

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Fin. Code	
See Appendix	Community Development Officer - Technical	Manager, Community Development - Technical	See Appendix	
Department		Division/Region	Community	Location
Nunavut Housing Corporation		See Appendix	See Appendix	See Appendix

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<p>Responsible for developing the housing construction, repair, and maintenance delivery capability of community partners through assessment, planning, training, support, assistance and monitoring to enable the partner to directly deliver all technical housing programs funded by the Corporation.</p> <p>The incumbent is also responsible for the overall co-ordination, retrofit and modernization and improvement projects and the maintenance of corporate assets in the communities assigned.</p>

3. SCOPE

Describe in what way the position contributes to and impacts on the organization.
<p>Located in the community assigned, the incumbent will report to the Manager, Community Development - Technical. The incumbent recommends to LHO Managers and Board of Directors, areas of improvement for effective and efficient operation of local housing organization.</p> <p>The position is required to support the design and/or construction and project and contract management of public and staff housing; provide technical support in the delivery of homeownership repair programs; and work within established Government of Nunavut (GN) and NHC policies, procedures and regulations and building codes and regulations.</p> <p>The incumbent is required to recommend changes to NHC Maintenance Management Program and make recommendations on major repairs and maintenance requirements.</p>

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.
<p>COMMUNITY DEVELOPMENT RESPONSIBILITIES</p> <p>Provides technical support and training to ensure development of delivery capabilities of community partners by:</p> <ul style="list-style-type: none"> • Managing and providing the support and training required to enable the community partners to directly deliver the construction and maintenance aspects of various Corporate Housing Programs as agreed to in the Partnership Agreements; • Assessing of the partner's strengths and weaknesses to determine the appropriate level of support and training required; • Advising the community partners in the development of their multi-year plans for identifying their housing needs and determining how to address those needs;

- Assessing the ongoing delivery of housing programs in the community with the intent of achieving program objectives and identifying areas requiring additional assistance or support;
- Developing an appropriate training and development plan to enable the partner to deliver housing construction and maintenance programs;
- Consulting with the communities on housing programs through public meetings, workshops, liaising with community groups and client counselling;
- Monitoring budgets and work plans.

DELIVERY RESPONSIBILITIES

Delivers capital projects within the region, that the community partners are not delivering by:

- Determining the capabilities of clients and their involvement in individual projects;
- Developing and reviewing contract documents for tendering purposes;
- Administering tenders;
- Negotiating with contractors and other stakeholders as required;
- Approving contractor progress claims;
- Counselling and advising homeownership and repair clients;
- Compiling and maintaining complete and accurate project files;
- Conducting mandatory inspections to ensure compliance to codes and contract documents;
- Ensuring deficiencies are corrected;
- Ensuring compliance with policies, procedures and regulations;
- Completing all necessary documentation/reports on projects;
- Scheduling and administering all warranty inspections/reports;
- Evaluating local/northern contractor's performance and history;
- Coordinating LHO support where required to support NHC programs.

DISTRICT RESPONSIBILITIES

Contributes to the effective administration, operation and positive public image of the Corporation and district office by:

- Preparing briefing notes, community status reports and other reports as required;
- Evaluating and recommending improvements in program delivery and identifying potential conflict areas in delivery;
- Providing advice and training to other community development teams as and when required;
- Providing backup support to other development teams as required;
- Preparing estimates and budgets;
- Managing special projects as assigned;

Acts as team member and/or leader for the community development team as required by:

- Consulting with team members on team assignments and setting work priorities;
- Training NHC and LHO staff.

5. KNOWLEDGE, SKILLS, AND ABILITIES

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

Contextual Knowledge:

- General building code knowledge with the ability to complete visual inspection to ensure conformity to drawings as agreed to in tender documents.
- Knowledge of part 9 of the NBC (small buildings) with the ability to summarize a projects scope of work.
- Knowledge for project management principles, theories, and practices.
- Good working knowledge of the structure, policies, and programs of the NHC.
- Knowledge and sensitivity to community issues.
- Inuit culture and societal values.

Skills and Abilities:

- Strong project management, administration, and organizational skills.
- Oral and written communication skills at various levels
- Effective presentation and facilitation skills.
- Strong leadership, coaching and motivational skills.
- Ability to work productively in a team setting.
- Ability to develop a positive and trusting relationship.
- Ability to operate effectively in cross-cultural environment and within multi-disciplinary teams.
- Administration skills using platforms such as outlook, word and excel.
- Ability to travel and spend time in the field at the applicable region's Local Housing Organizations.

The above knowledge, skills and abilities are normally acquired through:

- Successful completion of a Red Seal Endorsement in a residential trade such as Carpenter, Plumber, Oil Heat Systems Technical, Electrician, etc.
- Five (5) years of related work experience as a Building Inspector, Site Supervisor, Construction Coordinator, Project Officer, Project Manager, or a related position.
- Experience working as part of a project team involved in building or design, operations and maintenance or housing project delivery.
- Experience developing scopes of work and cost estimates and building inspection experience.
- Experience related to cold climate building design and construction would be considered an asset.
- The ability to communicate in two or more of Nunavut's official languages is an asset.
- An acceptable combination of education and experience may be considered.

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.

Incumbent works with standard equipment in an office environment and will spend considerable time in front of a computer, which can cause eyestrain and other physical discomforts. Performs related project duties or inspections, often during severe weather conditions as required. Extended work hours are necessary on occasion to complete projects and to address immediate concerns: fatigue may result.

There are periods that require physical strength when performing inspections, climbing, crawling in confined spaces sometimes in adverse weather.

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 disrupt regular work schedules and travel requirements.

Frequent travel is required in region often during inclement weather conditions. Mode of transportation includes small aircraft and Corporation vehicles in extreme temperatures, with chance of breakdown leaves incumbent with high risk of exposure/injury.

Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgements through touch, smell, sight and hearing, and judge speed and accuracy.

Spends considerable time at a computer, for the creation of detailed reports, documents, etc. which can cause eyestrain and other physical discomforts. Prolonged attention to detail is required when preparing, assessing, and reviewing various contractual documents, reading, and preparing reports. Considerable time is spent in meetings, which requires concentrated listening and comprehension.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

The incumbent schedules and prioritizes own work, with scope of authority to respond to a multitude of community and internal requests made on a regular basis. Some contractors are difficult to deal with and enforcing codes may create unfavourable community image for incumbent and/or Corporation. Incumbent has no direct authority to improve operation of local housing organization; therefore, a high risk of alienation exists.

A high degree of stress can be created by unpredictable involvement by politicians (local & territorial) in a constantly evolving political environment.

7. CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ President and CEO, Nunavut Housing Corporation</p> <p>_____ Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the Attached organizational structure.</p>	

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”.

9. Appendix A – List of Positions and Corresponding Information

Position number	Community	Supervisor position	Freebalance Code
12-04523	Kinngait	12-04566	03300-02-2-222-0302004-04-????
12-04526	Kinngait	12-04566	03300-02-2-222-0302004-04-????
12-04579	Arviat	12-04558	03300-03-3-333-0302004-04-????
12-04631	Cambridge Bay	12-04629	03300-04-4-444-0302004-04-????
12-04638	Arviat	12-04558	03300-03-3-333-0302004-04-????
12-10290	Kinngait	12- 04566	03300-02-2-222-0302004-04-????
12-10291	Kinngait	12- 04566	03300-02-2-222-0302004-04-????