation, maintenance, and logistical challenges inherent in providing housing solutions to meet unique northern conditions.

The Director is responsible for the development, planning and implementation of land and technical programs and training services primarily to the five district office technical staff in support of the Corporation's assisted and market housing programs in land management, construction and contract management, design services, material procurement and asset management.

The Director is responsible for the design, construction oversight and contract administration resulting from third party partnerships and business development proposals/projects pertaining to the provision of assisted and/or market housing projects and mixed-use projects.

The planning and implementation of land acquisition and development, capital construction works, and the provision of technical services provided by Infrastructure Services has an impact on the public, other GNWT departments, outside clients such as the Federal Government, communities, Self-Governments, and the northern manufacturing and construction industries.

The Director represents Housing NWT at various GNWT committees and working groups including the Procurement Procedures Committee, the Procurement Review Committee, the Tlicho Infrastructure Cooperation Agreement working group, Climate Change Director's working group, the Arctic Energy Alliance board, and the Territorial Emergency Management Organization.

The Director is located at Headquarters in Yellowknife and reports to the Vice President, Finance and Infrastructure Services. There are 7 positions reporting to the Director and 19 positions, including the Director, in Infrastructure Services. Additionally, the Director may also manage term positions to respond to material changes in funding levels, or special projects.

The scope of the indeterminate and term positions reporting to the Director is as follows:

**Divisional Administrative Assistant :** Responsible for providing confidential administrative and clerical support to the Director and divisional staff.

**Manager, Capital Planning, Design Innovation and Quality Assurance (4 positions, including manager):** This position is responsible for the effective management of architectural and engineering services, focusing on the production of technical construction documents essential for the delivery of corporate capital infrastructure. The role entails leading climate change adaptation initiatives for housing structures, which include conducting risk analysis and developing adaptation design standards. Additionally, this position manages the engagement with Indigenous Governments and community stakeholders in the planning and execution of new housing projects, ensuring they align with local cultural and environmental priorities. The Manager also conducts post-occupancy evaluations to assess the effectiveness and impact of housing projects. Further responsibilities include overseeing professional staff, managing research and development, supporting energy management initiatives, and providing expert advice and technical expertise in housing design and renovations. This support is extended to Housing NWT's district offices and communities in accordance with Housing NWT's housing programs.

**Manager, Energy Planning and Projects:** This position provides technical advice to a multi-disciplinary team of professional headquarter (HQ) and district technical staff on the operation, maintenance, and improvement of energy systems, and leads the implementation, review, and evaluation of Housing NWT's Energy Management Strategy. This position will also monitor, track and report on the energy performance of the housing portfolio to ensure Housing NWT's energy targets are met and to identify future energy project opportunities.

**Manager, Housing Projects (5 positions, including manager):** This position is responsible to lead and manage a multidisciplinary team of professional headquarter and district project staff providing project management for the initiation, planning, development, implementation, day-to-day operation, and monitoring of Housing NWT's Infrastructure Capital Plan, the disposal plan, environmental liabilities, and special projects. This position is also responsible for tracking, monitoring, and reporting on Housing NWT's minor capital and homeownership project delivery. This position also develops, coordinates, and provides advice, expertise, and training in the areas of construction and project management, contract administration and

asset maintenance and management to Housing NWT's regional technical staff and community delivery groups.

**Senior Contracting Specialist (2 positions, including senior contracting specialist):** The Senior Contracting Specialist provides expert, efficient, effective, and professional services on tendering, contracting, contract and financial administration for Housing NWT. They effectively plan and manage Housing NWT's tendering and contracting activities to ensure they are in accordance with contract law, government legislation, regulations, policies, and procedures; plans and manages Housing NWT's contract reporting activities; manages and tracks contract insurances, securities, and holdbacks; provides variance reporting on contracting activities; and prepares and tracks budget adjustments by project.

**Manager, Lands Planning and Administration (3 staff, including manager):** This position is responsible for identifying and managing appropriate lands in communities for acquisition in support of land assembly, planning and development to meet current and future housing delivery by working with NWT municipalities and communities, aboriginal self-governments and claimant groups, band organizations and aboriginal development corporations. The position is responsible for initiating, assessing, developing, and concluding new and innovative business arrangements that support land assembly acquisition in support of Housing NWT program delivery for assisted rental and home-ownership construction. The position is responsible for ensuring that Housing NWT's position and views are articulated to government departments who participate in land claim main table and/or side tables. This position provides expert advice and recommendations to SMC on land related matters and provides support and advice to District staff and community organizations for land administration in support of Housing NWT's homeownership programs.

**Manager, Maintenance Service (2 staff including manager):** This position is responsible for providing expert maintenance management advice and reporting on maintenance activities to Housing NWT's Senior Management team. The position is responsible for the research, planning, development, implementation of Housing NWT's Maintenance Management Program to ensure the Housing NWT, and its partners/agents, operate and maintain buildings, office facilities, warehouses, equipment, and vehicles, effectively and efficiently. This position is responsible to develop and review annual maintenance plans; develop and administer processes and monitoring controls; provide expert advice; and provide expertise and training in maintenance and utilities management to Housing NWT's five district offices, 23 LHO's, and other partners, including Indigenous Organizations. This position is responsible for researching, selecting, and implementing a computerized maintenance management system to track, monitor, and report on maintenance activities, and for training and supporting five district offices and 23 LHOs on using the system efficiently and effectively. This position is responsible for ensuring that Housing NWT's 3000 units are effectively maintained and operated in accordance with legislative, policy, and regulatory codes and by-laws.

## **DIMENSIONS**

Reporting Positions: 7 direct, 10 indirect

The overall scope of the financial responsibilities of this position are:

Division Operations	\$ 4,000,000	
Housing Assets	\$ 406,000,000	Contributory
Capital Acquisition Plan	Up to \$ 100,000,000	

## **RESPONSIBILITIES**

1. Responsible and accountable for the overall strategic planning, development, implementation, and monitoring of capital infrastructure construction in support of Housing NWT's assisted rental and home ownership programs as well as non-subsidized market housing that meet program objectives and support community development, northern manufacturing and the construction industry.
2. Responsible for the development and implementation of technical portions of Housing NWT's homeownership repair policies, guidelines, and procedures and includes the development of program standards and criteria.
3. Responsible for the development and implementation of maintenance management programs for the maintenance, repair, and modernization of Housing NWT's housing and commercial portfolio to ensure long term sustainability of the portfolio.
4. Responsible for the provision of expert technical advice, guidance, planning, training and support to district staff and communities for the delivery of own and homeownership capital and repair projects to ensure cost effective and timely completion within Housing NWT's policies and procedures.
5. Responsible for the acquisition of infrastructure in support of Housing NWT's rental and homeownership program delivery.
6. Responsible for supporting implementation of third party social and market housing initiatives.
7. Responsible for the development, implementation and monitoring of contract administration policies and guidelines and associated training related to contract administration including being responsible for the provision and monitoring of information to the GNWT's contract registry.
8. Responsible for the resolution of contract disputes and contract terminations as well as providing contract advice to the five districts.
9. Responsible for the development of project management manuals and tools, administration guidelines and standards for the effective delivery of infrastructure construction projects in support of Housing NWT's program delivery.
10. Responsible for the development of technical guidelines and performance criteria and ensuring the design of Housing NWT's housing units and facilities meet program criteria,

legislated acts, building codes and bylaws, and northern building technology and best building practice requirements. This includes the provision of construction drawings, technical specifications, and contract documents for the provision of rental, homeownership, and market housing projects.

- 11.** Responsible for research into building systems and construction techniques and products for the improvement of overall standards and the effective use of Housing NWT and third party funds that promote northern industry and meet technical requirements for sustainable buildings in northern regions.
- 12.** Responsible for the research and implementation of energy efficiency technologies and programs and the coordination of initiatives with Housing NWT's and the GNWT's energy management and greenhouse gas strategies.
- 13.** Responsible for the provision of procurement and transportation services for Housing NWT in accordance with established tendering principles and GNWT policies for goods and services in support of Housing NWT programs and services.
- 14.** Responsible for the procurement, organization, and controlling the distribution of major goods and housing material packages from southern and northern supply points to various communities across the NWT.
- 15.** Responsible for the management of Housing NWT's overall interests, including protecting mortgage interests, related to land acquisition, development, and tenure and to provide land administration information and advice to other GNWT departments, Housing NWT headquarters and district offices, local housing organizations, Indigenous Organizations, and clients and for liaising with other government departments and communities on projected land requirements for Housing NWT capital projects.
- 16.** Responsible for the acquisition and disposition of lands relating to Corporation developments and disposal of assets.
- 17.** Responsible for land assembly planning and development, lot and site development and geotechnical analysis to ensure there is an adequate supply of residential lots to support Housing NWT capital delivery including leading negotiations for lands with aboriginal and community governments.
- 18.** Responsible for ensuring that Housing NWT positions and views are articulated to government departments who participate in land claim main table and/or side tables.
- 19.** To provide effective management of the Infrastructure Service division, human and financial resources, and to ensure these resources are utilized within the budgeting limits and the objectives established.
- 20.** To act as a member of Housing NWT's SMC and contribute expert advice to the continued development of corporate Vision, Mandate, Goals, Strategies, and Business Plans.

21. Uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent may experience frequent changes in priorities and deadlines, and address stakeholder and contractor issues that have been escalated. The Director is required to travel occasionally on small airplanes.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of engineering and architectural principles.
- Knowledge of professional practice standards, including contracting practices.
- Knowledge of design and construction techniques in remote northern regions.
- Knowledge in project management, northern construction logistics, contract law and the construction industry.
- Knowledge of energy management and alternative energy practices in northern environments
- Knowledge of public administration and human resource management
- Ability to acquire knowledge of land claim and self-government agreements
- Ability to work in a multi-cultural environment
- Analytical and forecasting skills, including planning resource requirements
- Organizational skills
- Ability to manage politically sensitive/high profile issues
- Dispute resolution skills.
- Communications skills, both written and verbal, and proficiency in public speaking on technical subject matters.
- Ability to communicate technical information to non-engineers/architects.
- 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 university degree in Engineering or Architecture, and 8 years of experience in the management and direction of complex functions related to technical assessment and design of residential buildings, facilities planning, project management asset management, lands administration, energy management and environmental remediation, which includes three (3) years' experience in northern communities and includes three (3) years' management 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:** Indigenous Language - Not Specified

- ☐ Required
- ☒ Preferred