



IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
93-4563 and 13272	Technical Advisor	
<i>Department</i>	<i>Division/Region</i>	<i>Location</i>
NWT Housing Corporation	North Slave District	Yellowknife, NT

PURPOSE OF THE POSITION

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, Computerized Maintenance Management System, 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

This position is located in the Housing Corporation's North Slave District Office in Yellowknife, NT. The incumbent reports directly to the Manager, Technical and functionally to the Manager, Construction Services in Headquarters. 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 component of housing programs in up to eight communities.



RESPONSIBILITIES

- **Provide technical and administrative oversight, 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 in consultation with clients, contractors and Senior NWT HC staff.
4. Review and monitor the allocation of Local Housing Organization's maintenance budget by activity and ensure all priorities are addressed.
5. Review and monitor the preventative maintenance and demand maintenance's schedules and ensure that schedules are adhered to.
6. Provide support for and monitoring of the computerized maintenance management system (Web Works).
7. Review and analyze maintenance management reports and provide feedback and recommendations for improvements.
8. Review and ensure compliance with all safety procedures and practices, identify any deficiencies and make recommendation for improvement.

With the change in responsibilities under the CHS agreement- will this need to be beefed up?

- **Manage the direct delivery of Capital construction, renovation and maintenance projects throughout all stages of project planning and implementation process, in order to meet community/client needs for housing and to deliver housing projects on time and within budget.**

Main Activities

1. Develop specifications, Scopes of Work, construction schedules and cost estimates in accordance with project requirements.
2. Obtain/or monitor client, community and regulatory approvals, as appropriate, throughout the development of the project.
3. Directly manage project construction/renovation stages from contract planning to warranty inspection.
4. Conduct inspections and complete inspection reports during the course of construction, renovation and maintenance projects and identify any deficiencies and concerns.
5. Monitor work to ensure compliance to applicable codes.
6. Provide technical advice and assistance to clients, communities, consultants, contractors, and local suppliers and manufacturers.
7. Evaluate local/northern contractor's performance and work history.
8. Enforce the GNWT Business Incentive Policy and the Northern Manufacturing Directives.



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9. Responsible for delivering and facilitating the educational component of housing programs, specifically the Home Maintenance and Repair course to clients.
- **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 budgets for Capital projects.
4. Confirm the completion and accuracy of Unit Condition Ratings over all NWT HC assets through the UCR Verification Process.
5. Promote responsibility for homeownership, including home care and maintenance.
6. Provide background information to assist the Manager, Technical and the District Director in the preparation of briefing notes, issue papers and Executive Committee decision papers.
7. Prepare community status reports and other reports (ie: trip reports) as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong knowledge of building construction, renovation, maintenance systems, project management and contract administration.
- Good knowledge of National and Municipal building codes, local zoning by-laws, labour standards and safety acts.
- Strong project management and contract administration skills.
- Good knowledge of mechanical, electrical, and building systems.
- Ability to advise clients and the NWT Housing Corporation on design, scopes of work, and estimated costs 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, Windows and Web Work or another maintenance management software.
- Excellent communication skills, both orally and written, in order to communicate effectively in meetings and through presentations in a workshop setting.
- Strong interpersonal and negotiation skills to influence, guide and direct colleagues, clients and regional staff.
- Analytical and problem solving skills to assess technical problems and work to resolve them in a complex environment.
- Ability to work in a fast-paced work environment with multiple tasks and subject to changing priorities.
- Ability to operate effectively in cross-cultural environment.
- NWT Driver's Licence – minimum class 5



This position is designated as a "preferred bilingual" position (Languages: English + one of the designated Indigenous Aboriginal Languages of the District).

TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:

The knowledge base required for the Technical Advisor position is normally acquired through completion of a Certified Technologist program (Architectural or Engineering) or a Journeyman's Certification in carpentry or a mechanical trade with three years of direct project management experience. Knowledge of project management in a northern environment is an asset.

WORKING CONDITIONS

Physical Demands

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

The incumbent experiences a moderate level of travelling by Air (small plane) and/or Winter Road (2-3 trips per month at approximately 2-3 days per return trip each) to isolated communities. This position completes building inspections on a regular basis and as such would be exposed to dust, mould, fiberglass insulation and other allergens. They are also exposed to other worksite hazards during inspections and working in confined spaces (i.e.: crawlspace).

Sensory Demands

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

Mental Demands

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

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check and vulnerable sector check required.
- Highly sensitive position – requires verification of identity and a criminal records check



Northwest Territories
Housing Corporation

Job Description

Official Language Considerations (check one)

Not required but preferred

Bilingual required (state language): _____