

## 1. IDENTIFICATION

<b>Position No.</b> 14-10538	<b>Job Title</b> Municipal Technical Officer	<b>Supervisor's Position</b> Regional Director for Qikiqtaaluk	
<b>Department</b> Community & Gov't Services	<b>Division/Region</b> Community Support/Qikiqtaaluk	<b>Community</b> Cape Dorset	<b>Location</b> Cape Dorset
<b>Fin. Code:</b> 14715 01 2 210 1406000 01 1000			

## 2. PURPOSE

<b>Main reason why the position exists, within what context and what the overall end result is.</b>
<p>This position exists for the overall management and delivery of the Department's Maintenance Management Program as it relates to the communities, including responsibility for an efficient and effective Water/Sanitation system and associated municipal service activities. The incumbent provides advice and support to communities on maintenance budgets, and is responsible for the ongoing monitoring, analysis and refinement of maintenance policies and procedures. The position provides advice and support to the various Community Empowerment Initiative Teams in all areas involving infrastructure transfers.</p> <p>The incumbent also facilitates the department's mobile equipment, buildings and infrastructure Capital programs and associated Agreements.</p>

## 3. SCOPE

<b>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?</b>
<p>This position does not supervise anyone directly, however the Municipal Technical Officer provides technical guidance and advice to Community Councils, Government officials, Community Works staff and departmental staff. The Community Works capacity has a significant impact on the potential success of any Community Empowerment Initiative. Within broad parameters of departmental policies, goals and objectives, the incumbent routinely makes final decisions regarding the relative priorities of program requirements.</p> <p>Incorrect advice or guidance to councils and their staff can lead to wasteful, inefficient operations and needless expense of public funds. Inaccurate building/equipment inventories may result in oversights in the Department's capital plan. Tact and sensitivity is required when dealing with Hamlet councils and their staff in order to promote close relations with them so as to not undermine one of the Department's main operating goals; capacity building and development of the communities.</p>

#### 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.**

**Ensures the effective and efficient delivery of operations and maintenance programs at the community level by:**

- Routinely travelling to communities to train staff in community works management and to establish a professional working relationship with foreman and related staff, Councils, Corporations and the SAO's;
- Assisting designated Hamlet staff to implement a computerized Maintenance Management Operating System (MMOS) including asset listing, maintenance and preventative maintenance scheduling, inventory control, work orders, purchase orders, report writing, financial management, budgeting, setting standards of quality and setting levels of services per the GN's Maintenance Standards;
- Providing technical and practical advice and assistance to maintain the community's infrastructure, i.e. all classes of public buildings, mobile equipment, water, sewage and solid waste facilities, dangerous goods sites, transportation and drainage systems; and

**Provides delivery of training on community operations and maintenance programs to community government staff by:**

- Planning, organizing, and facilitating an annual Foreman's workshop;
- Planning, organizing, and facilitating related Community Works staff training courses, seminars or workshops as required or identified;
- Researching and monitoring maintenance management systems for new or improved maintenance practices, including changes to building and fire codes;
- Participating in inter-departmental/government committees on maintenance related subjects;
- Obtaining professional development as necessary to improve technological knowledge and skill levels.

**Provides advice, assistance and support to HQ and community representatives on Community Empowerment Initiative by:**

- Working with the Department's various initiatives on infrastructure transfers by:
  - assisting with, or providing Community Works Needs Assessments;
  - providing up-to-date community infrastructure inventories;
  - working with government departments transferring assets to communities on maintenance procedures and standards by assisting with the establishment of a standardized Maintenance Management System

**Provides technical advice, assistance and guidance to the Municipal Planning Engineer and community councils involved in mobile equipment and other community infrastructure Capital purchases/programs by:**

- Advising and recommending to the Community Works Foremen, and the Department on equipment uses/needs, life cycles, and the community 5 and 20 year capital needs program;
- Conducting regular inspections of community mobile equipment and assets and maintaining an accurate inventory assessment; and
- Providing equipment specifications, recommendations, advice and/or assistance, on pre-purchase inspections and purchases.

## **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.**

- Technical Diploma and/or Interprovincial Journeyman Certification in a recognized trade, plus 3 years related experience in a northern environment; or a High School diploma, plus 5 years experience in a municipal setting at a Foreman level or Maintenance Management Supervisor level;
- Basic technical mathematics, fundamental concepts of physics and chemistry, basic survey knowledge, knowledge of heavy duty equipment maintenance and performance, and building operating experience;
- Experience with drawing up equipment specifications, as well as tendering and contracting;
- Experience with Maintenance Management programs including standards, scheduling, and inventory control.
- Proven supervisory experience;
- Job site safety and dangerous goods training/experience;
- Working knowledge of computers and commonly used software – MS Office, and Windows and other computerized maintenance management systems;
- Excellent communication skills both orally and written, in order to explain the basic maintenance management practices to community works staff and community councils and to facilitate training sessions to Community Works staff;
- Must be comfortable working with all occupations of community works staff in order to have a good understanding of the job conditions;
- Strong organization skills and the ability to work with a high degree of independence;
- Financial and program management capability;
- Strong interpersonal skills;
- Ability to review, evaluate and analyze data and react to and implement changing requirements or trends;
- Basic survey skills for related building and works initiatives;
- Ability to work effectively in a cross cultural environment;

- The ability to speak Inuktitut/Inuinaqtun would be 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 may be required to work around dirty and oily equipment, which can result in some discomfort.

The incumbent may be required to stand for long period while facilitating training sessions to community works staff.

The incumbent may be required to assist in training sessions which may require heavy lifting.

The incumbent may be required to handle chemicals and other dangerous substances.

### 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 incumbent is frequently required to travel up to two weeks at a time in small aircraft to the communities within the Region, where inclement weather may negatively impact airline schedules and where accommodations available in some communities may lack “hotel type” amenities. Work schedules are based upon seasonal cycles, i.e. sealift etc. The majority of the time is spent outdoors in extreme temperatures or in the client’s work place – shops, garages, vehicles, sewage lagoons and solid waste site facilities and within Water Treatment plants where the incumbent is exposed to noise and chemicals. The remainder of the time is spent indoors in an office setting. The incumbent may have to work in garages and other work spaces which may not be fully up to code or safety standards.

### 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.**

The incumbent spends a fair amount of time using a computer, preparing documents, briefings, reports etc., these results in eye strain and other physical discomforts.

The incumbent is required to read a fair amount of technical manuals and other documents in order to stay current with new maintenance management technologies.

The incumbent spends a fair amount of time dealing with community works staff resolving problems, this requires good listening skills and the ability to pay attention to detail, in order to diagnose and resolve the problems.

**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.**

The incumbent is exposed to tight deadlines and a large workload with competing priorities and demands is expected to work irregular or long hours, which can often place a high degree of stress to the incumbent’s family situation. The incumbent is also exposed to extensive overtime and irregular working hours, which can add to the stress placed upon the incumbent. Incumbents routinely put in many more unpaid hours of work than indicated in the work plan.

**7. CERTIFICATION**

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ 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.
_____ 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”.**