

## 1. IDENTIFICATION

| Position No. | Job Title                         | Supervisor's Position              |
|--------------|-----------------------------------|------------------------------------|
| 14-13154     | Senior Manager Municipal Planning | Director, Community Infrastructure |

| Department                        | Division/Region          | Community | Location |
|-----------------------------------|--------------------------|-----------|----------|
| Community and Government Services | Community Infrastructure | Iqaluit   | 235      |

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| <b>Freebalance Coding:</b> 14710-01-1-111-1406200-01-110 |
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## 2. PURPOSE

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| <p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p> <p>The primary purpose of the position is 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.</p> <p>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.</p> <p>Assisting in advancing the <i>Healthy Community</i> objectives of the Tamapta Mandate, the Senior Manager Municipal Planning ensures facilities/infrastructure projects build that strengthens and improves the capacities of communities and that community infrastructure projects sustain and improve community resources and access for each identified community need. In ensuring <i>Simplicity and Unity</i>, the Senior Manager Municipal Planning incorporates Inuit Qaujimagatuqangit into the design of infrastructure and while working within the Nunavut Land Claim Agreement and with land claims organizations, we make best use of and share resources in Nunavut for furtherance of land claim objectives. In building <i>Self Reliance</i>, the Senior Manager Municipal Planning helps to ensure that we work within our (budgetary) means and that infrastructure helps to increase economic opportunities for all communities. In supporting <i>Continuing Learning</i>, the Senior Manager Municipal Planning shall take every opportunity to use budgets as training opportunities for the people of Nunavut, in often technical areas.</p> |
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### 3. SCOPE

**Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?**

This position's responsibilities are territorial in scope. The development and implementation of the Departmental Capital Plan affects all community residents. This position manages the implementation of the Divisional and Departmental Five (5) Year Capital Plan and ensuring that overall proposed Departmental plan is physically, technically, financially and logistically feasible and coordinated with capital projects proposed by other departments, agencies and stakeholders.

This position supervises the Senior Municipal Planning Engineer.

The capital program includes the following: community offices, parking/maintenance garages, fire protection, arenas, community halls, recreational planning, open play spaces, above ground pools, water and sewage facilities, solid waste management facilities, community roads and sidewalks, site development, land development, granular and borrow materials, aerial photography/mapping, legal/control surveys, land administration, community planning and design, and emergency measures capital equipment, petroleum products tank farms, and infrastructure in support of maintenance of GN facilities in all communities.

### 4. RESPONSIBILITIES

**Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.**

#### **Managing the implementation of the Divisional and Departmental Five Year Capital Planning Process by:**

- Updating and maintaining a decentralized computerized information support system (database) that encompasses all community infrastructure capital programs in the Department, regions and HQ.
- Correlating all the information required for the facilities/ infrastructure capital planning schedule to be followed by the Department.
- Review proposed capital projects for funding eligibility, appropriate and concise project substantiation and methodical planning that follow the Community Works Program Policies and Standards and Criteria.
- Using appropriate output reports to develop recommendations for the Director.
- Participating in capital planning workshops to senior administrators of community governments, advising on highly technical issues.
- Analyzing reports and advising on the capital planning process, including procedures, methods and policies.
- Ensuring uniform application of Community Works Programs, Standards and Criteria in the capital project submissions for all projects in the Department's Infrastructure Plans.

- Ensuring projects adhere to the Public Health Act and Regulations, the Nunavut Waters and Surface Rights Tribunal Act and Regulations and any other applicable Act or Regulation as required.
- Participate in the implementation of Canada-wide Strategy for the Management of Municipal Wastewater Effluent and participate in the committee for Climate Change when required.
- Provide technical support to the Nunavut Community Advisor Infrastructure Community (NCIAC) on municipal infrastructure projects.
- Through direct use of engineering principles, ensures that the current year projects are physically implementable, technically feasible and are logistically coordinated with municipal infrastructure projects proposed by other Departments, agencies, etc.
- Monitoring current year projects to ensure the Director receive sufficient advance notice of potential problems, which may jeopardize the completion of a project on time and within budget.
- Providing technical and administrative advisory assistance to the Director and administrations with respect to the planning associated with applicable Acts or Regulations as required.

**Implementation of Capital Projects by:**

- Supervises the position of Senior Municipal Planning Engineer
- The Senior Manager Municipal Planning will ensure divisional orientation is conducted with new employees by reviewing the job description and providing training of practices and procedures of the division;
- As acting-director, the position will supervise the division as a whole;
- The incumbent assigns work to employees on a regular basis. The Senior Manager Municipal Planning assess the performance of staff. Imposing discipline on employees when required;
- Follow the Department of Human Resources Manual for reference;
- The Senior Manager Municipal Planning will interpret employee contracts resolve workplace disputes, or respond to grievance by providing advice on such matters;
- The incumbent may be involved in resolving workplace disputes that could include grievances. Responding to grievances and providing advice would be required;
- Identifies the water works needs of communities through NCIAC consultation process and regional staff for inclusion in the capital plan.
- Develop and maintain a current inventory on the status and physical conditions municipal infrastructure in the communities.
- Providing, as required by the Department's Capital Planning Process, a recommended list of municipal infrastructure projects for included in Five Year Capital Plan. The Plan will be based on Departmental Capital Standards and Criteria and the assessment of eligible needs and priorities derived from the current inventory database, community consultation and administrations and as may be directed by the Community Infrastructure Division.
- Maintaining a current 20 Year Needs Forecast for the funded infrastructure of the territory based on the current inventory database, population projections for communities, expected life spans of infrastructure and equipment and other relevant inputs.

- Reviewing contracts, drawings and specifications to ensure completeness, conformity with generally accepted principles and ensuring projects meet local community needs.
- Through the direct use of engineering principles, provides technical advice to the Director.
- Reviewing and recommending contract change orders resulting in price/scope increases/decreases in various projects.
- Provides Regional Engineer with support as and when required to ensure that the Department's projects are implemented in the case where there are staff shortages.

**Developing, implementing and revising program standards and criteria, policies and regulations when needed by:**

- Assisting in evaluating infrastructure inventory information, historical project capital and O&M costs for incorporation into the Governmental Asset Management Lifecycle Renewal System (RECAPP).
- Interpreting of the Standards and Criteria for project substantiation and/or funding provided to the Regions and community governments.
- Through the direct use of engineering principles, reviews projects from a technical perspective to ensure they are consistent with existing Capital Standards and Criteria and providing recommendations to the Director, Community Infrastructure.
- Ongoing monitoring and evaluation of the success and the capabilities of community governments to manage increasingly complex projects funded by way of partial or full capital authority contribution agreements under the Municipal Capital Assistance Policy.
- Preparing and coordinating capital project briefs for community works programs to ensure project planning is complete, program standards and criteria are met and all necessary information is provided to Technical Services or Project Management Section, to proceed with project implementation for government managed projects.
- Participating in the review of Capital Standards and Criteria and provide recommendations from a technical perspective.
- Managing projects not delegated to Regions, Project Management or Technical Services.

**Manage Capital Programs Information Support Systems by:**

- Developing and maintaining a computerized database system that will hold all Departmental capital program information. This system will be accessible by all the Regions and Headquarters and result in an overall Departmental infrastructure inventory and used to determine historical project costs.
- The information will be used to estimate and forecasts future capital project budget requirements and to value existing infrastructure.

**Assess Capital Project needs by:**

- Providing technical advice for maintaining the Capital Needs Assessment.
- Providing engineering services to support the development of legislation, policies, standards and criteria in the Department.

**Interdepartmental and Intergovernmental responsibilities such as:**

- Representing the department on interdepartmental project committees of a technical nature.
- Reviewing and participation on inter-governmental committees dealing with municipal infrastructure.
- Soliciting and managing 3<sup>rd</sup> party funding initiatives directed towards infrastructure funded by the Department.

**A member of the Capital Planning Management Team by:**

- Participating in the development of policies, procedures and regulations by identifying to the Director of the Community Infrastructure Division, the needs of the Capital Planning section.
- Participating as a member of the Division's Management team to establish short and long term goals and objectives, and in evaluating results on a regular basis.
- Assisting with developing annual work plans for Community Infrastructure Division that provide a means of achieving training goals and needs for the Department and implementing with staff;
- Monitoring the Capital and O&M budget to ensure compliance within existing budgets; yet which makes creative use of available funds to reach the largest possible target groups;
- Ensuring an effective integrated approach to the work of the regions through planned effective utilization of human resources
- Preparing and supervising the preparation of briefing notes, FMB/Cabinet submissions, and decision and option papers for use by the Deputy Minister, ADM, Director and the Minister on community and capital related issues.
- Evaluating procedures and making changes where necessary;
- **Other duties as assigned and required.**

## 5. KNOWLEDGE, SKILLS AND ABILITIES

**Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.**

*Knowledge* identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

**These requirements are in reference to the *job*, not the incumbent performing the job.**

- A Bachelor's degree in Applied Science or Engineering, in civil, municipal environmental chemical or mechanical, or equivalent.
- Membership or eligibility for membership in the Northwest Territories Association of Professional Engineers, Geologist and Geophysicists.
- 5 to 10 years experience in program management, project management, capital planning, or related field in a municipal/territorial or federal setting.
- Demonstrated organizational, interpersonal and verbal and written communication skills.
- Knowledge and experience in developing, analyzing, evaluating and implementing capital programs and procedures.
- Knowledge of principles and application of computer-based management tools for

- programs, projects, assets, infrastructure, and finances.
- Computer literacy in word processing, databases, spreadsheet software programs
  - Knowledge and ability to read and analyze floor plans, architectural and engineering drawings and renderings
  - Knowledge and experience in standards and policy development.
  - The ability to communicate in Inuktitut/Innuinaqtun is considered an asset.

## 6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

### Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

- The incumbent in this position will spend most of his/her workday in a workstation/office/boardroom environment. As a general principle, standard work-week hours will apply, but there may be frequent requirements for additional work outside of normal hours.
- Travel to out-of-town meetings, communities and project sites and will require the incumbent to accommodate flight schedules and conditions (frequently in small charter aircraft), physical site access demands and varied levels of service for accommodations and meals.

### Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- The Arctic environment will pose physical and physiological challenges during visits to work sites and small communities.
- Site work may require to work around sewage lagoons, solid waste disposal sites and other areas of potential health hazard. These sites often contain contaminants that may pose public health and safety concerns. As a result, the person should have up to date vaccinations.
- Person will be required to work in front of a glaring computer screen all day.
- Pressure from politicians and senior management may cause stress especially around session.
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### Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated

**levels of attention to details though one or more of the incumbents' senses.**

- Careful analysis of technical, operational and subjective material is required to make informed decisions in a timely manner.
- Frequent use of a computer is required to perform all aspects of the job. Several hours a day is spent reading correspondence, reports and other documents.

**Mental Demands****Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.**

- A great deal of reading and analyzing is required for this position and much is of detailed and technical nature. Difficult decisions and recommendations will need to be made in this position on what projects will receive priority consideration over others.

**7. CERTIFICATION**

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| _____<br>Employee Signature   | _____<br>Supervisor Title  |
| _____<br>Printed Name   | _____<br>Supervisor Signature  |
| _____<br>Date:  | _____<br>Date  |
| I certify that I have read and understand the responsibilities assigned to this position.                                     | I certify that this job description is an accurate description of the responsibilities assigned to the position. |
| _____<br>Deputy Head Signature  |  |
| Date  |  |
| I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure. |  |

**8. ORGANIZATION CHART**

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

**“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.**