



IDENTIFICATION

Department	Position Title	
Infrastructure	Junior Project Officer	
Position Number	Community	Division/Region
33-0535	Yellowknife	Design and Technical Services, Air and Transportation

PURPOSE OF THE POSITION

The Junior Project Officer performs engineering and related project delivery tasks such as geotechnical and granular services for major Capital and Operation and Maintenance (O&M) projects involving highways, bridges, culverts, airfields and other assets for the Department of Infrastructure. The incumbent assists the project team to undertake projects by providing project planning, granular material evaluations, site identifications and investigations, acquisition of permits and final closure plans while meeting environmental needs.

SCOPE

Located in Yellowknife the position reports to the Manager, Design and Technical Services – Air & Transportation. The incumbent will assist in the development of granular materials program as well as be part of various teams assembled to meet the needs of specific airports, highway, bridges and culverts maintenance, rehabilitation and other infrastructure construction projects.

The incumbent has the authority to initiate contracts up to \$5,000 in value and to approve contract performance up to \$10,000 while delivering Capital and O&M projects generally with a total value of up to \$10 million.

RESPONSIBILITIES

The Junior Project Officer will assist in the development of granular projects for highway construction, highway bridges, culverts, airfields and other highway and infrastructure related projects.



1. Project initiation stage.

- Interpreting aerial and satellite photos to discover potential new granular sources along NWT Highways.
- Complete field reconnaissance trips to verify results from desktop studies of potential granular sources.
- Confirming type and extent of geotechnical/geology information required for the planning, design and construction of various projects.
- Preparing Terms-of-Reference/scope of work for various engineering/consulting services.
- Conducting evaluation/reviews of tender proposals.
- Administering the preparation of granular investigation reports, detailed design, drawings, and other supporting documents to ensure the project terms of reference are met.
- Prepare Quarry Operation & Pit Development Plans and supporting documents for the development of the granular deposit contracts.
- Assists in obtaining client, community, technical and regulatory approvals and permits, as appropriate, throughout the design stage.
- Working with inter-governmental departments, regulatory land approvals and permits, as appropriate throughout the design stage.
- Requests comments on drawings from outside agencies and applicable regulatory bodies and incorporating into design.
- Develops detailed cost estimates, resource estimation and project needs.
- Develops, in collaboration with communities and local development corporations, plans to help maximize local/northern involvement, training and business development opportunities associated with the projects.

2. Project development stage.

- Arranges for tendering process with contracts section for any site drilling, granular materials testing and initial topographical surveys investigation programs, responding to enquiries from bidders.
- Assists project managers in the tender and award of granular investigation programs and carries out pre-start-up activities including start-up meetings, verification of project scope, budget, schedule, and addresses outstanding technical and regulatory issues.
- On-site inspections, surveying, layouts, and granular testing and quantity measurements.
- Interprets contracts, plans and specifications.
- Conducts regular inspections of granular investigation work by contractors to ensure work is acceptable and is progressing in accordance with plans and specifications.
- Investigates and resolves technical difficulties encountered during investigations.
- Negotiates and prepares change orders and recommends approvals to supervisor.



- Checks monthly claims submitted by contractor, certifying that work being claimed has been completed and recommends payment of claim to supervisor.
- Reviews final quarry site topographical surveys and site remediation works.

3. Identifies and maintains granular sources to support capital projects.

- Completes annual inspections of quarries, pits and other projects.
- Maintains an inventory log of all Departmental Granular Sources.
- Completes assessment of general conditions including structural, foundation, erosion defects, drainage, ML/ARD and other environmental concerns.
- Conducts feasibility studies to determine project requirements and establish the scope of projects.
- Assists in reviewing proposed projects with departmental staff and community officials to obtain background information.
- Visits the site and conducts preliminary investigations and tests.
- Obtains economic data and prepares cost/benefit analysis to determine feasibility of granular project sites.
- Analyses alternatives and develops optimum solutions.
- Prepares feasibility study report and recommends preferred solution to supervisor.

4. Manages project compliance with governing authority.

- Identifies opportunities to achieve GNWT policy objectives throughout all stages of project planning and implementation, (particularly business incentives, local accommodation, local and northern involvement policies) and takes action to achieve policy objectives.
- Ensures consultant and contractor compliance with all the applicable and governing codes, permits, directives, regulations and GNWT technical standards and guidelines, and takes action when in default.

WORKING CONDITIONS

Physical Demands

No unusual demands. Some trekking through brush might be required to access potential granular sites for site investigations, etc.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.



Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge in geology and geotechnical works, including identifying landforms, soil types, gradations, soil testing, aerial and satellite image interpretation, and basic surveying.
- Knowledge of granular materials site development, properties of granular materials, geological structures and granular material analysis.
- Knowledge of principles and applications of granular materials to transportation earthwork type projects and general civil projects.
- Knowledge of product management preferably in a northern environment such as soil conditions, rock formations and permafrost.
- Knowledge of contract administration.
- Knowledge of Environmental guidelines, regulations, and laws and the regulatory boards who govern and issue permits.
- Communication skills both verbal and written.
- Negotiating skills required to manage projects and deal with contractors, consultants and stakeholders in the office and in the field.
- Analytical, critical thinking and problem-solving skills.
- The incumbent further requires skills and knowledge of several software areas such as: project scheduling, word processing, spreadsheets, project management systems, and financial management systems.
- Work in a high-stress, multi-tasking environment with tight deadlines.
- Ability to interact with individuals where there is a high degree of tact and diplomacy required.
- Work in a cross-cultural environment to deal with a diverse group of clients and staff.
- Ability to research, evaluate, gather and compile information.
- 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 bachelor's degree in civil engineering or a related discipline with one (1) year of relevant experience.

Equivalent combinations of education and experience will be considered.



ADDITIONAL REQUIREMENTS

A valid Class 5 Drivers' License.

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