

# GOVERNMENT OF NUNAVUT

## POSITION DESCRIPTION

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**Date:** June 22, 2011

**Position Number:** 14-10515

**Position:** Director Community Infrastructure

**Incumbent:** Roy Green

**Reports to:** Lorne Levy; Assistant Deputy Minister – Capital Planning and Technical Services

**Location:** Iqaluit

**Effective:** May 26, 2008

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**Deputy Minister**

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**Date**

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### **General Accountability**

The Director, Community Infrastructure is accountable for the effective and efficient implementation of all capital initiatives across the department and for all 25 municipalities.

The Director is responsible for the overall development of the Five-Year Capital Plan, including coordination of all third party negotiations, the Nunavut Community Infrastructure Advisory Community (NCIAC) and long term sustainability planning for communities in Nunavut. Potential third party negotiations involve Infrastructure Canada funding under CSIF, Gas Tax, MRIF, BCF, RIF and Stimulus

The Director will lead the Department's community capital consultation process with municipalities through NCIAC. The Director is responsible to ensure that Inuit Qaujimagatuqangit is incorporated into meaningful, accurate and timely feedback from municipalities and other stakeholders is achieved and coordinated into the Departmental capital planning process. The Director will also be responsible for coordinating capital briefing and substantiation notes related to all

departmental capital projects and initiatives.

The Director will be responsible for the implementation of the Canada-wide *Strategy* for the management of Municipal Wastewater Effluent that was endorsed by the Canadian Council of Minister of the Environment (CCME).

Responsible to ensure the division work within its (budgetary) means and that infrastructure helps to increase economic opportunities for all communities. Furthermore, the Director is responsible to ensure that capital spending is fully compatible with the objectives of the Nunavut Lands Claims Agreement. .

The Director shall take every opportunity to use budgets as training opportunities for the people of Nunavut, in often technical areas to assist in the development of Nunavummiut in every profession as part of the workforce.

## **Organizational Structure**

### **Subordinates**

Manager, Community Infrastructure  
Manager, Infrastructure Programs  
Senior Manager Research and Development CCME  
Senior Manager Municipal Planning – staff action pending\*

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## **Nature and Scope**

### **Scope**

The Director works closely with other Divisions, Regional Offices and community governments on the planning, development and implementation of capital projects across the Department. This Director also coordinates all departmental third party discussions soliciting additional infrastructure investment into Nunavut.

The Director is responsible for the supervision of 8 full – time employees including technical and financial employees. In addition, the Director is

responsible for employee evaluation of all departmental technical staff associated with the delivery of capital projects across the Department.

The Director is responsible for capital contribution agreements with Canada totaling more than 100 million, for infrastructure in all 25 communities.

The Director is accountable for establishing and maintaining cooperative and collaborative partnerships with internal and external stakeholders particularly the Nunavut Association of Municipalities for the delivery of capital programs and initiatives across the territory. The incumbent represents the division at all headquarters' planning of departmental goals and objectives.

The Director is accountable the implementation the Canada-wide *Strategy* for the management of Municipal Wastewater Effluent that was endorsed by the Canadian Council of Minister of the Environment (CCME).

The Director is accountable for the goals of NCIAC and federal infrastructure funds will affect all residents of Nunavut. The Director in consultation with the Manager, Infrastructure Programs, will ensure that the committee develops a consultation process that is acceptable to and meets the needs of all parties affected.

The Director is accountable for the development and implementation of municipal sustainability plans for all of Nunavut's communities as required under the Gas Tax Agreement.

### **Responsibilities**

The Director is directly responsible and accountable for:

#### **Capital Planning**

Ensures the development and implementation of the Capital Planning process. Ensuring quality, efficient and effective Departmental capital planning processes and procedures are developed and maintained and that the Program Standards and Criteria are properly implemented. This involves consultation with Regional Staff and other Departments. Managing a capital budget of between \$30 M and \$50 M. Ensures that meaningful community consultations take place with Nunavut communities, stakeholders and departmental representatives.

#### **Third Party Infrastructure Funding**

Coordinating efforts of other Divisions and Directors in soliciting third party infrastructure funding to ensure a consistent departmental approach to infrastructure and capital funding. The Director is directly responsible to negotiate and manage and report on funding arrangements.

#### **Monitoring Regional Capital Project Implementation**

Ensures that decentralized regional offices are implementing capital projects in accordance with GN approved policies and procedures, such as the NNI policy, agency authority as may be established from time to time, the Financial Administration Act and other procedures as may be determined by the Department/Division.

### **Asset Lifecycle Management**

Ensures that all assets owned or funded by the Department are maintained in such a manner as to optimize the lifecycle of the asset, including identification of community funding needs, technical training and implementation of maintenance management systems.

### **Supervision of the Manager, Infrastructure Programs of the NCIAC, Manager Community Infrastructure, Senior Manager Research and Development CCME and Senior Manager Municipal Planning Engineer**

The Manager, Infrastructure Programs is responsible for the direct supervision of the Executive Director of the NCIAC (Nunavut Community Infrastructure Advisory Committee).

The NCIAC is responsible for developing the long term infrastructure plan and requirements for communities across Nunavut. The Manager, Infrastructure Plans is responsible to ensure that the NCIAC make recommendations to MRIF Oversight Committee and the NDCC Management Committee on funding criteria and priorities for the Building Canada Fund, Gas Initiative, the Municipal & Rural Infrastructure Fund and other capital funds and initiatives.

The Manager, Community Infrastructure is responsible for assisting in the development and implementation of all capital initiatives across the department and for all 25 communities.

The Manager, Community Infrastructure, is also responsible assisting the Director for the overall development of the Capital Estimates and the Five-Year Capital Plan, coordinating capital briefing and substantiation notes related to all departmental capital projects and initiatives and updating the monthly capital and operations & maintenance budget reports.

The Senior Manager Research and Development CCME is responsible for the extensive research and development to determine if the GN meet the effluent levels proposed by the Canada-wide *Strategy* for the management of Municipal Wastewater Effluent (MWWWE)

In February 2009, the Canada-wide *Strategy* for the management of Municipal Wastewater Effluent (MWWWE) was endorsed by the Canadian Council of Ministers of the Environment (CCME). This new *Strategy* will establish more stringent maximum effluent discharge criteria than those

previously required for municipal water licenses. The Nunavut Water Board is already tightening up its standards in anticipation of the *Strategy*.

Ultimately, the Department of Community and Government Services (CGS) will be responsible for the implementation of the *Strategy*. Without more extensive scientific research and baseline data of effluent discharge levels, the GN cannot determine if it can meet the effluent levels proposed by CCME. To meet this challenging mandate the incumbent will need to administer a territory-wide research initiative to determine the present capacity and propose realistic standards for Nunavut to adopt as part of the CCME Strategy.

The Senior Manager Research and Development CCME will be instrumental in CGS capital planning of wastewater infrastructure in Nunavut; ensuring future systems are able to pass regulatory review and comply with monitoring, testing, and reporting requirements of their water licenses.

The Senior Manager Municipal Planning is responsible for the development and implementation of the Departmental Capital Planning Process. Responsible to the Director, the position ensures that quality, efficient and effective departmental capital planning processes and procedures are developed and maintained and that the Program Standards and Criteria are properly implemented.

The position ensures that projects are technically sound and responsive to community needs, and that there is provision of capital resources for the construction of facilities/infrastructure. The incumbent coordinates the overall departmental implementation of all Capital Projects including budget management, project management and dispute resolution

### **Risk Management**

From a Departmental perspective, ensures that capital assets are protected from loss or damage through participation in the Government Risk Management working group. Also works with the Nunavut Association of Municipalities to ensure that municipal assets are protected from loss or damage in a cost effective manner.

### **The Director is also responsible for the following:**

Evaluate the need for programs and services and participate in actions for change when required.

Select, develop, direct, motivate and evaluate subordinate staff to achieve the Department's Mission and Mandate and the human resource objectives of the Department and the Government of Nunavut.

Assist in the development of a strategy planning process for the Department of CGS.

Provide effective and efficient management of the Department's Human and Financial

Resources and ensure those resources are utilized within the budgetary limits and objectives established.

Maintain effective public relations and foster community awareness,

### **Dimensions (2011/12)**

O&M Budget \$\$1.1million

Person Years 9 \*1 staff action pending

Capital Budget \$109.025 million

### **Specific Accountabilities**

### **Knowledge, Skills and Abilities**

Must possess a Degree in Engineering (Civil, Environmental, Mechanical or Municipal) and/or a Financial Professional Designation such as a Chartered Accountant or a Certified Management Accountant.

Several years experience in the management and delivery of capital projects in the municipal sector.

Detailed knowledge associated with the lifecycle management of assets normally obtained through both academic training and practical experience.

Several years experience in the supervision of technical/engineering staff. Two to four years experience in the supervision of general staff.

Must possess knowledge of relevant legislation, construction, health and environment related.

Excellent Team Building skills.

Effective Communication and Listening skills both from a technical and management point of view.

Excellent Conflict Resolution skills and abilities.

The ability to speak Inuktitut/Inuinnaqtun is considered an asset.