



Government of
Northwest Territories

IDENTIFICATION

Department	Position Title	
NWT Housing Corporation	Senior Technical Officer - Architectural	
Position Number(s)	Community	Division/Region(s)
93-4634	Yellowknife, NT	Infrastructure / HQ

PURPOSE OF THE POSITION

To provide expert architectural design services and technical support and advice to NWTHC district operations and community groups in accordance with NWTHC policies and guidelines and National, Territorial and Local codes, standards and bylaws, in the development and decision making process for provision of tender and construction drawings, technical specifications and material lists for homeownership and rental housing construction programs.

SCOPE

The position is located in Yellowknife and reports to the Manager, Design Development. The incumbent provides expert architectural planning and design development services resulting in tender and construction drawings, specifications and material lists for use by NWTHC HQ Construction team, district technical team and community based housing groups in the delivery of homeownership, public housing and market rental housing construction programs for NWT residents. The incumbent occasionally provides architectural design services for the provision of warehousing and office space requirements.

The incumbent is required to conduct design consultation meetings with HQ and district operations and community housing groups for the development of preliminary designs and subsequent tender and construction documents that reflect the needs of the end user and meet budgetary, program and technical criteria. The incumbent acquires and manages consultants through design consultant contracts.

Each year, the incumbent provides architectural design services to assigned HQ Construction Managers and District Technical Teams. Individual projects vary from single family to

multiple family dwellings including special needs groups such as senior citizen's complexes and/or people requiring accessible design features. Capital costs vary from \$ 100,000 to \$3,500,000 per project. Total annual program expenditures of about \$10 million to 15 million.

RESPONSIBILITIES

1. The development of housing, warehousing and office architectural designs that met client needs, promote local economic development and training and maximize the use of northern manufactured goods within budgetary and technical constraints.

- Conducts design consultation meetings with HQ and District technical, maintenance, programs staff and community end user groups to develop design criteria and constraints.
- Develops preliminary designs options, based on consultation meetings, for presentation to District operations and community groups.
- Finalizes design development with budget framework, codes standards and by laws and in coordination with structural, mechanical and electrical disciplines.
- Identifies and incorporates northern manufactured products into final drawings and specifications.

2. The provision of detailed tender and construction drawings, technical specifications and material lists.

- Produces architectural drawings and technical specifications for issue for construction (IFC) documents.
- Analyses, evaluates and compares various structural systems, building systems and building components for cost effectiveness and suitability for use in arctic conditions.
- Provides expert advice to the senior management team on which building systems and components should and should not be used in NWTHC buildings.
- Engages professional consultants as needed for the preparation of drawings, specifications, and/or materials lists.
- Provides direction to design consultants.
- Reviews drawings and specifications prepared by design consultants, monitors production and recommends progress payments.
- Coordinates drawings and specifications of engineering disciplines with architectural design.
- Ensures work complies with all applicable codes, regulations and by-laws and budgetary constraints.
- Ensures drawings and specifications meet or exceed required compliance with authorities having jurisdiction including OFM (Office of the Fire Marshal), boiler and electrical inspectors, and municipal and community officials.
- Reviews manufacturers and suppliers shop drawings for compliance with design and technical intent.
- Assists in determining material requirements by performing material take offs.

3. The provision of technical support and advice.

- Provides design and NBC (National Building Code) and Standards interpretation and advice to district operations and community groups.
- Conducts site inspections as required to review projects and to determine solutions to identified design related problems.
- Assists in the review and evaluation of design / build and rent supplement proposal calls.
- Evaluation and analysis reports on materials and products for potential use in NWTHC residential design, construction and retrofits for recommendation and decision making processes.

WORKING CONDITIONS

Physical Demands

Most of the incumbent's time is spent in an office environment. The incumbent is expected to sit/and or stand for long periods of times and perform repetitive movement, all of which can cause physical discomfort. The incumbent may experience a moderate level of physical demands while being on construction sites.

Environmental Conditions

The incumbent is occasionally required to travel by small aircraft or motor vehicle to isolated communities, sometimes under harsh winter conditions.

Sensory Demands

The work requires sustained periods of concentration while working at an AutoCAD station, which requires attention to small detail and fixed focal length (eyestrain).

Mental Demands

The work requires attention to detail and a high degree of accuracy.

The incumbent often deals with pressure to meet deadlines that if not met could delay or substantially increase costs of projects.

Stress is created by the requirement to focus attention and resources to various concurrently running projects to meet rigid timelines dictated by fixed material marshalling dates

KNOWLEDGE, SKILLS AND ABILITIES

- The incumbent must have problem solving abilities to weigh community needs and desires with technical, program and budgetary limitations and produce design solutions that satisfy all criteria.
- The responsibilities of the position require the incumbent to have extensive social housing design experience and northern / arctic design and building construction practices experience and be sensitive to regional social and cultural conditions.

- The responsibilities of the position require a high degree of creativity, skill and the ability to visualize spatial and aesthetic design solutions as well as excellent drafting skills and the aptitude for graphic arts.
- The incumbent must also have strong communication skills to effectively work with client groups, authorities, manufacturers / suppliers and design consultants and junior / casual staff.
- Competence in the use of AutoCAD with a minimum of ten years practical experience in computerized drafting and related software and equipment is essential. Incumbent must also be familiar with Microsoft and Adobe software applications
- The incumbent must be able to coordinate and work on concurrent projects and prioritize the work with minimal input from supervisor.

Typically, the above qualifications would be attained by:

- The responsibilities of the position require specialized technical knowledge in wood frame construction for arctic regions. This level of knowledge is normally acquired through a degree in Architecture with 5 years of experience preferably in a northern setting or a diploma in Architectural Technology and 10 years of experience preferably in a northern setting.

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

Aboriginal language: To choose a language, click [here](#).

Required
 Preferred