

NWT Job Futures

In collaboration with



Northwest
Territories Executive



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Introduction

Welcome to The Northwest Territories Job Futures manual, a guide to career paths for students, parents, job seekers, teachers, career and education counsellors in the NWT.

What is NWT Job Futures?

Northwest Territories Job Futures is an employment research resource that provides readers with information on employment and education in the North. In this edition, readers will find job profiles for 141 occupations, including information on the main duties, various jobs available and education required for each occupation. Also included are average employment income, occupation demand and other NWT statistics that are important when selecting your next career move.

Who can use NWT Job Futures?

- Students can use this resource to guide them in their education and career choices. The information provided helps students understand what types of jobs are out there and what training and education is needed in order to find meaningful career employment.
- Employees who are thinking about upgrading their skills in order to make a career change or a move up the ladder, can use NWT Job Futures to find out what resources are available to them and what training they will need.
- Unemployed individuals can use NWT Job Futures to help them explore job prospects and training opportunities to enter the job market.
- Parents, teachers and counsellors can use this resource to provide information to children and students who are trying to plan for their future education and career choices.

What is included in this edition of NWT Job Futures?

In addition to the job profiles section, readers will find an overview of the current labour market in the Northwest Territories and outlines for what types of jobs are likely to be in demand in the North in the future.

Readers will find an easy to use guide for navigating through NWT Job Futures, as well as information on career centres, colleges, apprenticeship, student financial assistance and other support systems available in the North.

An index of the contact numbers and addresses for the referenced schools and organizations is also included in this edition.

The statistical information provided in this document is derived from the 2004 NWT Community Survey results, and employment forecasts associated with proposed resource development projects over the period 2004 to 2014. For purposes of data quality, estimates are only provided for occupations where the number of employed is higher than 50.

Unemployed individuals can use NWT Job Futures to help them explore job prospects and training opportunities to enter the job market.



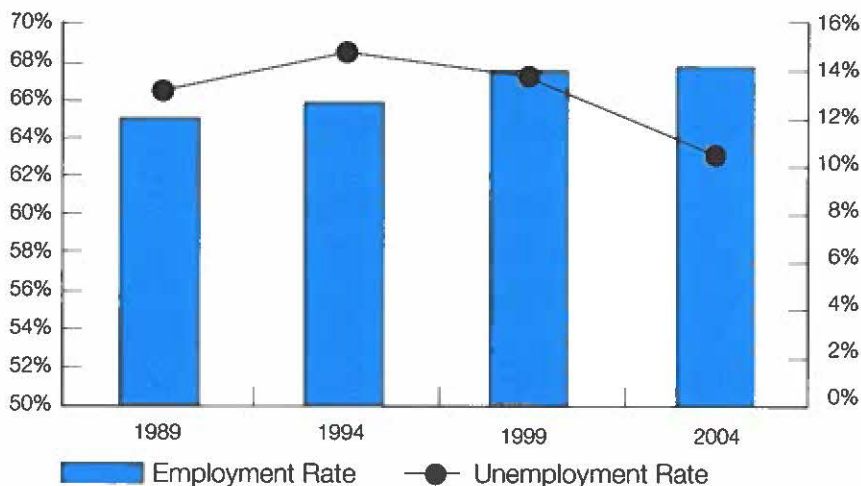
The Northwest Territories Labour Market

Overview

In the Northwest Territories, the number of people of working age¹ was 31,341 in the winter of 2004. Of those, 23,694 were in the labour force², with a 75.6% participation rate³. There has been a slight decline in the participation rate since 1999, when 78.3% of the population was participating in the labour force.

In 2004, 21,240 people were employed⁴ in the NWT, resulting in an employment rate⁵ of 67.8%. NWT employment levels have gone up since 1989, when only 62.1% of the working age population was employed. Since 1999, employment rates have remained about the same (Figure 1).

**Figure 1 Employment and Unemployment Rates
Northwest Territories, 1989, 1994, 1999 and 2004**



There were 2,454 persons unemployed⁶ in the Northwest Territories during 2004, and the overall NWT unemployment rate⁷ stood at 10.4%. NWT unemployment levels have been dropping since 1994, when 14.8% of persons were unemployed.

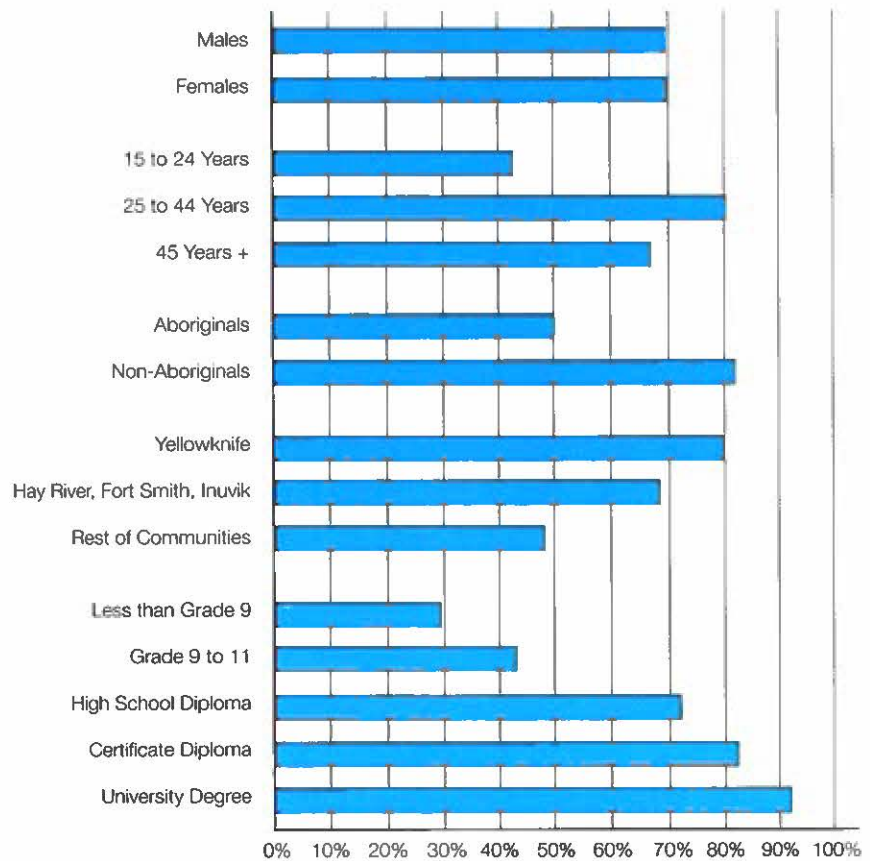
Comparing overall labour market conditions in 2004 with other provinces and territories shows that the NWT had the highest participation rate and the 2nd highest employment rate in Canada. However, the unemployment rate was 9th highest among provinces and territories.

- 1 Working age refers to people 15 years of age or older.
- 2 The labour force refers to people who were employed or unemployed during the week prior to the survey.
- 3 The participation rate refers to the percentage of people 15 years of age or older who are in the labour force.
- 4 Employed refers to people who, during the week prior to the survey: did any work at all (excluding housework, maintenance around the home and volunteer work), were absent from their job or business because of vacation, illness or being on strike or locked out.
- 5 The employment rate refers to the percentage of people 15 years of age or older who were employed during the week prior to the survey.
- 6 Unemployed refers to people who, during the week prior to the survey: were without work and had looked for work in the previous four weeks and were available for work, had been on temporary lay-off and were expected to return to the job, or had definite arrangements to start a new job within the next four weeks.
- 7 Unemployment rate refers to the percentage of the labour force who were unemployed during the week prior to the survey.

Selected Employment Rates for the NWT

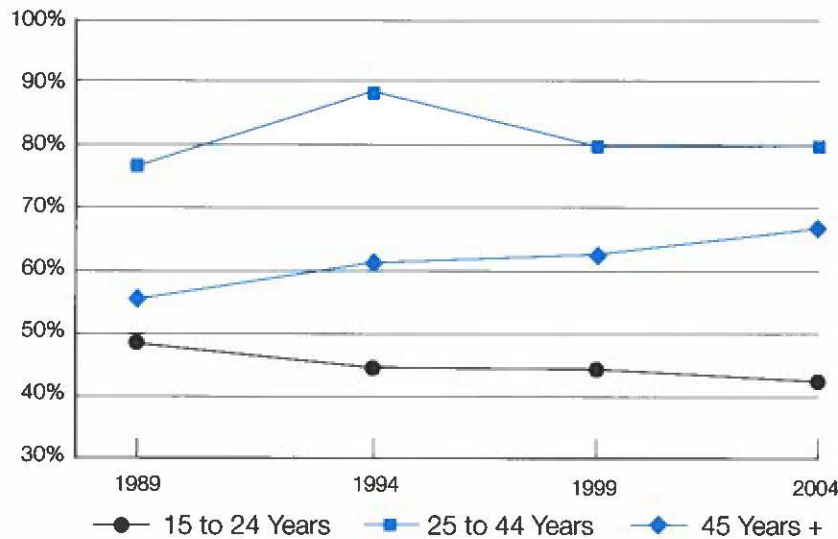
Employment rates in the Northwest Territories change according to age group, community size, ethnicity and education levels (Figure 3).

**Figure 2 Selected Employment Rates
Northwest Territories, 2004**



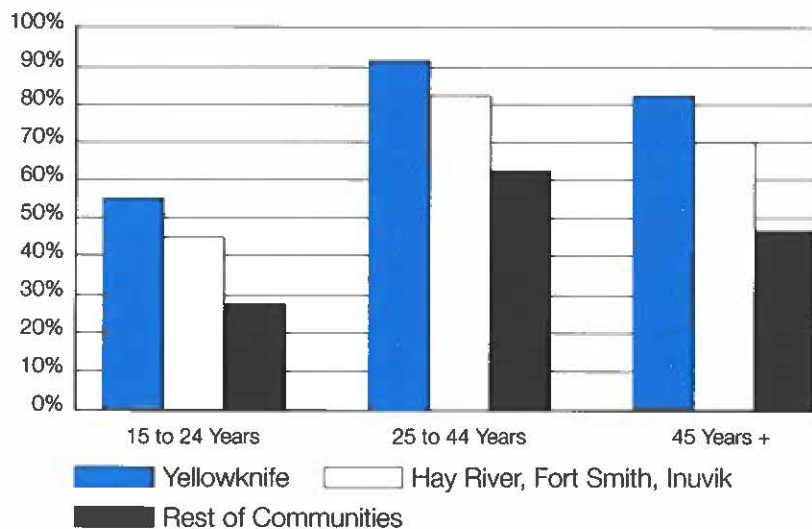
People age 25 to 44 had the highest employment rate, with 79.6% employed, while youth 15 to 24 years old and older persons 45 years of age and older had lower employment rates at 42.8% and 67.1% respectively. Figure 3 shows that those 45 years of age and older are becoming a very large part of the labour force as the population in the NWT ages. In 1989 older people made up 62.7% of the NWT labour force, which had grown to 72.6% in 2004.

**Figure 3 Employment Rates by Age Group
Northwest Territories, 1989, 1994, 1999 and 2004**



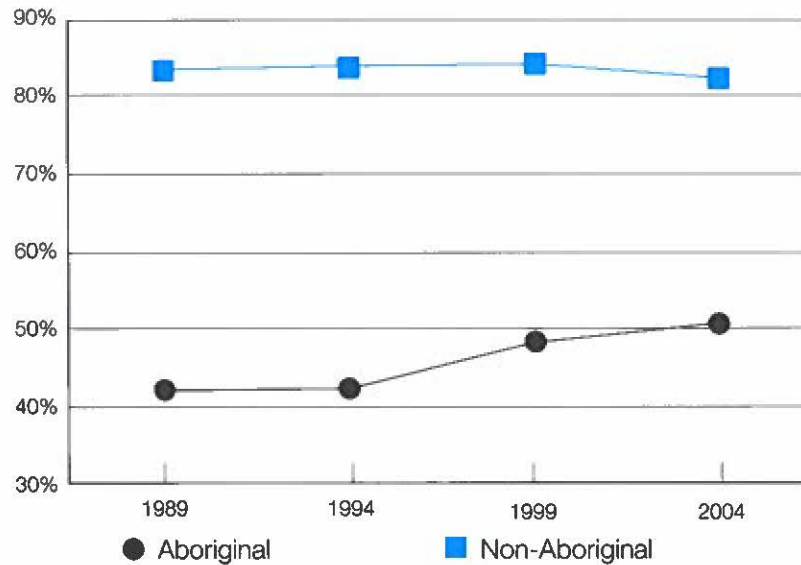
In 2004, people living in Yellowknife were more likely to be working, with an employment rate of 79.7%, compared with the 69.6% in the regional centres of Hay River, Fort Smith and Inuvik and 48.8% in the rest of the NWT communities. The biggest difference between Yellowknife and other NWT communities is among those 45 years of age and older (Figure 4). In Yellowknife 81.3% of older people were employed, compared to just 46.6% in the rest of the NWT communities.

**Figure 4 Employment Rates by Community Type and Age Group
Northwest Territories, 2004**



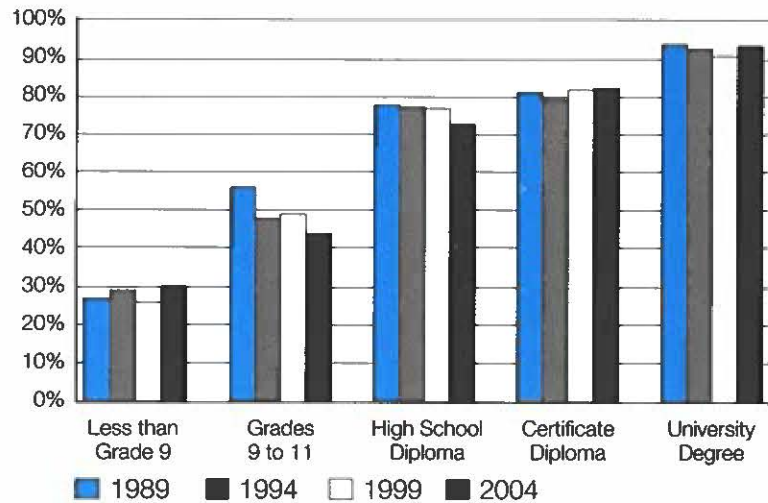
There is also a large difference in the employment rate between Aboriginal and non-Aboriginal people. In the winter of 2004, 82.4% of non-Aboriginals were employed compared to 50.6% of Aboriginals. Although the employment rate for Aboriginals is lower, it has seen improvement since 1989 (Figure 4), while employment for non-Aboriginals has remained the same over time.

Figure 5 Employment Rates by Community Type and Age Group Northwest Territories, 2004



A person's employment is linked to education levels. Only 30.2% of people in the NWT with less than grade 9 were employed in 2004. This number compares to 72.4% of people with a high school diploma that were working, 81.9% with a trade, college certificate or diploma and 92.6% with a university degree. Historical data shows that people who have more schooling have more employment opportunities and higher rates of employment (Figure 6). This is true regardless of a person's ethnicity or where they live.

**Figure 6 Employment Rates,
by Highest Level of Schooling Completed
Northwest Territories, 1989, 1994, 1999 and 2004**



The 1989 to 2004 information on the territorial labour market is from the NWT Community Survey conducted by the Bureau of Statistics every five years. This survey is, in part, designed to provide community level estimates of labour force activity. For additional information on these labour force survey results for the Northwest Territories and detailed tabulations, visit the NWT Bureau of Statistics web site at <http://www.stats.gov.nt.ca> or call (867) 873-7147.



Guide To Using NWT Job Futures

Welcome To NWT Job Futures

Planning your career is an important and challenging task. There are many choices available that you may not even be aware of. For example, do you know what sort of training you need to be an aircraft mechanic, or what it is like to be a policy analyst? NWT Job Futures is designed to help you answer these and many other questions.

NWT Job Futures includes 141 occupational profiles that are available in the Northwest Territories. There are actually hundreds of different occupations, but they have been grouped together where they are similar in type of work, education, training and physical demands.

NWT Job Futures answers important questions about each occupation, such as:

- What are the main duties?
- Is the work full-time, part-time or seasonal?
- What kind of training is needed?
- Where is the training offered?
- How long is the training?
- What skills are needed for each type of work?
- Where are people in each occupation usually employed?

This edition also answers questions about the job market, such as:

- How many people work in each occupation?
- How much demand will there be in the future for each occupation?
- How much money do people earn in each occupation?

NWT Job Futures provides information that helps you narrow down the thousands of choices available to you. It will help you think about your interests, abilities, ambitions and which occupations are related to your likes and dislikes.

NWT Job Futures is intended to be the starting point of your research. Be sure to consult other sources for more information. See your school or career counsellor for assistance, talk to your family and friends, contact people working in the occupations that interest you. School and public libraries can also be helpful for researching occupations. Get all the information you need to make a decision, as choosing a career is one of the most important life decisions you'll ever make.

How To Use NWT Job Futures

The occupational profiles are divided into groups by kind of work performed, as shown below:

- Management occupations.
- Business, finance and administrative.
- Natural and applied science.
- Health.
- Social science, education and government service.
- Art, culture, recreation and sport.
- Sales and service.
- Trades, transport and equipment operators.
- Primary industries (mining, oil and gas).
- Processing, manufacturing and utilities.

There are a number of occupational groups. These are grouped together based on the kind of work performed, educational requirements and similar duties.

If you are looking for a specific occupation, check the alphabetical index of job titles in the back of NWT Job Futures. Once you find the job profile you are looking for, use the following information to understand what each section means.

Occupational Title

Once you find the occupation you are looking for, you'll notice that each profile begins with a number of the National Occupational Code (NOC) and a title, such as "111 Auditors, Accountants and Investment Professionals". The jobs in each grouping have similar education and training requirements and work duties. NWT Job Futures includes 141 job groupings that are most important to job seekers in the Northwest Territories.

Typical Occupations

In this section, you'll find the most common NWT occupations in each job group. It includes jobs from national sources, as well as jobs from the Government of the Northwest Territories, community governments and major employers operating in the NWT. Please refer to the "Index of Job Titles" for a full listing of all the typical jobs available and which occupation grouping to find them under.

At a Glance

This section gives NWT statistics about who holds the jobs in this occupational grouping in terms of number of employees, gender, age and ethnicity and hours of work. It includes information about whether the work in this occupation is full or part-time.

Percentages given for gender, age, ethnicity and hours of work may not total 100% due to the rounding of numbers.

At Work

This section describes the main duties individuals working in these positions may be required to perform on a regular basis. This information is very general and exact duties will be determined by a job description specific to that place of employment.

Requirements

This section includes a description of the education usually required to work in these occupations, including references to on-the-job training and experience and any professional designations, certificates, permits and licenses that may be required.

Your Skills and Aptitudes

This section contains general information about the personality type of those who are successful in these positions, as well as the skills and natural aptitudes that make individuals suitable for a job.

How To Get There

This section describes the various educational and career pathways that could lead to entry level positions in each occupational grouping. It includes information for occupational certification and apprenticeship with business and industry in the NWT, as well as with the School of Community Government.

Where The Jobs Are

This section contains information about the industry that jobs in these occupational groupings are found in and where the potential employee could reasonably expect to find this kind of work within the NWT.

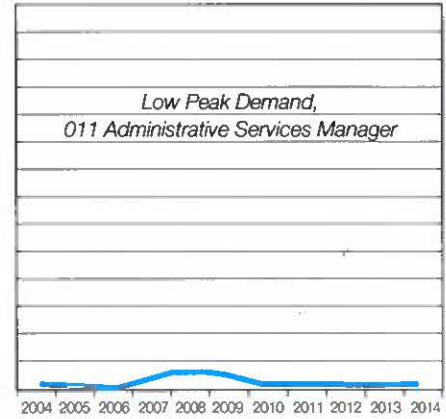
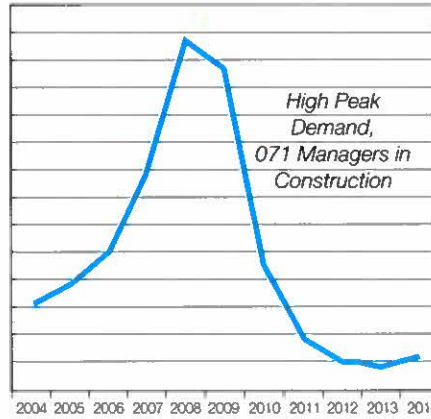
Only the top two industries employing people in each occupation have been identified in the "Where the Jobs Are" section, therefore the percentage totals may not always total 100%.

Projected Demand

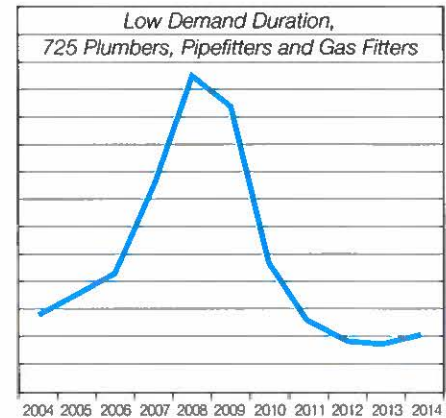
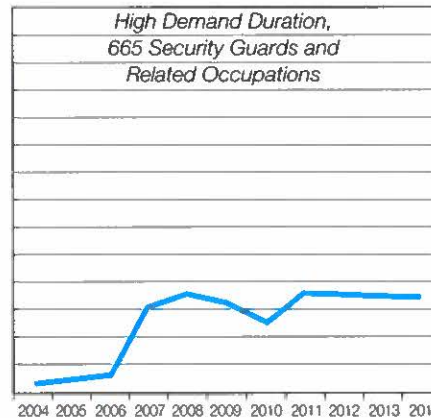
The information included in this section is a general indication of the kind of occupations that will be in demand over the period 2006 to 2014. The projection is based on current demand, and the demand associated with a number of proposed development projects that are expected to take place over the next decade. The largest of these projects is the proposed Mackenzie Gas Project.

These graphs clarify the meaning of Peak Demand, Demand Duration and Job Opportunities.

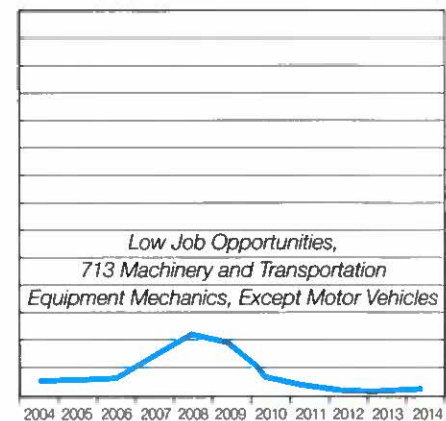
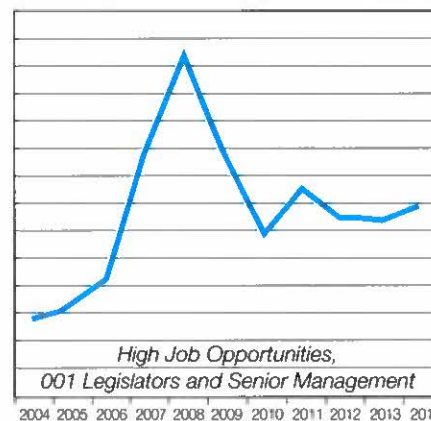
Peak Demand: Where the demand has the highest concentration (peaks) over a short period of time.



Demand Duration: Compares the demand for the occupation at the end of the timeline to demand over the entire timeline.



Job Opportunities: Compares the number employed in the occupation in the base year (2004) to the end of the timeline.



Average Employment Income

This section includes information on the average employment income for the specific occupations, and is compared to the overall Northwest Territories average employment income.

Resources

Each of the jobs in the occupational groupings includes a range of options when it comes to getting the right kind of education and skills. This section includes some of the universities, colleges, schools, career centres and professional associations that may be useful resources. Please refer to the "Index of Additional Resources" for full contact information for each resource.

001 Legislators and Senior Management

At a Glance

**Number of Employees
in the NWT: 352**

Gender:

| | |
|--------------|-----|
| Male | 61% |
| Female | 39% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 0% |
| 25-44 years | 32% |
| 45+ years | 67% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 36% |
| Non-Aboriginal | 64% |

Status:

| | |
|-----------------|-----|
| Full-time | 98% |
| Part-time | 2% |

Typical Occupations

Prime Minister

Premier

Senator

Deputy Minister

*Member of the Legislative
Assembly (MLA)*

Member of Parliament (MP)

First Nations Chief

School Board Trustee

City Alderman

*Executive Director –
Government Services*

At Work

Senior managers and legislators work in the public and private sector, in both business and government. The occupational grouping includes elected representatives, known in the NWT as members of the legislative assembly (MLA) and federally as members of parliament (MP), who are often referred to as legislators.

Senior managers formulate policy and plan, organize, direct and control the major activities of government, companies or other organizations.

People in these occupations may:

- Establish program objectives based on policy;
- Approve programs and procedures;
- Advise legislators on policy issues and work with legislators to arrive at decisions on major policy initiatives;
- Recommend, review and approve documents, briefs and reports submitted by middle managers and senior staff members;
- Establish efficient and effective organizational structure, approve human resource plans, define and staff positions;
- Have budget responsibility, including financial and administrative controls;
- Develop and approve marketing campaigns;
- Coordinate the work of the regions, divisions and departments; and
- Represent the organization in negotiations and other special functions.

Legislators work in federal, territorial, First Nation or municipal governments to enact, amend or repeal laws and legislation. This group may include representatives appointed to regulatory boards and elected members of divisional education councils (DECs) and district education authorities (DEAs).

People in these occupations may:

- Respond to concerns of constituents and the public;
- Provide leadership and vision;
- Provide direction to senior managers; and
- Maintain a high public profile through public appearances, speeches and media interviews.

Requirements

- Must be elected to their positions.
- Have a wide range of educational and employment backgrounds.

How To Get There

Individuals who wish to pursue a career in politics can choose one of several routes. Often, a career as a legislator begins at the local government level with election to a hamlet, town or city council, or to a district education authority. No specific education is required, but a broad background is beneficial.

Requirements

- High school diploma.
- Usually require a university degree or college diploma in arts, sciences, engineering or education.
- Some positions may require a masters or doctor of philosophy degree (PHD).
- Some positions require a professional designation, such as accounting (CA, CMA, CGA), business or public administration.

How To Get There

In the Northwest Territories, Aurora College offers a one-year management studies certificate program and a two-year management studies diploma program. An access year is also available. Students interested in pursuing a degree may be granted credit for Aurora College classes at one of several universities in southern Canada, including the University of Calgary and the University of Alberta in Edmonton. As well, the School of Community Government offers training in Aboriginal leadership and political development and public administration.

In the NWT, of those who currently hold these types of positions, 6% have not completed high school, 18% have a high school diploma, 31% have a certificate or diploma and 45% have a university degree.

Your Skills and Aptitudes

Legislators, senior managers and executive officers must be able to absorb and analyze large amounts of diverse information quickly, so advanced analytical and negotiating skills are helpful. Good inter-personal skills, written and oral communication skills are very important. For senior managers, advanced education, experience and a willingness to learn and consult are important, as are organizational, planning, coordination and marketing skills. Strong computer skills and the ability to keep up with technological change are also helpful attributes.

Where The Jobs Are

About 53% of employees working in these occupations live in Yellowknife, 16% live in the regional centres of Inuvik, Hay River and Fort Smith and 31% live in the other communities.

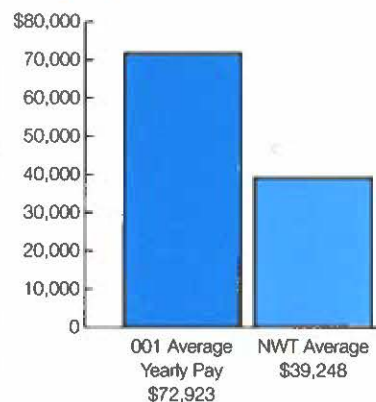
About 67% of people at work in these occupations are in public administration and 13% are in the health care and social assistance industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to be impacted by natural resource development in the NWT. As a result there will be moderate employment levels during these projects, but the duration of these jobs will be short-term with few new employment opportunities to follow.

Average Employment Income



Resources

Aurora College

School of Community Government – Department of Municipal and Community Affairs, GNWT

011 Administrative Service Managers

At a Glance

**Number of Employees
in the NWT: 190**

Gender:

Male 16%
Female 84%

Age:

15-24 years 0%
25-44 years 53%
45+ years 47%

Ethnicity:

Aboriginal 36%
Non-Aboriginal 64%

Hours of Work:

Full-time 98%
Part-time 2%

At Work

Administrative service managers provide specialized management expertise in fields such as finance, human resources and purchasing. These managers are employed throughout the public and private sectors.

Financial managers plan, organize, direct and control the operation of financial departments. They develop and implement the financial systems of business and government departments. They develop financial policies, oversee and evaluate financial reporting and set financial goals, offering input about company strategic planning, products, services or major purchases.

Personnel and industrial relations managers oversee the operations of human resources departments in the public and private sector. They develop and administer company health, safety and other programs. They oversee the classification and rating of occupations and coordinate training and recruitment and may be involved in contract negotiations between the company and its employees.

Purchasing managers are responsible for the operation of purchasing departments. They plan and develop the purchasing policies of their business or government department.

People in these occupations may:

- Plan, organize, direct and control departmental operations;
- Prepare or coordinate the preparation of financial statements, estimates, summaries and other management reports;
- Evaluate systems and policies and make recommendations for changes to procedures, operating systems, budgets and other functions to senior managers and departmental or regional managers;
- Recruit staff and oversee training programs;
- Advise and assist other managers on interpretation and administration of policies and programs;
- Organize and conduct meetings; and
- Supervise and coordinate staff and activities.

Requirements

- High school diploma.
- University degree or college diploma in business administration, economics, commerce, industrial relations or a related field.
- Some occupations may require a recognized accounting designation.

Your Skills and Aptitudes

As a prospective administrative service manager, you need to be organized and able to meet deadlines. You are analytical and detail-oriented, while being flexible and decisive. Excellent written and oral communication skills are attributes, as is the ability to work effectively, often in a leadership position, with people who have a range of experience within and outside of the organization.

Typical Occupations

Director of Accounting

Contract Manager

Finance Manager

Financial Administrator

*Personnel and Industrial
Relations Director*

Employee Benefits Manager

*Administrative Services
Director*

Medical Records Manager

Audit Manager

Chief Financial Officer

Finance Director/Controller

Controller

How To Get There

Managers usually require significant on-the-job experience in their industry, so workers are often older than the workforce average. However, in the NWT, rapid change and a small population have created a greater demand for managers than the available supply of people with extensive experience. People sometimes reach the managerial level more quickly than in other parts of the country.

Many of these managers have completed company or other management training programs and have several years of experience. Accounting and audit managers may require a recognized accounting designation. Purchasing managers may require certification from the Purchasing Management Association of Canada.

Aurora College offers one and two-year programs in management studies. The management studies program may also lead to a three-year degree in business administration from Athabasca University.

The GNWT offers its staff internal training programs in financial management and human resource management. The School of Community Government offers training in Community Management and Administration.

The government employs the majority of administrative service managers. Those interested in becoming managers should seek relevant work experience in the government within their field of interest before pursuing a career as a manager.

In the NWT, of those who work in these jobs, 2% have not completed high school, 24% have a high school diploma, 25% have a certificate or diploma and 49% have an university degree.

Where The Jobs Are

About 59% of employees working in these occupations live in Yellowknife, 24% live in the regional centres of Inuvik, Hay River and Fort Smith and 16% live in other communities.

About 74% are employed in public administration jobs and eight per cent in the mining, oil and gas sector. Administrative services managers work in diverse fields, such as public administration, business and social services. In the NWT, the most significant employer for these professionals is the government.

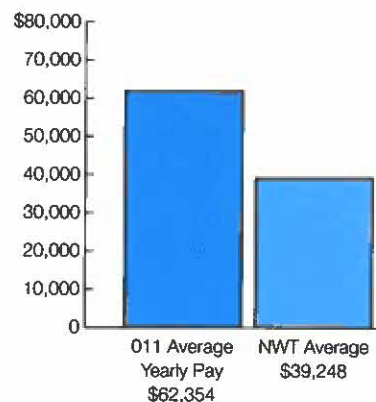
Many companies hire management professionals on a contract basis as needed.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will have little change in employment levels and will maintain short-term employment for existing jobs, while job opportunities in the future will remain steady.

Average Employment Income



Resources

Aurora College

School of Community Government – Department of Municipal and Community Affairs, GNWT

Athabasca University

Canadian Institute of Management

Purchasing Management Association of Canada

Institute of Chartered Accountants of the NWT and Nunavut

Certified Management Accountants of the NWT

012 Managers in Financial and Business Services

In the NWT, many of the occupations in this category are with government or boards of governance. Their tasks vary according to their specialization and workplace.

Typical Occupations

Investment Manager

Real Estate Office Manager

*Branch Manager in Banking,
Credit and Investment*

Mortgage Manager

Payroll Services Manager

Legal Firm Manager

Assistant Deputy Minister

Assistant Comptroller General

Campus Director

*Clerk of the Legislative
Assembly*

Regional Superintendent

Policy Director

At Work

Managers in these occupations work in financial institutions: such as insurance firms, real estate firms, brokerages, investment firms, security and commodity exchanges, banks and credit departments, and marketing research and advertising firms. In the NWT, many of the occupations in this category are with government or boards of governance. Their tasks vary according to their specialization and workplace.

Insurance managers plan, direct and oversee the activities of organizations and departments that sell insurance to businesses and individual clients. Insurance may cover auto, fire, life, property and other health and financial products and services. They may also hire, supervise, train and evaluate other insurance agents, brokers and sales representatives.

Real estate managers act on behalf of clients to plan, direct and oversee the activities of organizations engaged in the sale, purchase, lease and management of residential, commercial, industrial and other properties. They may also hire, supervise, train and evaluate other commercial and residential real estate agents.

Financial brokerage managers plan, direct and oversee the activities of organizations that find lenders and lending institutions for clients seeking a mortgage. They may also hire, supervise, train and evaluate other financial agents and brokers.

Securities managers plan, direct and oversee the activities of organizations that buy and sell stocks, bonds and other investments on behalf of individual or institutional clients. They may also hire, supervise, train and evaluate other securities agents and brokers.

Bank managers plan, direct and oversee the branch or department operations of trust companies, credit unions or similar financial institutions responsible for administering loans, accepting deposits, buying and selling securities, operating investment funds, administering trusts, selling estates or other related activities. Their duties include promoting the sale of all banking services and monitoring the processing of loan applications and credit investigations. They may also hire, supervise, train, and evaluate other financial or banking personnel and oversee the preparation of monthly financial and branch progress reports.

Credit managers plan, direct and oversee the activities of credit departments within industrial or commercial establishments. They administer corporate, commercial and personal loan accounts, evaluate and review loan and credit applications and establish credit limits and repayment schedules for individual and institutional clients. Credit managers also ensure the collection of overdue or delinquent accounts, prepare credit and loan reports and enforce the policies and procedures of their institutions. They may also hire, supervise, train and evaluate credit officers, clerks and collection clerks.

Requirements

- High school diploma.
- University degree or college diploma in a field such as business administration, commerce, or economics.
- A license (for real estate, securities, insurance managers or mortgage brokers), professional certification (for managers in finance) or registration may also be required for some of these occupations.

Your Skills and Aptitudes

These occupations require you to have a strong background in your field of specialty as well as leadership and problem solving skills and the ability to motivate fellow employees and subordinates. You must be confident and willing to innovate, introduce and execute new plans that will affect the entire organization. You need excellent communications and managerial skills.

How To Get There

Most of those who hold positions in this field have several years of work experience in a related field.

Where The Jobs Are

Detailed statistical information for these occupations in the NWT is not available.

These occupations require you to have a strong background in your field of specialty as well as leadership and problem solving skills and the ability to motivate fellow employees and subordinates.

Resources

Certified General Accountants Association of the NWT and Nunavut

Institute of Chartered Accountants of the NWT and Nunavut

Certified Management Accountants of the NWT

Financial Advisors Association of Canada/Advocis

Canadian Securities Institute (CSI)

013 Managers in Communication (Except Broadcasting)

Managers in the field of communication, other than broadcasting, are usually responsible for operations and staff in their departments, divisions or facilities.

Typical Occupations

Telecommunications Services Manager

Network Telecommunications Manager

Telecommunications Surveillance Manager

Telephone Company District Manager

Regional Service Manager

Postal Service Administrators

Courier Service Manager

Post Office Manager

Mail Processing Plant Manager

IT Project Managers

Chief Information Officers

Associate Director, Field Operations (Northwestel)

At Work

Managers in the field of communication, other than broadcasting, are usually responsible for operations and staff in their departments, divisions or facilities.

Telecommunication carrier managers plan and direct the operations of telecommunication organizations and facilities. They analyze and evaluate installation, operation and maintenance services and recommend improvements.

Postal and courier service managers plan and direct the activities and operations of postal facilities, courier service companies, or Canada Post divisions. They review service effectiveness and make required changes.

Information technology project managers conceive, implement and evaluate IT infrastructure projects, including hardware and software, generally by managing the work of staff and third party contractors. Duties may include defining project information and data needs, managing major system upgrades and processing improvement initiatives and pilot projects.

Requirements

- High school diploma.
- University degree in science, electrical or electronics engineering, or a related field.
- Practicing engineers are required to register with the Association of Professional Engineers, Geologists and Geophysicists (NAPEGG).

Your Skills and Aptitudes

You have proven leadership skills and good written and verbal communication skills. You have a good eye for the big picture and you're willing to gain the experience necessary to get there. You have an ability to plan, implement, evaluate and continually monitor large projects with participation from a wide range of stakeholders and the ability to design complex systems based on existing technologies.

How To Get There

As a prospective manager in communication, you have a strong background in the industry with several years of operational experience that includes supervisory experience in a related technical occupation.

In the NWT, Aurora College offers a pre-technology program that allows residents to upgrade their skills and acquire the necessary credentials for application to an accredited technology program at a post-secondary institution in the NWT (Aurora College) or Alberta (NAIT). There are two streams: one for students wanting to move into engineering technology programs in areas like construction or environmental technology; the second for those who wish to enter engineering technologies in the electrical, electronic instrumentation, telecommunications and some computer engineering technology programs.

Aurora College also offers a certificate program in computing and information systems that will qualify applicants for entry-level positions in the IT field.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

In the NWT, Aurora College offers a pre-technology program that allows residents to upgrade their skills and acquire the necessary credentials for application to an accredited technology program at a post-secondary institution.

Resources

Aurora College

Association of Professional Engineers, Geologists and Geophysicists of the NWT (APPEGG)

University of Alberta

University of Calgary

University of Saskatchewan

Northern Alberta Institute of Technology (NAIT)

British Columbia Institute of Technology

021 Managers in Engineering, Architecture, Science and Information Systems

Managers in these occupations are employed by a wide range of private sector and government establishments and by consulting, engineering and scientific research companies.

Typical Occupations

Engineering Department Manager

Quality Control Manager

Safety Director

Environmental Science Manager

Architectural Manager

Computer Systems Development Manager

Computer Facility Manager

Aerospace Engineering Head

Electrical Engineering Manager

Director of Research – Mining

At Work

Managers in these occupations are primarily concerned with planning, organizing, directing and controlling units responsible for engineering, architectural and information system services. They are employed by a wide range of private sector and government establishments and by consulting, engineering and scientific research companies.

People in these occupations may:

- Plan, organize, direct and control the activities and operations of a department, service or firm;
- Develop and implement policies, standards and procedures for the work performed in the department, service, laboratory or firm;
- Meet with clients to prepare specifications, explain proposals and present reports and findings;
- Assign, coordinate and review the technical work of the department or project teams;
- Recruit personnel and oversee development and maintenance of staff competence in required areas;
- May participate directly in the design, development, implementation and inspection of projects; and
- Control the budget and expenditures of the department or company.

Requirements

- High school diploma.
- University degree in engineering, computer science, business administration or commerce.
- To practice in the North, all engineers must be registered with the Northern Association of Professional Engineers, Geologists and Geophysicists (NAPEGG).

Your Skills and Aptitudes

You have good problem solving skills and are decisive. You are curious about how things work and can imagine ways to improve them. You are logical and analytical and can work well as part of a team.

How To Get There

People in these occupations have some level of post-secondary education. If you are interested in pursuing a career in this category you should be prepared to live and go to school in the south so you can obtain a degree/diploma. Aurora College offers no relevant programs in this area. Most NWT managers in this category learn on the job, through distance education, or at institutions in the south.

People interested in pursuing this career should be prepared to move to Yellowknife, though this may change as technology advances and capacity increases in smaller communities.

The Association of Professional Engineers, Geologists and Geophysicists (NAPEGG) offers one \$1,000 scholarship each year to any person registered in or entering an engineering, geology or geophysicists program. Contact NAPEGG for more information.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Most NWT managers in this category learn on the job, through distance education, or at institutions in the south.

Resources

Aurora College

Association of Professional Engineers, Geologists and Geophysicists of NWT and Nunavut

University of Alberta

University of Calgary

University of Saskatchewan

031 Managers in Health, Education, Social and Community Services

At a Glance

Number of Employees in the NWT: 327

Gender:

| | |
|--------------|-----|
| Male | 43% |
| Female | 57% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 2% |
| 25-44 years | 35% |
| 45+ years | 63% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 33% |
| Non-Aboriginal | 67% |

Hours of Work:

| | |
|-----------------|------|
| Full-time | 100% |
| Part-time | 0% |

At Work

Senior managers in these occupations work with middle managers to plan, organize and oversee the membership and other organizations or institutions that deliver health, education, social or community services. They make policies that direct the activities of these organizations, either alone or in conjunction with a board of directors.

People in these occupations may:

- Set goals for the organization or institution and formulate or approve policies and programs;
- Authorize and organize the establishment of major departments and associated senior staff positions;
- Allocate funds to implement an organization's policies and programs, establish financial and administrative controls, formulate and approve promotion campaigns and approve overall personnel planning;
- Select or approve the selection of middle managers, directors or other executive staff;
- Coordinate the work of regions, divisions or departments; and
- Represent the organization or institution, or delegate representatives to act on behalf of the organization in negotiations and other official functions.

Requirements

- High school diploma.
- University degree or college diploma in business administration, hospital administration, finance or other discipline related to the service provided is usually required.
- Senior managers in finance usually require a professional accounting designation.

Your Skills and Aptitudes

Individuals who are well organized and confident decision makers, who can come up with innovative solutions to work-related problems, will do well in these positions. You should be able to reason through complicated problems, be a team player and have the ability to communicate well with colleagues and subordinates.

Typical Occupations

Chief of Anaesthesia
Chief of Emergency Medicine
Chief of Paediatrics
Aviation School Manager
Community College Dean
School Superintendent
School Principal
Group Home Manager
Young Offender Services Director
Women's Centre Manager

How To Get There

Prospective managers in these fields need an undergraduate and often a graduate degree in their field or department specialty, as well as several years of experience as a middle manager with additional experience in a supervisory role. Surgery, clinical or laboratory medicine department administrators need to be trained as specialist physicians.

Nursing, dietetics or physiotherapy department administrators usually need to be trained in their relevant medical profession. They should gain professional certification in the NWT.

Territorial residents can undertake an undergraduate nursing degree at Aurora College. All other fields and graduate work require students to leave the NWT. Various universities in the south offer training in medicine and related fields. Look for online calendars or check with your regional career centre.

In the NWT, of those employed in these occupations, less than 1% have not completed high school, 24% have a high school diploma, 24% have a certificate or diploma and 51% have a university degree.

Where The Jobs Are

About 54% of employees working in these occupations live in Yellowknife, 23% live in the regional centres of Inuvik, Hay River and Fort Smith and 23% live in the other communities.

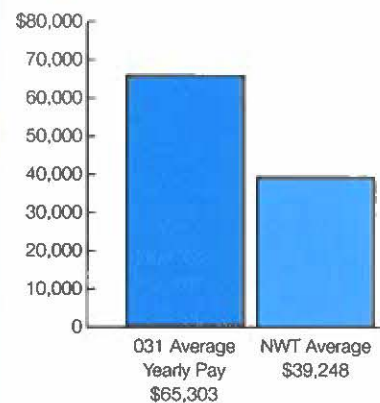
About 20% of these managers work in the public administration industry and 52% work in educational services.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

Occupations in this area are predicted to see moderate increases in employment levels over the next 10 years, accompanied by medium-term employment for existing positions and steady opportunity for future positions.

Average Employment Income



Resources

Aurora College

*Registrar, Professional Licensing
Department of Health and
Social Services, GNWT*

041 Managers in Public Administration

At a Glance

**Number of Employees
in the NWT: 336**

Gender:

Male 83%
Female 17%

Age:

15-24 years 0%
25-44 years 47%
45+ years 53%

Ethnicity:

Aboriginal 15%
Non-Aboriginal 85%

Hours of Work:

Full-time 99%
Part-time 1%

Typical Occupations

Director of Health Education

*Director of Employment Equity
Program*

*Regional Director of Social
Services*

*Manager of Transportation
Programs*

*House of Commons
Administrator*

Director of Education

*Director of Curriculum
Development*

*Manager of Intergovernmental
Affairs*

*Senior Administrative Officer
(SAO)*

First Nations Administrator

Housing Manager

At Work

Public administration managers work in government or governmental agencies and legislative bodies to plan, organize, direct and control units involved in policy and program development. Managers in this group plan, organize, direct and control the development and administration of health care and other social policies, as well as related programs designed to protect and promote the health and social welfare of individuals and communities.

Senior administrative officers administer, manage and deliver community programs and services on behalf of the territorial government in an effective, efficient manner and within legislative, policy and procedural guidelines. They may also be asked to provide advice and support to the mayor and council.

First Nations administrators administer, manage and deliver community programs and services on behalf of band councils and community governments, in an effective and efficient manner, within legislative, policy and procedural guidelines. They may also be called on to provide support to band councils or community governments.

Housing managers administer, manage and deliver all public social housing programs, services and properties within a community under the terms and conditions of the management agreement between the local housing organization (LHO) and the Northwest Territories Housing Corporation (NWTHC). They have supervisory responsibility and report to a local LHO board of directors and the NWTHC.

People in these occupations may:

- Plan programs;
- Develop policy;
- Participate in research initiatives;
- Organize and direct committees and working groups in planning, managing and evaluating programs; and
- Interview, hire and train staff.

Requirements

- High school diploma.
- University degree or college diploma.
- Some occupations may require a graduate degree.
- Some managers may also require a professional designation.

Your Skills and Aptitudes

Individuals who are well organized and confident decision makers and can come up with innovative solutions to work-related problems will do well in these positions. You should be able to reason through complicated problems, be a team player and have the ability to communicate well with colleagues and subordinates.

How To Get There

The majority of the managers working in public administration in the NWT are aged 45 and over, probably because work experience is an important requirement. Those who work in these jobs generally have several years of work experience in increasingly responsible positions, specifically supervisory roles.

The GNWT offers on-the-job management training and public service career training to designated employees. Aurora College offers degree programs in some areas in co-operation with southern universities. The School of Community Government also offers courses in community management and administration and planning and land administration.

The Department of Education, Culture and Employment, in conjunction with the School of Community Government (MACA), offers a certification program recognized across the NWT. The program is based on occupational DACUM charts and includes several steps. Individuals who wish to be certified as senior administrative officers, First Nations administrators, or housing managers can register through the local career centre. A certificate of competence is awarded following successful completion of the process.

Only those who are permanent residents of the NWT are eligible and they must be currently or recently employed as an SAO, First Nations administrator or housing manager (or an equivalent). There is no cost for the program.

In the NWT, of those employed in jobs in these fields, 2% have not completed high school, 5% have a high school diploma, 18% have a certificate or diploma and 75% have a university degree.

Where The Jobs Are

About 72% of employees working in these occupations live in Yellowknife, 18% live in the regional centres of Inuvik, Hay River and Fort Smith and 10% live in the other communities.

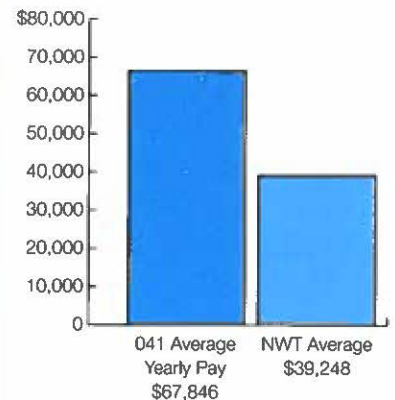
About 91% of these managers work in the public administration industry and 7% work in other services.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will see significant increases in employment levels, reaching their peak during pipeline construction, while maintaining short-term employment for existing jobs. Opportunities in the future will continue to remain steady.

Average Employment Income



Resources

Aurora College

School of Community Government – Department of Municipal and Community Affairs, GNWT

Canadian Healthcare Association

Canadian Healthcare Association

Institute of Public Administration of Canada

051 Managers in Art, Culture, Recreation and Sport

Managers of libraries, archives, museums and art galleries plan and direct the activities of these organizations or technical departments within them.

At Work

These managers work for sport organizations, libraries, publishing houses and galleries. They oversee the operations of staff and facilities that fall under their responsibility.

Managers of libraries, archives, museums and art galleries plan and direct the activities of these organizations or technical departments within them.

Managers in publishing, motion pictures, broadcasting and other performing arts plan and direct the operations of newspapers, publishing firms, radio and television stations, film, theatre, record and video production companies.

Managers in recreation and sport plan and direct the activities, projects, and operations of recreational facilities and sports programs/services. They also manage professional athletic teams and national/provincial/territorial sports agencies.

Requirements

- High school diploma.
- University degree or college diploma.
- Some occupations may require a graduate degree.

Your Skills and Aptitudes

As a prospective manager in these occupations, you are organized and confident in your ability to make decisions. You find innovative solutions to work-related problems based in part on your extensive knowledge and experience in the industry. You need to be able to communicate well with colleagues and subordinates.

Typical Occupations

Head Librarian

Archive Director

Museum Coordinator

Radio Programming Manager

Editor-in-Chief

Theatre Company Manager

Manager of a Video Production Company

Recreation Programs Manager

General Manager of a Professional Athletic Team

How To Get There

Those who wish to work in supervisory roles require several years of work experience.

Where The Jobs Are

Detailed statistical information for these occupations in the NWT is not available.

You find innovative solutions to work-related problems.

Resources

Division of Culture, Heritage and Languages – Department of Education, Culture and Employment, GNWT

Canadian Museums Association

Division of Sport, Youth, Recreation and Volunteerism – Department of Municipal and Community Affairs, GNWT

061 Sales, Marketing and Advertising Managers

Managers in these occupations have a leadership role, overseeing operations of sales and marketing teams and setting and trying to achieve sales targets for their departments.

At Work

Managers in these occupations have a leadership role, overseeing operations of sales and marketing teams and setting and trying to achieve sales targets for their departments. They interview, hire and train employees.

Sales managers plan and direct the activities of sales departments in commercial, industrial, wholesale and other non-retail establishments.

Marketing managers establish distribution networks for products and services, initiate market research studies and analyze their findings, assist in product development and direct the marketing strategies of establishments.

Advertising managers plan and direct the activities of firms and departments that develop and implement advertising campaigns to promote the sales of products and services.

Public relations managers direct establishments and departments that develop and implement communication strategies and information programs, publicize activities and events, and maintain media relations on behalf of businesses, governments and other organizations.

Requirements

- High school diploma.
- Sales and marketing managers require a university degree or college diploma in business administration or in a related field with a specialization in sales or marketing.
- Advertising and public relations managers require a university degree or college diploma in public relations, communications, marketing, journalism or in a related field.

Typical Occupations

Campaign Manager

Corporate Sales Manager

National Account Manager

*Sales and Promotions
Manager*

Media Advertising Manager

Tour Packages Sales Manager

Regional Sales Director

Sales and Marketing Manager

*Business Manager of Sales
and Advertising*

Public Information Director

Your Skills and Aptitudes

As a prospective manager in sales, marketing and advertising, you need to be confident and persuasive and willing to take measured risks. A solid knowledge of the sector to which you are selling and the product or service you are offering is required. You should be comfortable using a computer and be reasonably good with numbers.

How To Get There

Several years of experience as an advertising officer, public relations officer, communications officer or in a related occupation.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

As a prospective manager in sales, marketing and advertising, you need to be confident and persuasive and willing to take measured risks.

Resources

Alberta Society for Marketing Professional Services

Mount Royal College

Northern Alberta Institute of Technology (NAIT)

Southern Alberta Institute of Technology (SAIT)

University of Calgary

062 Managers in Retail Trade

At a Glance

**Number of Employees
in the NWT:** 517

Gender:

Male 64%
Female 36%

Age:

15-24 years 17%
25-44 years 52%
45+ years 31%

Ethnicity:

Aboriginal 19%
Non-Aboriginal 81%

Hours of Work:

Full-time: 99%
Part-time: 1%

At Work

Retail trade managers plan, organize, direct and control the operations of stores and other businesses that sell merchandise or services to individual people, companies or other groups, such as government. Retail trade managers might be employees of the stores or other businesses where they work, or they might own part or all of their own store or business.

People in these occupations may:

- Plan and direct the operations of establishments engaged in retail sales or of departments in such establishments;
- Manage staff and assign duties;
- Study market research and trends to determine consumer demand, potential sales volumes and effect of competitors' operations on sales;
- Determine merchandise and services to be sold and set price and credit policies;
- Locate, select and buy merchandise for resale;
- Develop and implement marketing strategies;
- Plan budgets and authorize expenditures; and
- Determine staffing requirements and hire or oversee hiring of staff.

Requirements

- High school diploma.
- University degree or college diploma.

Your Skills and Aptitudes

To work in these occupations, you need to thrive under pressure and enjoy working with others and with the public. You should be organized and easily able to make decisions. You should have effective written and oral communication skills.

Typical Occupations

*Floor Coverings and Draperies
Store Manager*

Furniture Store Manager

Hardware Store Manager

*Manager of Wholesale
Establishment*

Video Rental Store Manager

*Television and Stereo
Equipment Store Manager*

Bakery Department Manager

*Sporting Goods Store
Manager*

Jewellery Store Manager

How To Get There

Those without a university degree may advance in a position with a high school diploma and retail sales experience at increasing levels of responsibility.

In the NWT 7% of those employed in these kinds of jobs have not completed high school, 50% have a high school diploma, 21% have a certificate or diploma and 22% have a university degree.

Where The Jobs Are

About 49% of employees working in these occupations live in Yellowknife, 32% live in the regional centres of Inuvik, Hay River and Fort Smith and 20% live in the other communities.

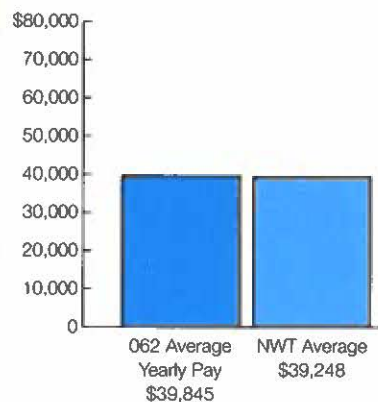
In the NWT, about 91% of people at work in these occupations are in the wholesale and retail industry and 4% work in accommodation and food services.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to be impacted by natural resource development in the NWT. As a result there will be high employment levels during these projects, but the duration of these jobs will be medium-term with good employment opportunities to follow.

Average Employment Income



Resources

Aurora College

Retail Council of Canada

Yukon Tourism Education Council

063 Managers in Food Service and Accommodation

At a Glance

**Number of Employees
in the NWT: 209**

Gender:

Male 47%
Female 53%

Age:

15-24 years 2%
25-44 years 83%
45+ years 15%

Ethnicity:

Aboriginal 34%
Non-Aboriginal 66%

Hours of Work:

Full-time 87%
Part-time 13%

At Work

Restaurant and food service managers plan, organize, direct and control the operations of restaurants, bars, cafeterias and other food and beverage services. They work in food and beverage service establishments, or they may be self-employed. In the NWT, these managers are knowledgeable about the seasonal cost and availability of shipping and plan their orders well ahead for times when road access to their communities is limited or non-existent.

People in these occupations may:

- Plan, direct and develop policies for the efficient operation of restaurants, bars, cafeterias and dining rooms;
- Schedule and supervise staff;
- Perform inventory control, monitor revenues and modify procedures and prices;
- Handle customer complaints and ensure health and safety regulations are followed;
- Negotiate with suppliers and wholesalers for food and other supplies; and
- Negotiate with clients regarding services like catering, or use of facilities for banquets or receptions.
- Accommodation service managers plan, organize, direct, control and evaluate the operation of accommodation establishments or of departments within such establishments.
- Plan and direct the operations of hotels, motels, lodges and resorts;
- Prepare budgets, monitor expenses;
- Plan marketing and promotional campaigns; and
- Ensure client satisfaction.

Requirements

- High school diploma.
- College diploma or completion of a program related to hospitality, tourism, business administration or food and beverage management.

Your Skills and Aptitudes

As a food service and accommodation managers, you are organized and efficient and can make decisions quickly. You are able to plan ahead in terms of arranging appropriate levels of staff and inventory. You enjoy working with the public and have good supervisory skills that allow you to manage a varied staff in a busy work environment. You are an effective communicator and remain calm and cheerful when working under pressure.

Typical Occupations

Bar Manager

*Canteen Service District
Manager*

Front Desk Manager

Hotel Director

*Military Food Services Logistics
Officer*

*Hotel Food and Beverage
Service Manager*

Restaurant Manager

Resort Manager

Restaurant Assistant Manager

How To Get There

People at work in these occupations also have several years of experience in the field, including some supervisory experience. Other managers start in entry level positions and work their way up in the industry, usually doing on-the-job training and coursework. Entrepreneurs setting up their own business in these occupations should also have training in how to run a small business.

Aurora College offers a one-year management studies certificate and a two-year management studies diploma. Students who don't meet the requirements to apply for these programs can enter the management studies access program, designed to help them satisfy the prerequisites of the course. While not directly related to food service and accommodation, in combination with experience in the hospitality industry, these courses could be useful to students entering these occupations.

Yukon College offers a one-year certificate and a two-year diploma in tourism studies, both of which are transferable to several southern institutions to satisfy the first and second year in a four-year bachelor of tourism management or other related diploma courses. Tourism studies at Yukon College focuses on general business, marketing and management, computers, customer service and public relations and intercultural issues.

The Northern Alberta Institute of Technology is one of many southern institutions that offer a two-year diploma in hospitality management. Some or all of the credits achieved in this diploma may be transferable to other colleges and universities for those students who wish to pursue a bachelor's degree in the field.

The University of Calgary's Haskayne School of Business offers a two-year diploma program and a four-year bachelor of hotel and resort management program.

Of those who currently work in these occupations 24% have not completed high school, 21% have completed a high school diploma, 43% have a certificate or diploma and 12% have a university degree.

Where The Jobs Are

About 47% of employees working in these occupations live in Yellowknife, 25% live in the regional centres of Inuvik, Hay River and Fort Smith and 29% live in the other communities.

In the NWT, 51% of people at work in these occupations are in the accommodation and food services industry and 30% are in the wholesale and retail industry.

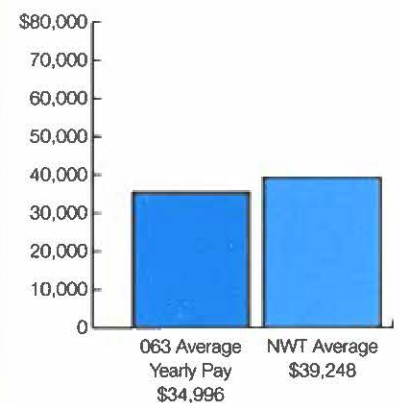
Some of the jobs within these occupations, such as jobs in exploration camps or lodges, are seasonal. Managers, especially self-employed ones, may spend the off-season promoting their businesses.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

Occupations in this area will reach maximum employment levels during pipeline construction, while maintaining steady medium-term employment throughout, with job opportunities in the future continuing to see moderate growth.

Average Employment Income



Resources

Aurora College

Yukon College

*School of Hospitality
Northern Alberta Institute of
Technology (NAIT)*

*Canadian Tourism Human
Resource Council*

Haskayne School of Business

064 Managers in Protective Services

An interest in public service, the ability to be an effective member of a team and good physical conditioning are skills necessary for anyone wanting to be a police officer or firefighter.

At Work

This group includes senior level police officers and firefighters who supervise and coordinate the work of officers in lower ranks.

People in these occupations may:

- Plan, organize, direct, control and evaluate the activities of a police force or a division of a police force;
- Develop or implement police force policies and procedures;
- Oversee police investigations and ensure that procedures are conducted in accordance with laws and regulations; and
- Assess performance of subordinates and authorize promotions, transfers and disciplinary actions.

Requirements

- High school diploma.
- University degree or college diploma in law, fire protection technology or social sciences may be required.
- Completion of a three to six-month training program.
- Minimum standards in physical strength, agility, fitness and vision.
- Physiological and/or other tests.
- Firefighters may be tested annually and be required to take training weekly.

Your Skills and Aptitudes

An interest in public service, the ability to be an effective member of a team and good physical conditioning are skills necessary for anyone wanting to be a police officer or firefighter. Work experience will help to progress through the ranks to a management level.

Typical Occupations

Commissioned Police Officers

Fire Chiefs

Senior Firefighting Officers

Commissioned Officers

Armed Forces Personnel

Airport Fire Chief

Assistant Deputy Fire Chief

Assistant Deputy Police Chief

Police Chief

Police Inspector

Chief Security Officer

How To Get There

Previous experience as a volunteer firefighter is a definite asset. Several years of experience as a police officer are required.

Where The Jobs Are

Detailed information on these occupations in the NWT is not available.

Previous experience as a volunteer firefighter is a definite asset.

Resources

Aurora College

Police Studies Certificate Program, Mount Royal College

Lakeland College Emergency Services Technology and Fire School

Vermillion Campus

National Fire Protection Association (NFPA)

Alberta College of Paramedics (EMR/EMT-A)

065 Managers in Other Services

At a Glance

Number of Employees in the NWT: 74

Gender:

| | |
|--------------|-----|
| Male | 74% |
| Female | 26% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 27% |
| 25-44 years | 70% |
| 45+ years | 3% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 7% |
| Non-Aboriginal | 93% |

Hours of Work:

| | |
|-----------------|-----|
| Full-time | 89% |
| Part-time | 11% |

At Work

Service managers work in a wide variety of organizations. They manage businesses that provide services such as dry cleaning, hairdressing and commercial, industrial and residential cleaning. They work in schools that provide instruction in activities such as driving, language, music, cooking and dance.

People in these occupations may:

- Plan and direct the operations of business establishments;
- Establish or implement policies and procedures for staff;
- Plan and control budgets and inventories;
- Respond to customers' questions or complaints and resolve problems;
- Manage contracts for advertising or marketing strategies; and
- Hire, train and supervise staff.

Requirements

- High school diploma.
- College diploma or vocational school certificate may be required.
- On-the-job training.

Your Skills and Aptitudes

As a service manager, you are organized and efficient and can make decisions quickly. You are able to plan ahead in terms of arranging appropriate levels of staff and inventory. You have good supervisory skills that allow you to manage a varied staff. You are also an effective communicator and are interested in business and the service industry.

Typical Occupations

Septic Tank Service Manager

*Swimming Pool Maintenance
Service Manager*

Dry Cleaning Service Manager

Laundry Service Manager

Home Care Service Manager

*Carpet Cleaning Service
Manager*

Hair Salon Manager

Esthetic Services Manager

Barber Shop Manager

Pest Control Service Manager

How To Get There

Some entrants have a related trade or vocational certificate, or community college diploma or undergraduate university degree.

Aurora College offers a one-year management studies certificate and a two-year management studies diploma. Students who don't meet the requirements to apply for these programs can enter the management studies access program, designed to help them satisfy the prerequisites of the course. In combination with experience in the service industry, these courses may be useful to students entering these occupations.

The Northern Alberta Institute of Technology in Edmonton offers a one-year course in management that follows its one-year business administration program. Community colleges, such as Edmonton's Grant MacEwan Community College, offer a variety of one and two-year management courses, specializing in different areas of management, such as arts, human resources and sport. Athabasca University offers a three-year bachelor of management course via distance learning. Many other universities in the south offer business management courses. Check with your career centre, consult online calendars or contact the learning institution for more information.

In the NWT, of those employed in these positions, 18% have not completed high school, 51% have obtained a high school diploma and 31% have a certificate or diploma.

Where The Jobs Are

About 81% of employees working in these occupations live in Yellowknife, 12% live in the regional centres of Inuvik, Hay River and Fort Smith and 7% live in the other communities.

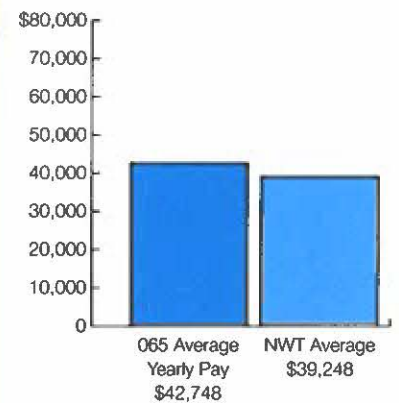
About 91% of people at work in these occupations are in the services industry and 8% are in public administration.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will have moderate change in employment levels and will maintain medium-term employment for existing jobs, while job opportunities in the future will remain good.

Average Employment Income



Resources

Aurora College

Athabasca University School of Business

Grant MacEwan College

Northern Alberta Institute of Technology (NAIT)

071 Managers in Construction and Transportation

At a Glance

**Number of Employees
in the NWT:** 268

Gender:

Male 94%
Female 6%

Age:

15-24 years 8%
25-44 years 26%
45+ years 68%

Ethnicity:

Aboriginal 14%
Non-Aboriginal 86%

Hours of Work:

Full-time 98%
Part-time 2%

At Work

These managers work in construction, transportation, freight forwarding and shipping companies and in the transportation departments of companies in retail/manufacturing sectors and utilities.

Construction managers plan and direct the operations of organizations engaged in residential, commercial, institutional and industrial construction.

Residential homebuilders and renovators plan and direct the activities of their own companies. They prepare bids for projects, consult with customers, architects and engineers, employ subcontractors, prepare work schedules and oversee work.

Operations managers in transportation plan and direct the operations of companies such as airlines, railways and municipal transit systems. They set policies and standards, including safety procedures for handling dangerous goods and oversee the dispatch of vehicles, vessels and aircraft.

Transportation managers of freight traffic plan and direct companies responsible for coordinating, arranging and monitoring the transportation and movement of goods.

Requirements

Education requirements for these occupations vary, depending on the nature of the work and type of company:

- Construction managers usually need a college diploma in construction technology or a university degree in civil engineering and several years experience.
- Residential homebuilders or renovators usually need extensive experience in residential construction.
- Transportation managers of operations usually need a bachelor's degree in business administration or engineering; several years experience, including supervisory experience; and certification as a commercial pilot, vessel master or other transportation operator. Extensive experience as a supervisor/operator in a particular mode of transportation may replace formal education.
- Transportation managers of freight traffic need a high school diploma and may also need a university degree or college diploma in business or transportation administration, plus several years of experience related to freight traffic.

Typical Occupations

Area Manager of Construction

*Bridge and Building
Construction Manager/
Superintendent*

*Building Construction General
Contractor*

Construction Project Manager

*Highway Construction
Manager*

Housing Construction Manager

*Manager of Pipeline
Construction*

*Project Coordinator in
Construction*

Your Skills and Aptitudes

To work in these occupations, you should have good communications skills and work well with other people, from the staff members who work for you, to the companies that contract your services. You have good business sense and an ability to do accurate budgeting and cost estimates and plan ahead to satisfy demands for supplies and staff. You can accept and generate new ideas and are familiar with computers.

How To Get There

The path to these occupations is as varied as the work itself. One common element is that these managers all have extensive experience in their industries. Many recent entrants to the fields have a post-secondary diploma or degree.

Prospective construction managers who want to study civil engineering may do so at several southern universities. Students can find entrance requirements and academic calendars online or by checking with their career centre. Some colleges in the south, such as the British Columbia Institute of Technology, offer two-year diplomas in technology programs, which are geared to readying students to enter management roles. Some of the credits achieved in courses such as this one may be transferable to southern universities.

The Transportation Association of Canada offers a variety of training courses and self-study guides for transportation professionals, as does the Canadian Trucking Human Resources Council.

Of those who work in these positions in the NWT, 6% have not completed high school, 8% have obtained a high school diploma, 72% have a certificate or diploma and 14% have a university degree.

Where The Jobs Are

About 46% of employees working in these occupations live in Yellowknife, 28% live in the regional centres of Inuvik, Hay River and Fort Smith and 26% live in the other communities.

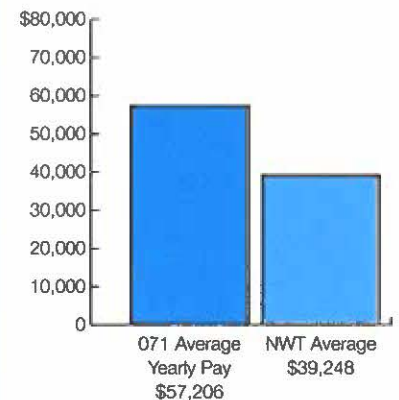
In the NWT, about 58% of people at work in these occupations are in the construction industry and 13% are in transportation and warehousing.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

Occupations in this area will reach maximum employment levels during pipeline construction, while resulting in short-term employment, with job opportunities in the future continuing to see maximum growth.

Average Employment Income



Resources

- Aurora College*
- NWT Construction Association*
- Transportation Association of Canada*
- Transport Canada Prairie and Northern Region*
- British Columbia Institute of Technology*
- Canadian Trucking Human Resources Council (CTHRC)*

072 Facility Operation and Maintenance Managers

At a Glance

**Number of Employees
in the NWT:** 128

Gender:

Male 80%
Female 20%

Age:

15-24 years 0%
25-44 years 22%
45+ years 78%

Ethnicity:

Aboriginal 20%
Non-Aboriginal 80%

Hours of Work:

Full-time 100%
Part-time 0%

At Work

These managers are responsible for the over all operations and maintenance of commercial, industrial, institutional, recreational and other facilities. This includes airports, shopping and community centres, warehouses, office buildings and sports facilities.

These occupations also include facility operation managers, such as arena and marina managers. They also include maintenance managers, such as facilities maintenance heads, mechanical plant maintenance and maintenance and service superintendents.

People in these occupations:

- Oversee the leasing of facility space and the development of marketing strategies;
- Plan, organize and direct administrative services such as signage, cleaning, maintenance, parking, safety inspections, security and snow removal;
- Oversee the maintenance and repair of machinery, equipment and electrical and mechanical systems;
- Plan and manage the facility's operation and maintenance budget;
- Prepare and oversee the preparation of reports and statistics related to areas of responsibility; and
- Recruit personnel and oversee their training.

Requirements

- High school diploma.
- A college diploma in business administration or facilities operation, or a trade certificate in maintenance may be required.

Your Skills and Aptitudes

To work in these occupations, you should have good communications skills and be able to work well with other people, from the staff members who work for you, to contractors, to municipal and community administrators. You have common sense and an ability to do basic budgeting and mathematics. You can accept and generate new ideas and are familiar with computers.

Typical Occupations

Convention Centre Manager

Airport Manager

Arena Manager

Facility Operation Manager

Recreational Facility Manager

Building Maintenance Manager

Maintenance Superintendent

Warehouse Manager

*Plant Maintenance
Superintendent*

Shopping Mall Manager

Facility Maintenance Manager

How To Get There

The right combination of technical training and experience in administration or maintenance and facility operation can ready employees to move into these occupations. Some supervisory experience is beneficial.

Many people at work in these occupations have a post-secondary certificate or diploma. But in many cases, on-the-job experience is a suitable replacement for formal education, especially where the employee is very familiar with a particular type of facility.

Aurora College offers a one-year management studies certificate and a two-year management studies diploma. Students who don't meet the requirements to apply for these programs can enter the management studies access program, designed to help them satisfy the prerequisites of the course. In combination with experience in facility operation and/or maintenance, these courses may be useful to students entering these occupations.

The college offers a two-year recreation leaders diploma in conjunction with the School of Community Government (SCG). The SCG also offers training in facility management, works management, and community management and administration. Contact the school, the college or your local career centre for more information about these courses.

The Alberta Association of Recreation Facility Personnel is an organization that provides a selection of short training courses and professional development for people who work in the operation of recreation facilities.

In the NWT, of those who are employed in these positions, less than 1% have not completed high school, 29% have a high school diploma, 55% have a certificate or diploma and 15% have a university degree.

Where The Jobs Are

About 74% of employees working in these occupations live in Yellowknife, 16% live in the regional centres of Inuvik, Hay River and Fort Smith and 10% live in other communities.

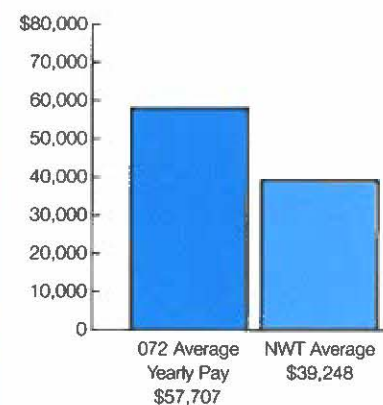
In the NWT, 50% of these managers work in the public administration industry and 13% work in other services. The majority of facility operations and maintenance managers work for community governments; which are responsible for arenas, airports and recreation facilities.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

Occupations in this area are predicted to see moderate increases in employment levels over the next 10 years, accompanied by long-term employment for existing positions and good opportunity for future positions.

Average Employment Income



Resources

Aurora College

School of Community Government – Department of Municipal and Community Affairs, GNWT

Athabasca University

Alberta Recreation Facility Personnel

081 Managers in Primary Production (Except Agriculture)

At a Glance

**Number of Employees
in the NWT: 112**

Gender:

Male 98%
Female 2%

Age:

15-24 years 0%
25-44 years 38%
45+ years 63%

Ethnicity:

Aboriginal 2%
Non-Aboriginal 98%

Hours of Work:

Full-time 100%
Part-time 0%

At Work

Managers in primary production are involved with extraction and production of raw resources. They oversee the staff and operations of companies that produce raw materials, such as mineral, oil and gas and forestry products.

People in these occupations may:

- Oversee and analyze operations in companies by setting production quotas, planning extraction sites and developing policies for the removal of raw materials;
- Recommend changes to senior management to make sure that companies meet production quotas and procedures;
- Evaluate production sites to determine personnel, equipment and other requirements;
- Prepare production reports;
- Make sure that safety rules are followed;
- Hire personnel and oversee staff training; and
- Direct activities such as construction of access roads and temporary living quarters.

Requirements

- Prospective managers in primary production usually need a university degree related to their field of work.
- Forestry managers usually need a degree in forestry science or forest engineering.
- Mining or quarrying managers usually need a degree in mining engineering or earth sciences.
- Managers in oil and gas drilling, oil production and related services usually need a degree in geology, earth sciences or petroleum engineering.

Your Skills and Aptitudes

You are a good communicator and can make sound decisions based on extensive knowledge of your field and your appreciation for the big picture. Others look to you for leadership and for your good business sense.

Typical Occupations

Director of Mining

Forestry Operations Manager

Quarrying Manager

Drilling Operations Manager

Gas Field Operations Manager

Oil Well Servicing Manager

*Raw Materials Production
Manager*

Mines Manager

Mine Superintendent

*Oil and Gas Field Production
Manager*

How To Get There

As a prospective manager in primary production, you have a strong background in your field, with several years of experience, including in supervisory roles. Many recent entrants to the fields have a post-secondary diploma or degree, however, several years of supervisory experience may replace formal educational requirements. Managers advance to senior positions by gaining experience and staying on top of changes in their field.

Aurora College offers a one-year management studies certificate and a two-year management studies diploma. Students who don't meet the requirements to apply for these programs can enter the management studies access program, designed to help them satisfy the prerequisites of the course. In combination with experience in the service industry, these courses may be useful to students entering these occupations.

The Northern Alberta Institute of Technology in Edmonton offers a one-year course in management that follows its one-year business administration program. British Columbia Institute of Technology, offers two-year diplomas in technology programs, which are geared to readying students to enter management roles. Some of the credits achieved in courses such as this one may be transferable to southern universities. Athabasca University offers a three-year bachelor of management course via distance learning. Many other universities in the south offer business management courses.

Students can find entrance requirements and academic calendars online. Otherwise, students can contact the learning institution for more information, or check with their career centre.

Of those who are employed in these jobs in the NWT, 13% have a high school diploma, 47% have a certificate or diploma and 41% have a university degree.

Where The Jobs Are

About 86% of employees working in these occupations live in Yellowknife, 7% live in the regional centres of Inuvik, Hay River and Fort Smith and 7% live in other communities.

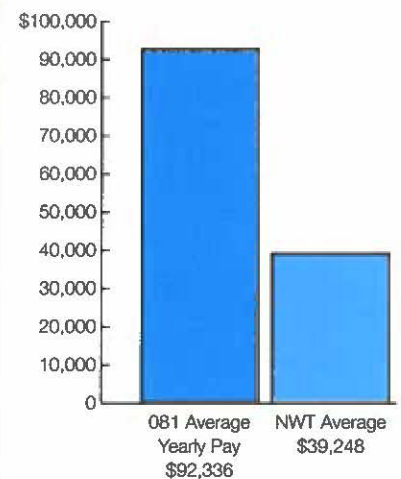
About 76% of these managers work in mining and oil and gas and 12% work in construction.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will have moderate change in employment levels and will maintain medium-term employment for existing jobs, while job opportunities in the future will remain good.

Average Employment Income



Resources

Aurora College

University of Alberta

Association of Professional Engineers, Geologists and Geophysicists of NWT and Nunavut

CIM National Office (Montreal)

Geological Association of Canada – Department of Earth Sciences

091 Managers in Manufacturing and Utilities

Utilities managers plan and direct the operations of utility companies or organizations providing services such as waste disposal and recycling, the distribution of water, electricity, natural gas and heating oil.

Typical Occupations

Clothing Factory Manager

Lumber Mill Manager

Manufacturing Manager

*Gas Supply Operations
Manager*

*Sewage Treatment Plant
Manager*

Director of Water Supply

*Director of Water Pollution
Control*

Transmission Lines Manager

*Utilities Distribution Systems
Director*

Director of Waste Management

Printing Plant Manager

*Diamond Processing Plant
Manager*

At Work

Managers in these occupations oversee the operations and staff at facilities or departments involved with manufacturing items or providing utility services.

Manufacturing managers plan and direct the operations of manufacturing companies or production departments within organizations. They develop production schedules and implement changes to production equipment and systems. An example of a manufacturing plant in the Northwest Territories is Fort McPherson Tent and Canvas.

Utilities managers plan and direct the operations of utility companies or organizations providing services such as waste disposal and recycling, the distribution of water, electricity, natural gas and heating oil.

Requirements

- High school diploma.
- Manufacturing managers usually need a university degree or college diploma in engineering or business administration, plus five to ten years of supervisory experience in manufacturing.
- Utilities managers usually need a university degree or college diploma in an appropriate field. For example, managers of transmission lines need to complete an electrical engineering program, while water supply managers require a program in water resource technology.
- Utilities managers need several years of supervisory experience in a related utilities operations department.
- Managers involved in the transmission and distribution of electrical power, natural gas and heating oil usually require certification as a professional engineer (P.Eng.).

Your Skills and Aptitudes

As a prospective manager in manufacturing or utilities you have several years of experience in your field, including time as a supervisor. You are a good communicator and can make sound decisions based on the knowledge gained through experience and your ability to see the big picture. Others look to you for leadership and for your good business sense.

How To Get There

These managers all have extensive experience in manufacturing and utilities. Many recent entrants to the fields have a post-secondary diploma or degree.

Aurora College offers a one-year management studies certificate and a two-year management studies diploma. Students who don't meet the requirements to apply for these programs can enter the management studies access program, designed to help them satisfy the prerequisites of the course. In combination with experience in the service industry, these courses may be useful to students entering these occupations.

The Northern Alberta Institute of Technology in Edmonton offers a one-year course in management that follows its one-year business administration program. British Columbia Institute of Technology, offers two-year diplomas in technology programs, which are geared to readying students to enter management roles. Some of the credits achieved in courses such as this one may be transferable to southern universities. Athabasca University offers a three-year bachelor of management course via distance learning. Many other universities in the south offer business management courses.

Students can find entrance requirements and academic calendars online. Otherwise, students can contact the learning institution for more information, or check with their career centre.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

These managers all have extensive experience in manufacturing and utilities. Many recent entrants to the fields have a post-secondary diploma or degree.

Resources

Aurora College

*School of Community
Government – Department
of Municipal and Community
Affairs, GNWT*

*Northern Alberta Institute of
Technology (NAIT)*

University of Alberta

*Association of Professional
Engineers, Geologists and
Geophysicists of NWT and
Nunavut*

*Canadian Institute of Mining,
Metallurgy and Petroleum (CIM)
National Office*

111 Auditors, Accountants and Investment Professionals

At a Glance

Number of Employees in the NWT: 268

Gender:

| | |
|--------------|-----|
| Male | 46% |
| Female | 54% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 2% |
| 25-44 years | 80% |
| 45+ years | 18% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 12% |
| Non-Aboriginal | 88% |

Hours of Work:

| | |
|-----------------|-----|
| Full-time | 99% |
| Part-time | 1% |

At Work

Financial professionals in these occupations examine financial records, administer accounting systems and collect information to prepare financial reports and recommendations.

Financial auditors examine the accounting and financial records of individuals and establishments. They analyze records such as bank statements, tax returns and ledger entries for accuracy and state that the records comply with proper accounting procedures.

Accountants plan, organize and administer accounting systems and prepare financial information for individuals, companies and other organizations.

Securities agents and investment dealers buy and sell stocks, bonds, treasury bills and other securities for clients. They provide advice and monitor clients' investment portfolios to ensure that transactions are carried out according to industry regulations.

Traders buy and sell stocks, bonds, commodity futures, foreign currencies and other securities at stock exchanges on behalf of investment dealers. They review information and monitor market conditions from the exchange floor and through contact with other investments.

Financial and investment analysts collect and analyze information about companies, stocks, bonds and other investments to provide investment advice to clients, senior company officials, pension fund managers, securities agents and associates. They also prepare economic outlooks, analytical reports, briefing notes and correspondence.

Requirements

- High school diploma.
- University degree in commerce, business administration or economics, completion of an accredited professional program, several years of on-the-job training, accreditation by a professional association and a license to practice public accounting.
- Financial auditors need to be qualified and experienced accountants.
- Chartered accountants need a university degree, completion of a professional training program and approval by a regional institute of chartered accountants, two or more years of on-the-job training and membership in the Institute of Chartered Accountants of the Northwest Territories and Nunavut (after writing the uniform final examination).
- Certified general accountants or certified management accountants need a university degree, a training program approved by the Society of Certified General Accountants or Society of Management Accountants, several years of on-the-job training and certification from Certified General Accountants of the NWT and Nunavut.

Typical Occupations

Certified Management Accountant

General Accountant

Certified General Accountant

Analyst

Investment Officer

Portfolio Manager

Financial Planner

Mortgage Broker

Financial Services Manager

Revenue Officer

Collections Officer

Tax Auditor

- Some employers may require you to have the chartered financial analyst (CFA) designation available through a program from the Institute of Chartered Financial Analysts in the United States.
- Securities sales representatives or traders need to complete industry investment and sales training programs, as well as the Canadian Securities course and the registered representative manual exam offered by the Canadian Securities Institute.
- Securities agents, investment dealers or traders need a license issued by the NWT Securities Registry.

Your Skills and Aptitudes

As a prospective auditor, accountant or investment professional, you have excellent math and analytical skills and a keen eye for detail. You enjoy working independently and you find it easy to focus on tasks requiring careful concentration. You are responsible and have flair for taking calculated risks.

How To Get There

In addition to obtaining an undergraduate degree in commerce, business administration or economics, students interested in becoming auditors, accountants and investment professionals may be required to undertake the appropriate industry courses and certification. Students should check online or with their local career centre to find out the requirements for entering such courses. Prerequisites vary according to university and department and each institution has different definitions of mature student status.

The Institute of Chartered Accounts of the Northwest Territories awards up to two scholarships valued at \$1,500 each. This scholarship is available to post-secondary students pursuing further education in the chartered accountancy profession.

In the NWT, 1% of employees working in these occupations have not completed high school, 7% have a high school diploma, 53% have a certificate or diploma and 39% have a university degree.

Where The Jobs Are

About 69% of employees working in these occupations live in Yellowknife, 23% live in the regional centres of Inuvik, Hay River and Fort Smith and 8% live in the other communities.

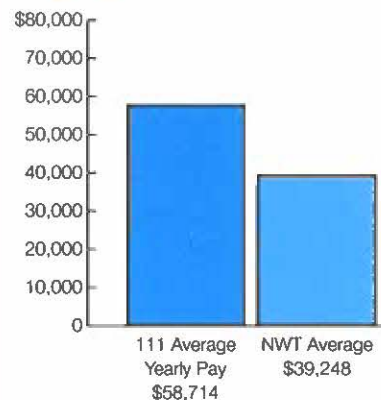
About 59% of people at work in these occupations are in the other service industry and 32% are in public administration.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to benefit from recent and future resource development in the NWT, employment levels will continue to increase as a result, while maintaining positive medium-term prospects for existing jobs and good job opportunities in the future.

Average Employment Income



Resources

- Aurora College*
- Institute of Chartered Accountants of the Northwest Territories and Nunavut*
- Certified General Accountants of the NWT and Nunavut*
- NWT Securities Registry*
- Department of Justice, GNWT*
- School of Community Government – Department of Municipal and Community Affairs, GNWT*

112 Human Resource and Business Service Professionals

At a Glance

Number of Employees in the NWT: 97

Gender:

| | |
|--------------|-----|
| Male | 64% |
| Female | 36% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 0% |
| 25-44 years | 54% |
| 45+ years | 46% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 14% |
| Non-Aboriginal | 86% |

Hours of Work:

| | |
|-----------------|-----|
| Full-time | 99% |
| Part-time | 1% |

At Work

Human resource professionals develop, implement and evaluate personnel and labour policies and programs and collective agreements. They advise and instruct managers and employees in the interpretation of agreements and are involved in negotiating collective agreements and in mediating labour disputes and grievances. They also research and prepare occupational classifications, job descriptions and salary scales, as well as administering benefits, employment equity and affirmative action programs. Human resource professionals also coordinate employee performance and appraisal programs and research and analyze other employment programs.

Requirements

- High school diploma.
- University degree in psychology, sociology, business administration or human resource management.
- Additional training in labour relations, contract law, organizational analysis and/or human relations may be required.
- Skills in teaching adults may be useful.

How To Get There

There is a lot of competition even for entry-level positions so any experience, even Part-time or summer employment in the field, is an asset. It is also becoming much more common for people in these positions to have a university master's degree.

Typical Occupations

Compensation and Benefits Coordinator

Job Evaluation Analyst

Employment Practices Officer

Classification Specialist

Senior Negotiating Officer

Advertising Specialist

Business Consultant

Records Systems Analyst

Human Resource Manager

Human Resource Service Centre Supervisors

At Work

Business services professionals and managers research the efficiency and productivity resulting from managerial policies and programs and suggests improvements. When working as consultants, they may assist in planning corporate re-organizations. Duties may include supervision of contract staff, assessment of products and services and advising clients on advertising. Advertising and marketing consultants also develop and implement marketing and advertising strategies.

Requirements

- High school diploma.
- Management services specialists come from a wide range of backgrounds, but most have a diploma or university degree in business administration or commerce.
- Advertising services personnel usually have a university or college education with a background in business and marketing.

How To Get There

Several years of broad, but related experience are usually required and managerial experience is an asset. Experience in the public and private sector may be beneficial and university master's degrees are more and more common.

Of those employed in these jobs in the NWT, 2% have not completed high school, 30% have a certificate or diploma and 68% have a university degree.

Your Skills and Aptitudes

Excellent oral and written communication skills are required in both areas. The ability to establish a rapport with people from a wide range of educational and occupational backgrounds is necessary, as is the ability to be an effective team member. Good investigation, motivation and problem solving skills will help to ensure success in these positions. Conflict resolution and negotiation skills are useful attributes. Tense situations with tight deadlines may develop and the ability to cope is a definite asset. Tact and discretion are vital. Computer skills and the ability to budget will also contribute to success in these positions.

Where The Jobs Are

About 68% of employees working in these occupations live in Yellowknife, 25% live in the regional centres of Inuvik, Hay River and Fort Smith and 7% live in the other communities.

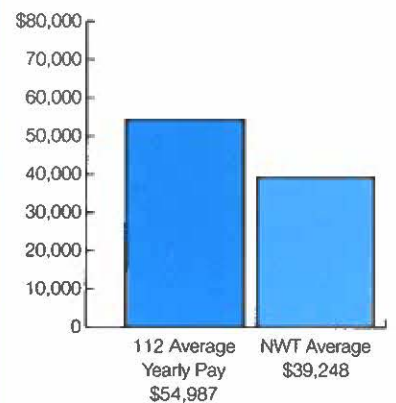
About 48% of people at work in these occupations are in the other services industry and 28% are in the public administration industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will have moderate change in employment levels and will maintain medium-term employment for existing jobs, while job opportunities in the future will remain good.

Average Employment Income



Resources

Aurora College

University of Alberta

University of Calgary

University of Saskatchewan

121 Clerical Supervisors

Clerical workers should have excellent oral and written communication skills and demonstrate the ability to lead.

Typical Occupations

Medical Records Supervisor

Computer Operator Supervisor

Accounts Receivable Supervisor

Teller Supervisor

Library Clerk Supervisor

Postmaster

Assistant Postmaster

Client Record Manager

Pension Specialist

Warehouse Supervisor

Stores Person

Associate Director of Purchasing and Logistics

At Work

Clerical supervisors work in a variety of settings where shift work or seasonal hours apply, but most often they work in office buildings during regular office hours.

People in these occupations may:

- Schedule, coordinate, assign and review work based on procedures and systems they help design;
- Coordinate work done by their unit with that of other units and resolve work related problems;
- Prepare and submit progress and other reports;
- Requisition supplies and materials;
- Ensure workers are adequately trained in duties based on company policies and corporate safety procedures; and
- Be responsible for the smooth operation of computer systems and other office equipment.

Requirements

- High school diploma.
- May require a community college, technical school or college diploma, or university undergraduate degree.

Your Skills and Aptitudes

Because many of these positions include customer service, good inter-personal skills are required. Clerical workers should have excellent oral and written communication skills and demonstrate the ability to lead. Knowledge of office equipment operation and automation processes, advanced computer skills and knowledge of electronic mail and the Internet are also necessary.

How To Get There

Job openings often result from people in the field moving into positions with greater responsibility. Clerical supervisors require a comprehensive knowledge of the duties of those they supervise and familiarity with work practices and the policies and procedures of the organization by which they are employed.

Strong leadership skills, conflict resolution and labour relations experience are required, as is the ability to screen, interview and hire potential employees.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Clerical supervisors require a comprehensive knowledge of the duties of those they supervise and familiarity with work practices and the policies and procedures of the organization by which they are employed.

Resources

Aurora College

Mount Royal College

Northern Alberta Institute of Technology (NAIT)

Southern Alberta Institute of Technology (SAIT)

122 Administrative and Regulatory Occupations

At a Glance

**Number of Employees
in the NWT: 942**

Gender:

| | |
|--------------|-----|
| Male | 21% |
| Female | 79% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 7% |
| 25-44 years | 61% |
| 45+ years | 33% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 32% |
| Non-Aboriginal | 68% |

Hours of Work:

| | |
|-----------------|-----|
| Full-time | 95% |
| Part-time | 5% |

Typical Occupations

Assistant Housing Manager

Band Administrator

Public Trustee

Legislative Assistant

Employment Staffing Officer

Housing Development Officer

Court Registrar

Immigration Officer

Tenant Relations Officer

Court Officer

Contracts Administrator

Business Analyst

Purchasing Officer

At Work

These occupations exist in both the public and the private sector and include a variety of business, administrative, regulatory and programming functions. Duties range from coordinating officer services to public relations. They include administrative, research, coordination, purchasing and regulation compliance and law enforcement tasks. Most who work in these positions work in an office environment during regular office hours, but many may also travel extensively. Heavy workloads and deadline pressures are common and weekend and evening work, as well as shift work, is often required. Some positions may be seasonal in nature.

Assistant housing managers assist with the administration, management and delivery of all public social housing programs, services and properties within the community under the terms and conditions of the management agreement between the local housing authority (LHO) and the Northwest Territories Housing Corporation (NWTHC). They adhere to legislation policy and generally accepted accounting principles (GAAP) to ensure the financial affairs of the organization are kept in order.

Tenant relations officers maintain effective relationships between tenants and the local housing authority (LHO). They report to the LHO manager and ensure that all tenants are adequately accommodated within the guidelines of the Northwest Territories Housing Corporation (NWTHC). Duties include processing applications, maintaining relations with tenants, administering and collecting rents and ensuring all administrative and legal requirements are met.

Requirements

- High school diploma.
- University degree or college diploma in public administration, political science, personnel management or another related discipline.
- Some positions may require a masters degree.
- Some positions may require specialized training and/or a professional designation or license (i.e. notary public).

Your Skills and Aptitudes

Excellent organizational, inter-personal and oral communication skills are required. The ability to shuffle competing demands and changing priorities is a must. Strong decision making skills and a good memory are useful attributes for those working in jobs in this occupational grouping.

How To Get There

Most positions require experience in a clerical, regulatory or administrative position in a specific field. Several years of experience may be considered a suitable substitute for those lacking formal education.

The Department of Education, Culture and Employment, in conjunction with the School of Community Government (MACA), offer a certification program recognized across the NWT. The program is based on occupational DACUM charts and includes several steps. Individuals who wish to be certified as assistant housing managers or tenant relations officers can register through their local career centre. A certificate of competence is awarded following successful completion of the process.

Only those who are permanent residents of the NWT are eligible and you must be currently or recently employed as an assistant housing manager or tenant relations officer (or an equivalent). There is no cost for the program.

Of those who work in these jobs in the NWT, 5% have not completed high school, 32% have a high school diploma, 42% have a certificate or diploma and 20% have a university degree.

Where The Jobs Are

About 60% of employees working in these occupations live in Yellowknife, 24% live in the regional centres of Inuvik, Hay River and Fort Smith and 16% live in the other communities.

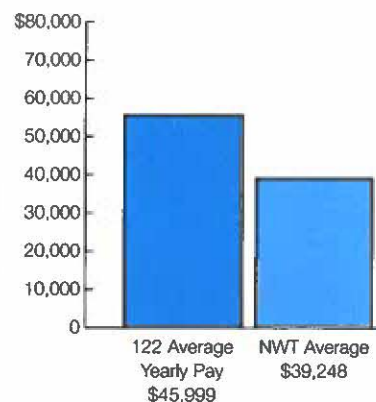
About 51 % of people at work in these occupations are in public administration, while 18% are in other services.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to be impacted by natural resource development in the NWT. As a result there will be high employment levels during these projects, but the duration of these jobs will be medium-term with good employment opportunities to follow.

Average Employment Income



Resources

Aurora College

University of Alberta

University of Calgary

University of Saskatchewan

*School of Community
Government – Department
of Municipal and Community
Affairs, GNWT*

123 Finance and Insurance Administrative Occupations

At a Glance

**Number of Employees
in the NWT: 232**

Gender:

| | |
|--------------|-----|
| Male | 22% |
| Female | 78% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 3% |
| 25-44 years | 50% |
| 45+ years | 47% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 24% |
| Non-Aboriginal | 76% |

Hours of Work:

| | |
|-----------------|-----|
| Full-time | 79% |
| Part-time | 21% |

Typical Occupations

Bookkeepers

Loans Officers

*Insurance Adjusters and
Claims Examiners*

*Assessors, Valuators and
Appraisers*

Customs Officers

*Community Government
Finance Officer*

Payroll Manager

Accounting Clerk

Assignment Clerk

Case Manager (WCB)

Property Assessor

Assistant Auditor

At Work

Community government finance officers follow legislation, policy and generally accepted accounting practices (GAAP) to ensure the financial affairs of an organization are kept in good order. Their duties include the preparation of financial statements, cost control, payroll preparation, completing purchasing, maintaining accounts payable and managing office operations.

Insurance is a way of transferring and managing the cost associated with risks related to a business. Those who work in these occupations are involved in assessing risk and placing a dollar value on property and events. People in this occupational grouping work in government, financial institutions, insurance companies, real estate and customs offices.

Insurance adjusters investigate claims and determine the amount of money to be paid out.

Claims examiners review claims and authorize payments.

Insurance underwriters evaluate insurance applications to determine risks, premiums and coverage.

Assessors estimate the value of land, structures and other assets for taxation, grants and regional planning.

Valuators analyze financial records of businesses to assess competitiveness and estimate market value.

Appraisers inspect and appraise property, buildings, machinery and other chattels and assign an estimated value.

Bookkeepers maintain financial accounting records by hand and/or with a computer software program.

Loans officers evaluate and process credit and loan applications.

Customs brokers clear goods through customs on behalf of customers.

Requirements

- High school diploma.
- University degrees in businesses, pre-law.
- Professional accreditation from the Insurance Bureau of Canada.
- Customs brokers require a license from the Canada Customs and Revenue Agency.
- A graduate degree in risk management may be required.

Your Skills and Aptitudes

Good organizational skills and detail-orientation are a must, as is the ability to work with little or no supervision and as a member of a team. Honesty, integrity and discretion are vital because employees have access to confidential information. Strong written and oral communication skills are necessary and the ability to explain complicated processes in plain language to those without financial expertise is also required. Computer literacy, data analysis and record keeping are useful skills, while good math, English and even second language skills are also helpful. An understanding of business, augmented by knowledge in the area of business document production, plus the ability to comprehend policy and computer manuals is beneficial.

How To Get There

People in these occupations usually work their way through the ranks. Much of the training is on-the-job, and correspondence courses are available from the Insurance Bureau of Canada. Risk management is an area that is growing in importance and issues relating to director liability and corporate governance mean the number of opportunities in this area may increase.

The Department of Education, Culture and Employment, in conjunction with the School of Community Government (MACA), offers a certification program recognized across the NWT. The program is based on occupational DACUM charts and includes several steps. Individuals who wish to be certified as community government finance officers can register through their local career centre. A certificate of competence is awarded following successful completion of the process.

Only those who are permanent residents of the NWT are eligible and you must be currently or recently employed as a finance officer (or an equivalent).

There is no cost for the program.

Of those employed in these occupations in the NWT, 6% have less than a high school diploma, 34% have a high school diploma, 25% have a certificate or diploma and 35% have a university degree.

Where The Jobs Are

About 62% of employees working in these occupations live in Yellowknife, 17% live in the regional centres of Inuvik, Hay River and Fort Smith and 21% live in the other communities.

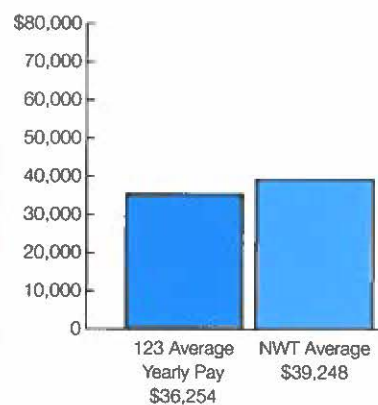
About 39% of people at work in these occupations are in the public administration industry and 28% are in the wholesale and retail industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

Occupations in this area are predicted to see moderate increases in employment levels over the next 10 years, accompanied by medium-term employment for existing positions and good opportunity for future positions.

Average Employment Income



Resources

Aurora College

Insurance Bureau of Canada

Grant MacEwan College

University of Toronto

School of Community Government – Department of Municipal and Community Affairs, GNWT

124 Secretaries, Recorders and Transcriptionists

At a Glance

**Number of Employees
in the NWT: 315**

Gender:

Male 2%
Female 98%

Age:

15-24 years 7%
25-44 years 56%
45+ years 37%

Ethnicity:

Aboriginal 44%
Non-Aboriginal 56%

Hours of Work:

Full-time 86%
Part-time 14%

Typical Occupations

Secretaries

Legal Secretaries

Medical Secretaries

*Court Recorders and Medical
Transcriptionists*

Hansard Recorder

Court Reporter

Administrative Assistant

Appointment Administrator

Judicial Assistant

School Secretary

Unit Clerk

At Work

All secretaries perform a variety of administrative duties in support of managerial and professional employers, including government departments and agencies, schools, private business, corporations, law firms and health facilities. This very large occupational grouping includes secretaries who perform both very general secretarial duties and duties specific to recording legal and medical information.

Secretaries answer phones, take messages, maintain filing systems and type correspondence, reports, invoices and related materials, often from handwritten drafts or machine dictation using a computer or word processor. They may also be required to format PowerPoint presentations or create other presentation materials using desktop publishing programs. They also prepare routine correspondence and compile data, statistics and other information. Some secretaries may assist committees by recording and transcribing meeting minutes. Secretaries may also be responsible for information flow, opening and distributing incoming mail and other correspondence, including an electronic mail system. Some may be asked to undertake Internet searches.

Legal secretaries perform law related secretarial and administrative duties that require an understanding of the vocabulary and processes of law. Generally speaking, they work in law offices, corporate legal departments, real estate firms, and public courts of law and in government. They handle and format legal correspondence like deeds, wills, affidavits and briefs. They also review and proofread outgoing documents and correspondence and may attend court or meetings to record minutes.

Medical secretaries perform secretarial and administrative duties specific to the medical profession in doctors' offices, medical clinics and hospitals. Duties may include scheduling and confirming medical appointments, typing medical records and reports, sometimes from handwritten notes and interviewing patients to complete forms and case histories. They deal with medical insurance claims and order medical supplies.

Court reporters/recorders and Hansard recorders transcribe verbatim proceedings of courts, legislative assemblies and committees and prepare dictated reports, correspondence and statistics. Courts of law, legislative assemblies, lawyers and others employ them in the legal community. Some may be self-employed. Court reporters record word for word all the verbal exchanges in a courtroom using a stenograph machine or computerized recording equipment in established formats. They may be asked to read back notes during a trial and to ensure accuracy they proofread transcripts, comparing transcribed copy against the original record of proceedings. They may also be required to research and locate quotes recorded during court proceedings.

Medical transcriptionists record and transcribe surgical proceedings, medical records and other reports that require knowledge of medical terminology and are employed by hospitals, medical clinics and doctors' offices. Some may be self-employed. Accuracy is essential and good proofreading skills are required. Some transcriptionists may also be responsible for performing administrative functions like dealing with insurance claim forms.

Requirements

- High school diploma.
- College or technical school in office administration may be required for entry level positions.
- Legal and medical secretaries require specialized training where they learn terminology. Training may include a practicum.

Your Skills and Aptitudes

Because computers are prevalent, it is necessary for secretaries to be able to adapt to technological and system changes. Skills in desktop publishing and the use of databases and spreadsheets are becoming more desirable. Good math skills and excellent keyboard skills are essential. Organizational, general administrative and good analytical skills are an asset, as are good oral and written communication and inter-personal skills.

How To Get There

Some legal secretaries can advance to legal assistant positions either by training on-the-job or by taking additional training.

In terms of education, of those currently employed in jobs in this group of occupations, 19% have not completed high school, 40% have a high school diploma, 35% have a certificate or diploma and 6% have a university degree.

Where The Jobs Are

About 44% of employees working in these occupations live in Yellowknife, 26% live in the regional centres of Inuvik, Hay River and Fort Smith and 30% live in the other communities.

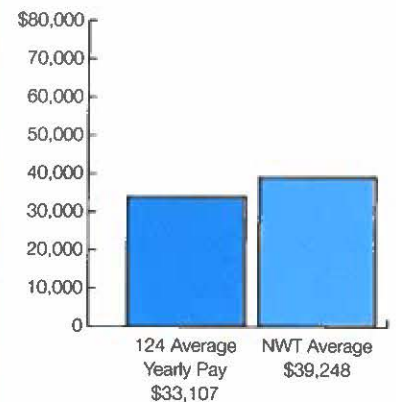
About 49% of people at work in these occupations are in the public administration industry and 19% are in the other services industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will see moderate increases in employment levels, reaching their peak during pipeline construction, while resulting in short-term employment for existing jobs. Opportunities in the future will continue to remain good.

Average Employment Income



Resources

Aurora College

Mount Royal College

Northern Alberta Institute of Technology (NAIT)

Southern Alberta Institute of Technology (SAIT)

School of Community Government – Department of Municipal and Community Affairs, GNWT

141 Clerical Occupations, General Office Skills

At a Glance

**Number of Employees
in the NWT: 663**

Gender:

| | |
|--------------|-----|
| Male | 25% |
| Female | 75% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 20% |
| 25-44 years | 53% |
| 45+ years | 27% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 52% |
| Non-Aboriginal | 48% |

Hours of Work:

| | |
|-----------------|-----|
| Full-time | 83% |
| Part-time | 17% |

At Work

General office clerks type and file correspondence, reports, statements and other material, operate office equipment, answer telephones and perform general clerical duties according to the established procedures of their workplace. They work in offices throughout the public and private sectors.

Clerks can work at general administrative tasks, or they can specialize in other tasks, such as processing, storing and retrieving electronic and physical records and documents.

People in these occupations may:

- Type and proofread correspondence, reports, statements, invoices, forms and other documents from notes or Dictaphone using typewriters, word processors and computers;
- Receive and forward telephone or counter enquiries to appropriate person and provide general information to clients and the public;
- Photocopy and collate documents for distribution, mailing and filing;
- Maintain and update manual or computerized filing, inventory, mailing and database systems;
- Open, sort and route incoming mail;
- Send and receive messages using the post, e-mail, telex and facsimile machine;
- Act as the first point of contact for suppliers and clients;
- Perform routine bookkeeping tasks such as preparing invoices and bank deposits; and
- Sort, process and verify applications, receipts, expenditures, forms and other documents.

Requirements

- High school diploma.
- Ability to type and/or use a word processor.
- A diploma from a college, technical or commercial business school may be required.
- On-the-job training.

Health records technicians require completion of a two to three-year college or other program in health records management and certification by the Canadian Health Information Management Association. Records clerks and file clerks usually require completion of secondary school.

Typical Occupations

*General Office Clerks, including
Administrative Assistant,
Clerical Assistant,
General Office Workers*

*Records Management and
Filing Clerk, including
Word Processor Clerk,
Records Clerk,
File Clerk and Receptionist*

*Switchboard Operator,
including Admitting Clerk,
Receptionist/Secretary,
Clerk Interpreter*

Medical Travel Clerk

*Web and Communications
Coordinator*

Your Skills and Aptitudes

You should be willing to undertake repetitive tasks such as filing or inputting data into the computer. Details oriented, you're able to maintain a high degree of accuracy when performing such tasks. Good communication skills and people skills are necessary, as are basic math and computer skills. Office software changes quickly and you should be able to learn related new skills easily.

Many front-line office administrators work in busy, highly charged environments. If you undertake these kinds of positions, you should be organized and able to work well in a fast-paced environment.

How To Get There

Aurora College offers an office administration certificate program. The course concentrates on current use of computers and computer software typically found in an office setting. It prepares people for entry-level positions in office administration.

Alberta-North offers an office administration certificate program as well as a more comprehensive diploma program. Courses are available at selected campuses in northern Alberta and the NWT and most are also available online.

Students who want to study outside the NWT have several options. Among them is the one-year office administration certificate program at the Northern Alberta Institute of Technology in Edmonton.

Once at work, administrators can further their skills on the job and by undertaking additional coursework offered at various institutions and through professional associations.

In the NWT, of those currently employed in these occupations, 16% have less than a high school diploma, 31% have a high school diploma, 45% have a certificate or diploma and 8% have a university degree.

Where The Jobs Are

About 52% of staff in clerical occupations work in Yellowknife, 24% work in the regional centres of Inuvik, Hay River and Fort Smith and 24% work in other communities.

About 51% of those employed in these occupations work in public administration and 19% in the other services industry.

Resources

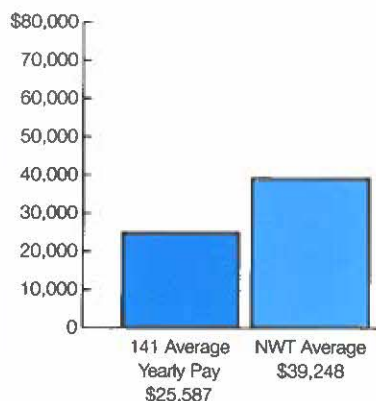
Aurora College, Northern Alberta Institute of Technology (NAIT).

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

Occupations in this area are predicted to see high increases in employment levels over the next 10 years, accompanied by medium-term employment for existing positions and good opportunity for future positions.

Average Employment Income



Additional Resources

Northern Alberta Post-Secondary Institution Society

International Association of Administrative Professionals

Canadian Health Information Management Association

Canadian College of Health Record Administrators

School of Community Government – Department of Municipal and Community Affairs, GNWT

142 Office Equipment Operators

At a Glance

Number of Employees in the NWT: 94

Gender:

| | |
|--------------|-----|
| Male | 29% |
| Female | 71% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 26% |
| 25-44 years | 66% |
| 45+ years | 9% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 55% |
| Non-Aboriginal | 45% |

Hours of Work:

| | |
|-----------------|-----|
| Full-time | 93% |
| Part-time | 7% |

At Work

People in these occupations work in offices and computer centres in both the private and public sectors and the group include a wide variety of increasingly specialized occupations.

Data entry clerks work at desks and type on keyboards and data entry consoles. They input coded, statistical and other information onto diskettes, disks or tapes for storage, which they store and retrieve as necessary. They receive and register invoices, forms, records and other documents for data capture, verifying the accuracy and completeness of the data.

Computer and network operators establish, operate, maintain, and co-ordinate the use of local/wide area networks, mainframe networks, hardware, software, and related computer equipment.

Desktop publishing operators use computers to design, layout and produce camera-ready copy.

Directory assistant and long distance telephone operators use computerized systems to find telephone numbers and to advance and assist customers in placing long distance and overseas phone calls.

Requirements

- High school diploma.
- A college or technical school diploma may be required.
- Network administrators often have college or university training.

Your Skills and Aptitudes

You are accurate and quick on a keyboard and you don't mind spending time working on a computer and/or at a desk. You are interested in technology and able to keep up with technological changes. You have patience and an eye for detail.

For network administrators, you can think logically and analyze complex problems. You remain calm when working under pressure and are able to explain things clearly to network users.

Typical Occupations

Payment Entry Clerk

Data Entry Clerk

*Electronic Data Terminal
Operator*

Desktop Publishing Operator

*Braille Stereograph Machine
Operator*

Telephone System Operator

Directory Assistance Operator

Long Distance Operator

Equal Pay Clerk

Pension Clerk

How To Get There

Aurora College offers an office administration certificate program. The course concentrates on current use of computers and computer software typically found in an office setting. It prepares students for entry-level positions in office administration that may in turn lead to more specialized office equipment work. Data entry clerks and telephone operators may receive further training on-the-job.

Students who want to become computer and network operators usually need a college diploma or other program in computer science, network administration or in a related field. Network administrators usually need further training specific to the software use in their workplace. This certification or training is offered in short courses provided by software vendors or professional associations.

Students who want to study outside the NWT with an aim to finding network administration work have several options. Among them is the one-year network administrator certificate program at the Northern Alberta Institute of Technology in Edmonton. There are many private vocational colleges in the south that offer similar courses of study. Check with your career centre for more information.

Of those who work in these positions in the NWT, 24% have not completed high school, 37% have a high school diploma, 33% have a certificate or diploma and 6% have a university degree.

Where The Jobs Are

About 67% of employees working in these occupations live in Yellowknife, 17% live in the regional centres of Inuvik, Hay River and Fort Smith and 16% live in the other communities.

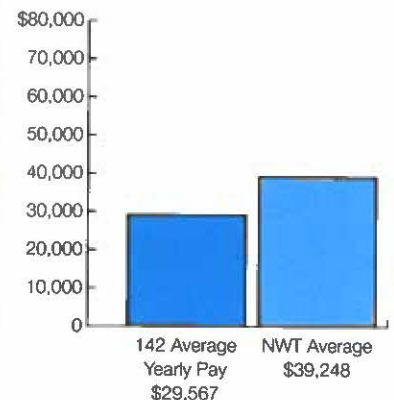
About 50% of people at work in these occupations are in the public administration industry and 39% are in the other services industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will have little change in employment levels and will maintain short-term employment for existing jobs, while job opportunities in the future will remain steady.

Average Employment Income



Resources

Aurora College

North American Network Operators Group

Northern Alberta Institute of Technology (NAIT)

143 Finance and Insurance Clerks

At a Glance

**Number of Employees
in the NWT: 574**

Gender:

Male 8%
Female 92%

Age:

15-24 years 10%
25-44 years 74%
45+ years 17%

Ethnicity:

Aboriginal 36%
Non-Aboriginal 64%

Hours of Work:

Full-time 90%
Part-time 10%

At Work

Finance and insurance clerks calculate, prepare and process bills, invoices, accounts payable and receivable, budgets and other routine financial records according to the established procedures of their workplace. They are employed throughout the private and public sectors.

People in these occupations may:

- Calculate, prepare and issue bills, invoices, account statements and other financial statements using manual and computerized systems;
- Process, verify and balance financial records and business transactions, such as accounts payable and receivable, and enter data into a ledger or a computer system;
- Compile budget data and documents based on estimated revenues and expenses and previous budgets;
- Calculate costs of materials, overhead and other expenses based on estimates, quotations and price lists;
- Perform related clerical duties, such as maintaining filing and record systems, completing reports and answering client enquiries;
- Maintain records of employee attendance, leave and overtime to calculate pay and benefit entitlements, using manual or computerized systems;
- Prepare and verify statements of earnings for employees, indicating gross and net salaries and deductions such as taxes, union dues and insurance and pension plans;
- Complete, verify and process forms and documents relating to things such as pension plans, unemployment insurance and medical insurance;
- Give information to employees on payroll matters, benefit plans and collective agreement provisions;
- Compile statistical reports, statements and summaries related to pay and benefits accounts; and
- Compile bank transaction records in banks and process mortgage and loan applications, payments, term deposits, bank drafts and money orders. They notify bank customers of account problems and answer questions about products, policies and services.

Typical Occupations

Accounting Clerk

Payroll Officer

Accounting/Auditing Clerk

*Accounts Payable and
Receivable Clerk*

Billing Clerk

Finance Clerk

Bank Teller

Customer Service Officer

Bank and Collection Clerk

Assessment Technician

Budget Control Clerk

Insurance Claims Coordinator

Requirements

- High school diploma.
- College course in accounting, bookkeeping, payroll, administration or computers may be required.
- On-the-job training.
- Payroll clerks require Canadian Payroll Association (CPA) certification.

Your Skills and Aptitudes

You have a good grasp of basic mathematics and you are capable of handling basic financial transactions. You are comfortable using computers and you can adapt to changes in software. You don't mind doing repetitive tasks on the computer and you can maintain your accuracy for long periods of time.

How To Get There

The Canadian Payroll Association offers several courses in its payroll management certificate program designed to introduce and advance the careers of payroll specialists; some of the CPA courses are available at colleges and other learning institutions in the south, such as the Northern Alberta Institute of Technology, for example, while some are available via computer-based distance learning. Check with your career centre for more information.

Of those who work in these occupations in the NWT, 9% have not completed high school, 43% have a high school diploma, 39% have a certificate or diploma and 9% have a university degree.

Where The Jobs Are

About 55% of employees working in these occupations live in Yellowknife, 33% live in the regional centres of Inuvik, Hay River and Fort Smith and 12% live in the other communities.

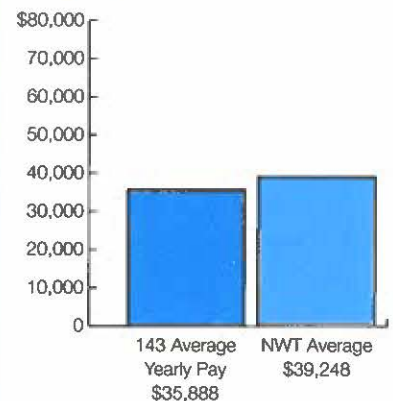
About 49% of people at work in these occupations are in the public administration industry and 25% are in the other services industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will see large increases in employment levels, reaching their peak during pipeline construction, while maintaining medium-term employment for existing jobs. Opportunities in the future will continue to remain good.

Average Employment Income



Resources

Aurora College

Canadian Payroll Association

Northern Alberta Institute of Technology (NAIT) Continuing Education

School of Community Government – Department of Municipal and Community Affairs, GNWT

144 Administrative Support Clerks

At a Glance

**Number of Employees
in the NWT:** 160

Gender:

Male 39%
Female 61%

Age:

15-24 years 6%
25-44 years 65%
45+ years 30%

Ethnicity:

Aboriginal 30%
Non-Aboriginal 70%

Hours of Work:

Full-time 96%
Part-time 4%

At Work

Clerks in these occupations compile and process forms and documents, such as applications, licenses, permits, contracts, registrations and requisitions, according to the established procedures of their workplace. They prepare routine reports and provide information to staff and general public regarding company and program rules, regulations and procedures. They may organize and coordinate flow of work for general office clerks, clerk typists and word processor operators. They are employed throughout the private and public sectors. Administrative support clerks may share some duties in common with general office clerks, but typically they have a number of specialized duties that require additional on-the-job training and experience.

Administrative clerks compile, verify, record, authorize, and issue licenses, permits, applications, contracts and requisitions. They do this by hand or on a computer. They prepare reports, maintain inventories and perform related clerical duties.

Personnel clerks assist personnel officers and human resource specialists. They compile, maintain and process information relating to staffing, recruitment, training, labour relations, performance evaluation, classification and related clerical activities.

Court clerks prepare court dockets and/or exhibits and perform other support functions in courtrooms. They also update and maintain court office indexes and files on court actions/decisions.

Requirements

- High school diploma.
- College or a technical school diploma may be required.
- On-the-job training.
- Computer knowledge.
- Previous work experience may be required.

Employers seeking to fill these positions hire entry-level staff and train them on the job, or recruit staff who want to specialize their skills from the general pool of office clerks.

Typical Occupations

Construction Permit Clerk

Registration Clerk

Property Clerk

Municipal Office Clerk

Human Resources Clerk

Administrative Assistant

Capital Planning Assistant

Service Clerk, Levels II, III, IV

Equal Pay Settlement Officer

*Business Incentive Policy (BIP)
Administrator*

Contracts Administrator

*Justice of the Peace Program
Coordinator*

Your Skills and Aptitudes

You have good written and oral communication skills. You are thorough and organized in your work and you have a keen eye for detail. You like working with the public and you are comfortable in a busy office environment and with the fast pace of technological change in your work.

How To Get There

Aurora College offers an office administration certificate program. This course concentrates on current use of computers and computer software typically found in an office setting. It prepares students for entry-level positions in office administration that may lead to more specialized clerical work. Training for court clerks takes place on the job.

Of those who work in these jobs in the NWT, 4% have not completed high school, 58% have a high school diploma, 27% have a certificate or diploma and 11% have a university degree.

Where The Jobs Are

About 73% of employees working in these occupations live in Yellowknife, 11% live in the regional centres of Inuvik, Hay River and Fort Smith and 16% live in the other communities.

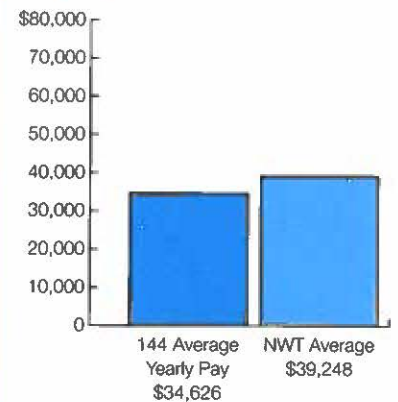
About 79% of people at work in these occupations are in the public administration industry and 12% are in the health care and social assistance industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will see small increases in employment levels, reaching their peak during pipeline construction, while resulting in short-term employment for existing jobs. Opportunities in the future will continue to remain steady.

Average Employment Income



Resources

Aurora College

*School of Community
Government – Department
of Municipal and Community
Affairs, GNWT*

145 Library, Correspondence and Related Information Clerks

At a Glance

Number of Employees in the NWT: 395

Gender:

Male 37%
Female 63%

Age:

15-24 years 42%
25-44 years 50%
45+ years 8%

Ethnicity:

Aboriginal 15%
Non-Aboriginal 85%

Hours of Work:

Full-time 77%
Part-time 23%

At Work

Clerks in this occupational grouping work in large organizations in the public and private sector. They collect, manage and distribute different types of specialized information.

Library clerks issue, receive, sort and shelve books and assist with other clerical activities.

Advertising clerks, editorial assistants, publication clerks and proofreaders perform specific clerical duties for newspapers, publishing firms and other organizations. They help prepare newspapers, magazines, advertisements, catalogues and directories. They proofread material and verify facts before publications are printed. Others specialize in classified advertising and take customers' orders and bill customers. Clerks in press clipping services read various periodicals to locate and file articles of interest to staff and clients.

Customer services clerks and call centre agents respond to customers' questions and complaints, receive payments and perform related clerical activities for retail, insurance, and other organizations.

Information clerks provide information on services, schedules, rates and other matters in response to telephone and in-person questions.

Survey interviewers contact individuals to collect data for market research, public opinion polls and other purposes.

Statistical clerks code and compile data gained through interviews or other means and conducts routine analyses of data.

Requirements

- High school diploma.
- Some post-secondary education in business may be required.
- On-the-job training.

Your Skills and Aptitudes

As a potential employee in these occupational groups, you have good analytical skills and some experience with computers. You pay attention to detail and can produce accurate work. You are patient when dealing with your work or with people. Some of these positions require that you enjoy working with the public in person or over the telephone.

Typical Occupations

Library Clerk

Proofreader

Advertising Clerk

Receptionist and Enquiries Clerk

Electric Meter Reader

Gas Meter Reader

Tourist Information Clerk

Census Enumerator

Telephone Survey Clerk

Utilities Customer Service Representative

Driver and Vehicle Licensing Program Coordinator

Interpreter/Translator

How To Get There

Those who are interested in pursuing a clerk position in publishing may find education in writing or journalism useful. To work in a library, prospective clerks can take a library technology program.

Aurora College offers an office administration certificate program. This course concentrates on current use of computers and computer software typically found in an office setting. It prepares students for entry-level positions in office administration that may lead to more specialized clerical work, depending on the workplace.

Several community colleges offer library technician programs, such as Edmonton's Grant MacEwan Community College's two-year information management and library technology program. Likewise, Grant MacEwan and other colleges in the south offer two-year journalism programs that could lead to clerical positions in publishing. Look for information about these and similar programs at your local career centre.

In the NWT, 19% of those who are employed in these jobs have not completed high school, 36% have a high school diploma, 29% have a certificate or diploma and 16% have a university degree.

Where The Jobs Are

About 82% of employees working in these occupations live in Yellowknife, 12% live in the regional centres of Inuvik, Hay River and Fort Smith and 7% live in the other communities.

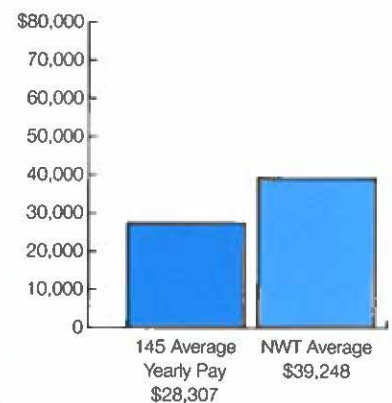
About 34% of people at work in these occupations are in the wholesale and retail industry and 22% are in the other services industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will have substantial change in employment levels and will maintain medium-term employment for existing jobs, while job opportunities in the future will remain good.

Average Employment Income



Resources

Aurora College

Grant MacEwan College

Canadian Library Association

Alberta Association of Library Technicians

School of Community Government – Department of Municipal and Community Affairs, GNWT

146 Mail and Message Distribution Occupations

Clerks in these occupations work for Canada Post, other government departments, private courier and parcel express services and other private sector organizations.

At Work

Clerks in these occupations work for Canada Post, other government departments, private courier and parcel express services and other private sector organizations.

People in these occupations may:

- Calculate postage for letters, parcels, and registered mail and receive payment at sales counters and postal wickets. They also sell stamps, prepaid mail, telephone cards and other Canada post products. They route mail and perform other related clerical activities;
- Sort, label and route post in mail processing plants and mail rooms;
- Sort and deliver mail, record delivery of registered mail and collect payments of cash-on-delivery parcels;
- Pick up and deliver time-sensitive items such as letters, packages, tickets, parcels and other items, often travelling on foot or by bicycle;
- Deliver flyers, handbills, newspapers and similar items to residences and businesses;
- Receive, process, sort and distribute incoming and outgoing mail, faxes, messages and courier packages, either manually or electronically;
- Maintain address databases and produce personalized mailings; print and photocopy material, address and stuff envelopes; weigh, calculate and affix postage and bundle outgoing mail by postal code; and
- Operate and maintain print shop and mailing house equipment.

Requirements

- High school diploma.
- On-the-job training (Canada Post).
- Couriers and messengers need a valid driver's license and a good driving record.
- Some positions may require a college diploma in office administration.

Typical Occupations

Postal Clerk

Mail Room Clerk

Mail Sorter

Parcel Post Clerk

Mail Sorter

Page

Courier

Office Messenger

Newspaper Carrier

Postal Carrier

Your Skills and Aptitudes

You have excellent oral communication, organizational and planning skills and are reliable. You are in excellent physical condition, able to stand on your feet for long periods and you don't mind repetitive tasks.

How To Get There

Clerks in these positions get their training on the job. Prospective employees should enquire at their local branch of Canada Post or with courier or messenger services.

Additional training and experience made lead to supervisory or facility management positions.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

You are in excellent physical condition, able to stand on your feet for long periods and you don't mind repetitive tasks.

Resources

Canada Post – Yellowknife
Station Main

Purolator Courier Ltd.

Office Compliments

147 Recording, Scheduling and Distributing Occupations

At a Glance

**Number of Employees
in the NWT: 200**

Gender:

Male 69%
Female 32%

Age:

15-24 years 8%
25-44 years 63%
45+ years 30%

Ethnicity:

Aboriginal 20%
Non-Aboriginal 87%

Hours of Work:

Full-time 89%
Part-time 11%

At Work

People who work in these occupations schedule and record the flow of goods and services that other individuals, businesses and organizations rely on. They work in retail and wholesale establishments, manufacturing companies, and other commercial and institutional establishments. They ensure the timely and efficient delivery of such items and services and the dispatch of emergency and other vehicles.

Shippers and receivers ship and receive goods, maintain records and oversee the loading and unloading of goods. They may begin work as warehouse workers and be promoted if they demonstrate a flair for paperwork and detail.

Storekeepers and parts clerks catalogue, store and issue parts and supplies for sale and use within their organizations. They may undertake a three-year apprenticeship program and interprovincial red seal training.

Production clerks and assistants prepare work schedules and coordinate and monitor the movement of materials and the flow of work from a job's inception to completion.

Purchasing clerks buy materials for organizations.

Inventory clerks maintain records of materials and stock on hand.

Dispatchers operate radio and telecommunications equipment to dispatch vehicles, drivers and personnel.

Expeditors arrange for the purchase and shipment of goods, equipment and people.

Warehouse professionals play a role in the movement of materials in industries including oil and gas, forestry, health, manufacturing, mining and transportation.

At the basic level, warehouse professionals may be responsible for generating, packing and shipping orders, receiving and checking shipments, processing product returns and operating computer systems. At the intermediate level, they are responsible for managing stock and storage to prevent loss, preparing and processing orders, processing customer returns and arranging for the transportation of materials. At the technician level, warehouse professionals are responsible for the design, plan and management of the flow of goods into, within and from organizations. Duties may include supervising warehouse personnel, purchasing materials, implementing quality control systems and forecasting inventory needs.

Requirements

- High school diploma.
- On-the-job training.
- Previous work experience.
- Dispatchers may require a radio license.
- Emergency dispatchers may require some emergency medical technician training (EMT).

Typical Occupations

Shipping and Receiving Clerk

Retail Auto Parts Clerk

Expediter

Material Estimator

Taxi or Truck Dispatcher

Airline Radio Operator

Schedule Maker

Production Clerk

Warehouse Professional

*Property and Maintenance
Technician*

Stock Keeper

Warehouse Person

Your Skills and Aptitudes

You are organized and able to maintain a good rapport with other members of a team. They rely on you to ensure the prompt and efficient delivery of goods and services that allow them to do their job in a timely and effective manner. You attend to details and have an eye for accuracy. You are able to spot potential obstacles that might interfere with the workflow of your establishment and find a way to work around the problem. Workers in these occupations usually have good math skills and experience with computers and inventory software.

How To Get There

Career paths to these occupations are as varied as the work itself. A good first step for all of them is to complete high school, though in some of these occupations a combination of high school and job experience is adequate. Workers in some of these occupations are able to advance their skills with professional training offered by the Purchasing Management Association of Canada or in colleges.

Shippers and receivers typically have a background in warehouse work, while purchasing clerks have usually taken a course in purchasing management.

Workers in logistics may obtain additional professional training through Supply Chain and Logistics Canada.

To become certified in a designation occupation, you must register with the Apprenticeship and Occupational Certification division of the Department of Education, Culture and Employment. The certification requirements for each occupation vary depending on the industry and are established by an industry development committee. You'll be required to submit proof of your work experience, challenge a multiple-choice exam and demonstrate your skills and on the job.

Of those employed in these jobs in the NWT, 19% have not completed high school, 23% have a high school diploma, 36% have a certificate or diploma and 23% have a university degree.

Where The Jobs Are

About 61% of employees working in these occupations live in Yellowknife, 27% live in the regional centres of Inuvik, Hay River and Fort Smith and 12% live in the other communities.

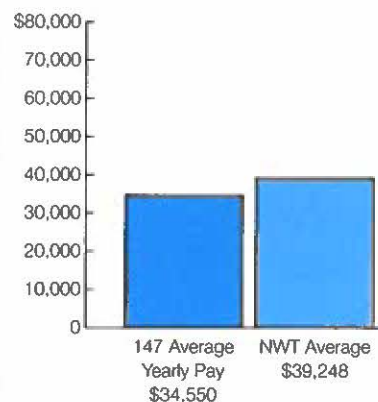
These occupations are found in many sectors of the economy, with the majority of positions concentrated in retail and wholesale, transportation and warehousing and government administration.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to benefit from recent and future resource development in the NWT, employment levels will continue to increase as a result, while maintaining, positive medium-term prospects for existing jobs and steady job opportunities in the future.

Average Employment Income



Resources

Aurora College

Supply Chain and Logistics Canada

Purchasing Management Association of Canada (PMAC)

Apprenticeship and Occupational Certification – Department of Education, Culture and Employment, GNWT

211 Physical Sciences Professionals

At a Glance

Number of Employees in the NWT: 61

Gender:

| | |
|--------------|-----|
| Male | 66% |
| Female | 34% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 0% |
| 25-44 years | 48% |
| 45+ years | 52% |

Ethnicity:

| | |
|----------------------|------|
| Aboriginal | 0% |
| Non-Aboriginal | 100% |

Hours of Work:

| | |
|-----------------|------|
| Full-time | 100% |
| Part-time | 0% |

At Work

Workers in this occupational group are professionals who conduct research in their area of specialization. It includes:

Geologists explore the earth's surface and sub-surface looking for indicator and other minerals, hydrocarbon and water resources. They plan and implement extraction programs and help conduct environmental assessments.

Physicists research and develop new processes and devices in the areas of electronics, aerodynamics, communications, power utilities, optics and lasers.

Astronomers research the universe and develop instrumentation and software for astronomical observation and analysis.

Chemists are involved in process control, product development, industrial operations, environmental control and biotechnology.

Meteorologists forecast weather, conduct research into weather, climate and the atmosphere and provide consultation on atmospheric phenomena.

Metallurgists study the properties and production of metals and alloys.

Requirements

- High school diploma.
- University degree in a relevant discipline like physics, astronomy, chemistry, biochemistry, geology, geochemistry, geophysics or meteorology.
- Those conducting research or teaching require a master's or doctoral degree.
- A professional designation may be required.

Your Skills and Aptitudes

Because of frequent interaction with other people, communication skills are important and computer proficiency is essential. Because it may be necessary to travel internationally in pursuit of work, a second language is a definite asset and so is cultural adaptability.

Typical Occupations

Physics Research Scientist

Aerospace Research Scientist

Meteorologist

Astronomer

Chemist

Environmental Geologist

Weather Forcecaster

Firearms Expert

Metallurgist

*Petroleum Geoscience
Coordinator*

GIS and RS Project Geologist

Petroleum Project Geologist

How To Get There

You may be required to live for extended periods of time in remote mining camps or towns. Frequent relocation, often overseas, is common and lengthy absences from home are a definite probability.

Some disciplines can be physically demanding. Geologists can spend a great deal of time outdoors in summer months doing fieldwork in remote locations accessible only by air and can spend a great deal of time hiking in sometimes rough terrain. This may mean exposure to potentially dangerous wildlife and to bugs and insects.

Meteorologists usually work indoors in southern Canada, but in the North there is potential to be stationed at remote locations like Alert for several months at a time.

Weather centres operate 24 hours a day and weekend and shift work is generally required. There can be deadline pressures and individuals should be able to work unsupervised, or as part of a bigger team.

In the NWT, 21% of those who work in these jobs have a certificate or diploma and 79% have a university degree.

Where The Jobs Are

About 92% of employees working in these occupations live in Yellowknife, 6% live in the regional centres of Inuvik, Hay River and Fort Smith and 2% live in other communities.

Of those employed in these occupations, 71% work in the oil and gas industry and 23% in public administration.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

Occupations in this area are predicted to see moderate increases in employment levels over the next 10 years, accompanied by long-term employment for existing positions and good opportunity for future positions.

Average Employment Income



Resources

Aurora College

University of Alberta

University of Calgary

University of Saskatchewan

212 Life Science Professionals

At a Glance

**Number of Employees
in the NWT:** 105

Gender:

Male 32%

Female 68%

Age:

15-24 years 0%

25-44 years 82%

45+ years 18%

Ethnicity:

Aboriginal 14%

Non-Aboriginal 86%

Hours of Work:

Full-time 85%

Part-time 15%

At Work

Life science professionals specialize in one of several fields and carry out scientific studies and research in those fields. They work in such diverse fields as biotechnology, pharmaceuticals, health care, forestry and environment. They work for private companies, educational institutions and government.

Biologists and microbiologists look at the characteristics of living things and biological systems. They study and assess local environments, classify living specimens and carry out research. They are interested in the population, distribution and relationships of living things, from plants and animals to bacteria and viruses. They specialize within their fields.

Forestry experts are professionals who research, plan and administer forestry management initiatives. They direct studies and prepare recommendations, including short and long-term objectives for forest use.

Agriculture professionals advise farmers, industry and government about crops, soil, disease prevention, harvesting, nutrition and farm management.

Requirements

- High school diploma.
- University degree in a related discipline.
- Research scientists and those working in an academic setting usually require a doctor of philosophy (PHD) plus post-doctoral research experience.
- Many require a professional association.

Your Skills and Aptitudes

You have a curious mind and pay close attention to detail, never rushing to a conclusion. You have a sound knowledge of the scientific process and you are able to set up and carry out experiments and studies in a lab or in the field. You have no trouble seeing a project to completion and you work well with a team as a member of a larger project.

Typical Occupations

Biologist

Botanist

Zoologist

Appraisal Forester

Crown Lands Forester

Agronomist

Bison Ecologist/Researcher

Caribou Monitoring Specialist

*Wildlife and Environment
Manager*

Fire Operations Manager

Senior Petroleum Advisor

Aviation Services Manager

How To Get There

Students interested in working as professionals in the life sciences will need to successfully enter and complete undergraduate, and in some cases, masters and doctoral programs at universities in the south. Students should check online or with their local career centre to find out the requirements for entering such courses. Prerequisites vary according to university and department and each institution has different definitions of mature student status.

The North American Wildlife Technology Association and the Society of American Foresters have accredited Aurora College's Thebacha Campus. The college has a transfer agreement in place with the University of Lethbridge and Lethbridge Community College; negotiations are underway with the University of Northern British Columbia, the University of Alberta and Lakehead University.

In the NWT, 3% of those who work in these jobs have a certificate or diploma and 97% have a university degree.

Where The Jobs Are

About 78% of the people at work in life sciences professions live in Yellowknife, 19% live in the regional centres of Inuvik, Hay River and Fort Smith and 3% live in other communities.

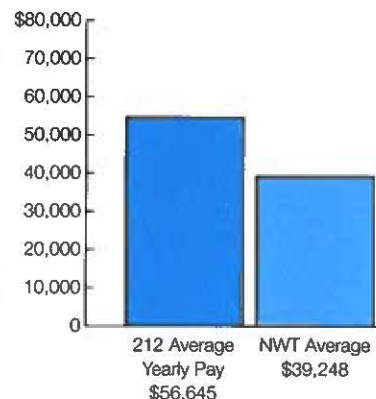
Most positions in these occupations (85%) are in the public administration industry and 15% are in other services. Some large companies hire such professionals. Employees carry out their work in laboratories and offices, with occasional fieldwork.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will see small increases in employment levels, reaching their peak during pipeline construction, while resulting in short-term employment for existing jobs. Opportunities in the future will continue to remain steady.

Average Employment Income



Resources

Aurora College
Agricultural Institute of Canada
Canadian Federation of Biological Societies
Canadian Forestry Association
Society of American Foresters
University of Lethbridge

213 Civil, Mechanical, Electrical and Chemical Engineers

At a Glance

**Number of Employees
in the NWT: 131**

Gender:

Male 100%
Female 0%

Age:

15-24 years 3%
25-44 years 37%
45+ years 60%

Ethnicity:

Aboriginal 5%
Non-Aboriginal 95%

Hours of Work:

Full-time 100%
Part-time 0%

At Work

Engineers in this occupational group usually plan, evaluate, research and manage projects in their areas of specialization. They work in many industries, such as transportation, communications and manufacturing. They work for educational institutions, for government departments and at private firms.

Civil engineers design the construction and repair of structures such as: buildings, roads, tunnels, airports and rapid transit facilities; bridges, dams, ports and coastal installations; systems related to highway and transportation services; and water distribution and sanitation.

Mechanical engineers design machinery and systems for heating, ventilation and air conditioning, power generation, transportation, processing and manufacturing.

Electrical and electronics engineers design and monitor the performance of electrical generation and distribution networks, electrical machinery and components, electronic communications, instrumentation and control systems, equipment and components.

Chemical engineers design and recommend improvements to chemical processes and equipment, quality control, environmental protection, biochemical and biotechnical engineering and other areas.

Requirements

- High school diploma.
- University degree in engineering or a related area of specialization.
- A graduate degree may be required in some field.
- A professional engineering designation may be required.

Your Skills and Aptitudes

To work in these occupations, you need to be interested in planning and designing buildings, bridges, equipment, roads and other infrastructure. You have good problem solving skills and are decisive. You are curious about how things are made and how they work and can imagine ways to improve them. You are logical and analytical and work well as part of a team.

Typical Occupations

Environmental Engineer

Municipal Engineer

Construction Project Engineer

Survey Engineer

Chief Civil Engineer

Civil Engineer

Structural Design Engineer

Mechanical Engineer

*Roadway Lighting Design
Engineer*

Chemical Engineer

*Capital Planning and Works
Coordinator*

Information Systems Manager

How To Get There

Prospective engineers must graduate from high school with good grades, especially in mathematics and science, so they can be accepted into a four-year engineering program at one of several universities in the south. Entrance requirements for engineering schools vary and students should check online with the institution of choice or check with their local career centre.

After graduating from university with an engineering degree or degree in a related discipline, working in the field for three or four years under the supervision of an experienced engineer or engineers, and in some cases writing a professional practice exam, engineers earn the designation professional engineer (P.Eng.). To practice using this designation, professional engineers also have to be licensed by a regional association, such as the Association of Professional Engineers, Geologists and Geophysicists of NWT and Nunavut. Some engineers also seek graduate degrees.

In the NWT, 11% of people at work in these professions have less than a high school education; 18% have a certificate or diploma and 72% have a university degree.

Where The Jobs Are

About 84% of employees working as civil, mechanical, electrical or chemical engineers live in Yellowknife, 12% live in the regional centres of Inuvik, Hay River and Fort Smith and 4% live in the other communities.

About 29% of people at work in these occupations are in the public administration industry and 41% work in other services. Some employees work for engineering firms and others are self-employed.

Resources

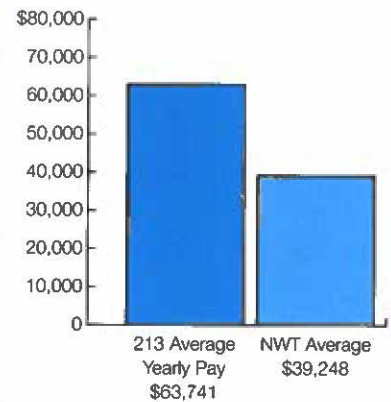
Aurora College, Association of Professional Engineers, Geologists and Geophysicists of NWT and Nunavut.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

Occupations in this area are predicted to see moderate increases in employment levels over the next 10 years, accompanied by medium-term employment for existing positions and good opportunity for future positions.

Average Employment Income



Additional Resources

Chemical Institute of Canada

Canadian Society for Civil Engineering

Canadian Council of Professional Engineers

University of Alberta

University of Calgary

University of Saskatchewan

214 Other Engineers

These engineers are employed in a variety of jobs in the public and private sectors.

Typical Occupations

Industrial Engineer

Welding Engineer

Mine Safety Engineer

Mining Engineer

Geological Engineer

Natural Gas Engineer

Aerospace Engineer

Software Engineer

*Computer Applications
Engineer*

Computer Engineer

Regional Petroleum Advisor

At Work

This group of occupations includes engineers other than civil, mechanical, electrical or chemical. (For more information about those engineers, see the previous occupational group, Civil, Mechanical, Electrical and Chemical Engineer, NOC 213). These engineers are employed in a variety of jobs in the public and private sectors.

People in these occupations may:

- Plan and design plant layouts and facilities;
- Study and recommend efficient combinations of new machinery and facilities;
- Develop flexible and/or integrated manufacturing systems and procedures;
- Analyze production costs;
- Determine human resource and skill requirements and develop training programs;
- Develop maintenance standards, schedules and programs; and
- Supervise technicians, technologists, analysts, administrative staff and other engineers.

Industrial and manufacturing engineers develop and supervise programs to achieve the best use of equipment, human resources, technology and materials to improve efficiency and productivity.

Metallurgical and materials engineers study the properties of metals and other materials. They design and develop processes and equipment to concentrate, extract, refine and process metals and other materials.

Mining engineers plan and design the development of mines, mining facilities, equipment, systems and mining operations. They supervise and advise throughout all the stages of mine development and operation.

Geological engineers conduct geological and geotechnical studies to assess the suitability of locations for civil engineering, mining, and oil and gas projects. They work with other engineers, such as mining or petroleum engineers, to ensure that construction and operations proceed smoothly. They design equipment and computer applications for use by other professionals in the field.

Petroleum engineers research, develop and supervise projects associated with the drilling, completion, testing and reworking of oil and gas wells. They evaluate wells and surveys and design specialized equipment for use in the field.

Aerospace engineers research, design and develop aerospace vehicles, aerospace systems, and their components. They install, maintain, operate and oversee aircraft, spacecraft and missile components and systems.

Computer engineers (excluding software) design, develop and test computer and telecommunications hardware and related equipment. They develop information and communication system networks including mainframe systems, local and wide area networks, fibre-optic networks and wireless communication networks.

Agricultural and bio-resource engineers design and develop agricultural and food processing equipment, machinery and systems.

Engineering physicists and engineering scientists conduct research and develop new processes and equipment to expand basic knowledge in engineering.

Biomedical engineers design and develop medical instruments and equipment and develop equipment for disabled people to use in their daily lives.

Marine and naval engineers design and develop ships, propulsion systems and floating structures.

Requirements

- High school diploma.
- Undergraduate degree in specialized area of engineering.
- Some occupations may require a graduate degree.
- Professional designations and/or licenses may be required.

Your Skills and Aptitudes

To work in these occupations, you should demonstrate an interest in planning and designing equipment, specialized machinery, work processes or computer programs. You have good problem solving skills and are decisive. You are curious about how things work and can imagine ways to improve them. You are logical and analytical and can work well as part of a team.

How To Get There

Prospective engineers must graduate from high school with high academic standing, especially in mathematics and science, to allow them admission to a four-year engineering program at one of several universities in the south. Entrance requirements for engineering schools vary and students should check online with the institution of choice or check with their local career centre.

After graduating from university with an engineering degree or degree in a related discipline, working in the field for three or four years under the supervision of experienced engineers and in some cases writing a professional practice exam, engineers earn the designation professional engineer (P.Eng.). To practice using this designation, professional engineers also have to be licensed by a regional association, such as the Association of Professional Engineers, Geologists and Geophysicists of NWT and Nunavut. Some engineers also seek graduate degrees.

Those wishing to advance to supervisory positions require experience in their field.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

To work in these occupations, you should demonstrate an interest in planning and designing equipment, specialized machinery, work processes or computer programs.

Resources

Aurora College

Association of Professional Engineers, Geologists and Geophysicists of NWT and Nunavut

*CIM National Office (Montreal)
Canadian Council of Professional Engineers*

University of Alberta

University of Calgary

University of Saskatchewan

University of Toronto Faculty of Applied Science and Engineering

215 Architects, Urban Planners and Land Surveyors

At a Glance

**Number of Employees
in the NWT: 84**

Gender:

Male 93%

Female 7%

Age:

15-24 years 1%

25-44 years 55%

45+ years 44%

Ethnicity:

Aboriginal 8%

Non-Aboriginal 92%

Hours of Work:

Full-time 100%

Part-time 0%

Typical Occupations

Project Architect

Consulting Architect

*Industrial and Commercial
Buildings Architect*

Landscape Architect

Residential Buildings Architect

Community and Urban Planner

Planning Analyst

Property Surveyor

Land Surveyor

Pipeline Surveyor

Capital and Facility Planner

Transportation Planner

At Work

Architects think up, plan and develop designs for the construction and renovation of commercial, institutional and residential buildings in consultation with clients. They work for architectural firms, private corporations and governments, or they may be self-employed.

Land surveyors plan, direct and conduct legal surveys to establish property boundaries and prepare and maintain official plans, records and documents pertaining to these surveys. They work for federal, provincial, territorial and municipal governments, private sector land surveying establishments, or they may be self-employed.

Architects work with private, business or government clients to plan and develop designs for the construction or renovation of residential, commercial, institutional, and industrial buildings. They prepare sketches or models and blueprints for tradespeople and contractors to use during construction. They may specialize in certain types of construction.

Landscape architects develop landscape designs and oversee the landscaping of commercial projects, office complexes, parks, golf courses and residences.

Urban and land use planners prepare and recommend land development plans for urban and rural areas and remote regions.

Land surveyors direct and conduct legal surveys to establish property boundaries and prepare and maintain associated documents. They assess properties, parcels of lands and subdivision of lands for rural and urban development, utility rights of way, roadways and highways. They certify and assume liability for surveys made to establish property boundaries and provide advice on matters related to legal surveys.

Requirements

- High school diploma.
- Undergraduate degree from an accredited school of architecture or completion of the syllabus of studies from the Royal Architectural Institute of Canada (RAIC).
- Urban and land use planners and surveyors require a university degree in urban and regional planning, geography, architecture, engineering or a related discipline.
- Student architects are required to complete a three-year apprenticeship under the supervision of a registered architect.
- Some occupations may require a graduate degree.
- Completion of the architect registration examination.
- Registration with the province or territory in which you work may be required.
- Membership in the Canadian Institute of Planners.

Your Skills and Aptitudes

You have an understanding of social needs and what people want in their public and private spaces. You have an aptitude for art and design, possibly including a background in fine arts. You are able to visualize how a building might appear in three dimensions based on drawings of it. You are competent in mathematics and have an aptitude for technology and computer applications.

How To Get There

Generally, students entering these fields have a good grasp of math and art and have completed high school successfully, with high enough grades to enter appropriate programs at universities in the south. Requirements vary per university. Check online calendars or ask at your local career centre.

In addition to university, there is an alternate pathway to becoming an architect. Prospective architects can do part-time coursework with the Royal Architectural Institute of Canada syllabus program to earn a diploma of architecture. They then work for eight years under the supervision of a registered architect.

Prospective land surveyors generally need a degree in geomatics or survey engineering. However, a community college program in survey science or geomatics technology with additional credits will sometimes suffice, along with an articling period and passing a professional examination.

In the NWT, 4% of people at work in these professions have less than a high school education, 29% have a high school diploma, 18% have a certificate or diploma and 50% have a university degree.

Where The Jobs Are

About 74% of employees working in these occupations live in Yellowknife, 14% live in the regional centres of Inuvik, Hay River and Fort Smith and 12% live in the other communities.

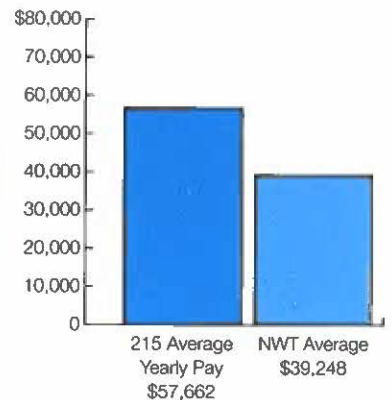
About 42% of people at work in these occupations are in the mining and oil and gas industry and 37% are in the public administration industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

Occupations in this area are predicted to see moderate increases in employment levels over the next 10 years, accompanied by long-term employment for existing positions and good opportunity for future positions.

Average Employment Income



Resources

Aurora College

Royal Architectural Institute of Canada

NWT Association of Architects

Canadian Society of Landscape Architects

NWT Association of Landscape Architects (NWTALA)

Canadian Institute of Planners

Association of Canada Land Surveyors

Universities of Alberta, Calgary, Saskatchewan, Toronto

216 Mathematicians, Systems Analysts and Computer Programmers

In this group of occupations, people research theories and apply them to mathematics, probability and risk.

At Work

In this group of occupations, people research theories and apply them to mathematics, probability and risk. Others design and write computer software in response to specific tasks that people need their computers to do.

Mathematicians and statisticians develop and apply mathematical or statistical techniques to solve problems in fields such as physical and biological science, engineering, social science, business, and economics.

Actuaries apply mathematics, probability, statistics and risk theory to calculate future risks for insurance and annuity premiums and benefits.

Computer systems analysts design computer systems to meet clients' information processing and computation needs. They also plan and implement computer security systems.

Computer programmers write computer programs and software packages and maintain existing computer programs.

Requirements

- High school diploma.
- Mathematicians or statisticians need a graduate degree in mathematics or statistics.
- Actuaries need a university degree or college diploma in mathematics, statistics or operations research, three years of actuarial experience and accreditation with the Canadian Institute of Actuaries, which is conferred following completion of internship and success completion of an exam.
- Computer analysts or programmers need a university degree or college program in computer science.
- Computer scientists generally have a university degree in their field of work or a college program in computer science.

Typical Occupations

Mathematician

Statistician

Actuary

Demographer

Epidemiologist

Mathematical Statistician

Computer Analyst

Programmer Analyst

Systems Programmer

Computer Programmer

Advanced Data Services
Technician

Your Skills and Aptitudes

As a prospective mathematician, statistician or computer scientist, your math skills are excellent as is your ability to analyze complex mathematical or statistical information. You are detailed and accurate and your computer skills are very good. You can meet deadlines and work on your own.

How To Get There

Prospective mathematicians, systems analysts and computer programmers must graduate from high school with high enough grades, especially in mathematics and science, that they can enter a bachelor's program at one of several universities in the south. Prerequisites vary according to university and department and each institution has different definitions of mature-student status. Students should check online with the institution of choice or check with their local career centre.

Where The Jobs Are

Detailed statistical information for these jobs in the NWT is not available.

As a prospective mathematician, statistician or computer scientist, your math skills are excellent as is your ability to analyze complex mathematical or statistical information.

Resources

Aurora College

University of Alberta

University of Calgary

University of Saskatchewan

University of Toronto

217 Computer and Information Systems Professionals

At a Glance

**Number of Employees
in the NWT: 118**

Gender:

| | |
|--------------|-----|
| Male | 75% |
| Female | 25% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 17% |
| 25-44 years | 52% |
| 45+ years | 31% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 2% |
| Non-Aboriginal | 98% |

Hours of Work:

| | |
|-----------------|-----|
| Full-time | 89% |
| Part-time | 11% |

At Work

Computer systems analysts analyze and find computer solutions for information processing, database and computation needs. They write computer programs by identifying the necessary steps and algorithms, then test and implement software programs and provide user training. They also plan and implement software security systems to control access to databases as well as analyze databases and develop database directories. They may be required to supervise computer programmers or systems analysts or work as a project leader.

Computer programmers write programs and software packages in coding readable by a machine. They test, debug, document and implement computer programs and software packages. They maintain and enhance existing programs through continuous upgrades. They also assist other users in resolving computer problems.

Computer and information systems managers plan, organize, direct, control and evaluate the operations of information systems and/or electronic data processing departments. They develop and implement policies and procedures for operating systems and are regularly involved in discussions with others regarding system specifications, costs and timelines and assign and manage the teams of personnel to design, develop and implement agreed upon specifications. They are also responsible for recruiting, supervising and overseeing professional development of staff.

Requirements

- High school diploma.
- University undergraduate or graduate degree in computer science, business administration, commerce or engineering.

Typical Occupations

Systems Analysts

Computer Programmers

*Computer and Information
Systems Managers*

IT Managers and Specialists

Business Systems Analyst

GIS Specialist

*Systems Database
Administrator*

*Wide Area Network (WAN)
Specialist*

Web Site Support Technician

Your Skills and Aptitudes

An aptitude for math and science, augmented by leadership, business management, entrepreneurship and both oral and written communication skills are all desirable assets.

How To Get There

Prospective computer and information systems professionals must graduate from high school with high enough grades, especially in mathematics and science, that they can enter a bachelor's program at one of several universities in the south. Prerequisites vary according to university and department and each institution has different definitions of mature-student status; students should check online with the institution of choice or check with their local career centre.

To become a manager, you need several years of experience in systems analysis, data administration, software engineering or computer programming.

In the NWT, of those who hold jobs in this occupational grouping, 17% have a high school diploma, 68% have a certificate or diploma and 15% have a university degree.

Where The Jobs Are

About 82% of people in these occupations live in Yellowknife, 15% live in the regional centres of Inuvik, Hay River and Fort Smith and 3% live in the other communities.

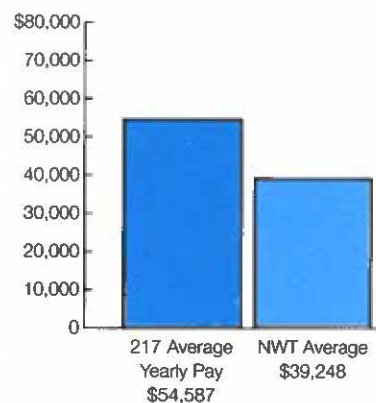
In the NWT, about 45% of people at work in these occupations are in the public administration industry and 22% work in other services.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will have moderate change in employment levels and will maintain medium-term employment for existing jobs, while job opportunities in the future will remain good.

Average Employment Income



Resources

Aurora College

University of Alberta

University of Calgary

University of Saskatchewan

221 Technical Occupations in Physical Sciences

In this group of occupations, technical workers provide services, such as testing, sampling and research, to the mining, oil and gas exploration industry.

Typical Occupations

Food Technologist

Chemical Laboratory Analyst

Mine Survey Technician

Petroleum Technician

Petroleum Field Technologist

Seismic Technician

Weather Station Operations Technician

Meteorological Technician

Weather Briefer

Air Tanker Base Manager

At Work

In this group of occupations, technical workers provide services, such as testing, sampling and research, to the mining, oil and gas exploration industry.

Chemical technologists and technicians provide technical support and services in chemical engineering, chemical and biochemical research and analysis, industrial chemistry, chemical quality control and environmental protection. They are employed by research, development and quality control labs and consulting engineering companies and by utilities, health, education and government establishments.

People in these occupations may:

- Set up and conduct chemical experiments;
- Operate and maintain lab equipment;
- Prepare gas or liquid solutions, reagents and sample formulations;
- Compile records and interpret experimental or analytical results;
- Operate experimental chemical or petrochemical plants; and
- Conduct or assist in air and water quality control testing and assessments, environmental monitoring and protection activities and in the development of and compliance with standards.

Geological and mineral technologists and technicians provide technical support in oil and gas exploration and production, geophysics, petroleum engineering, geology, mining and mining engineering, mineralogy, extractive and physical metallurgy, metallurgical engineering and environmental protection. They are employed by petroleum and mining companies, consulting geology and engineering firms, government and educational institutions and manufacturing, construction and utilities companies.

People in these occupations may:

- Conduct geological, geophysical, geochemical, hydrographic or oceanographic surveys, prospecting field trips, exploratory drilling, well logging or underground mine surveys;
- Operate and maintain geophysical survey and well logging equipment;
- Prepare notes, sketches, geological maps and cross sections;
- Assist engineers and geologists in the evaluation and analysis of petroleum and mineral reserves;
- Supervise oil and gas drilling, well completions and workovers; and
- Develop specifications for heat treatment of metal or for welding, design welding fixtures, troubleshoot welding processes or quality problems and supervise welding projects.

Meteorological technicians observe weather and atmospheric conditions, record and interpret meteorological information and advice to the general public, the transportation industry and the media. They are employed by the Atmospheric Environment Service of Environment Canada and by the Armed Forces, private consulting companies, and resource and utility companies and by provincial governments.

People in these occupations may:

- Observe, record and transmit weather information including air pressure, temperature, humidity, wind, precipitation, cloud and ultraviolet conditions;
- Observe, chart and report on ice conditions in navigable waters;
- Inspect and service weather service installations and maintain equipment and instruments;
- Provide weather information to pilots, farmers, the shipping industry and the media; and
- Observe snow conditions and participate in programs to control avalanches in mountainous terrain.

Requirements

- High school diploma.
- College or technical school diploma.
- Meteorological technicians must successfully complete a program provided by the Atmospheric Environment Service, which may take up to one year.
- Technologists and technicians may also need certification from a professional organization. Certification may follow a one to two-year period of supervised work and is available from the Canadian Society for Chemical Technology.

Your Skills and Aptitudes

As a prospective technician, you have an aptitude for math and science, including chemistry. You are curious and patient and you work well with others and independently. You are comfortable with computers and other instruments and keen to keep up with changes in your field. For positions requiring fieldwork, you enjoy the outdoors and have good physical stamina.

How To Get There

Educational pathways to these professions are varied. Students should have a high school diploma with good marks in grade 12 sciences. Students interested in these occupations will have to leave the NWT to study. Certificates in technology often take two years, as is the case with the Northern Alberta Institute of Technology's chemical technology and geological technology programs. Similar programs exist in several southern colleges. Check online catalogues for specific prerequisites and course descriptions or ask at your local career centre.

NWT students without the high school prerequisites can become eligible to apply for college courses leading to these occupations by successfully completing Aurora College's 10-month pre-technology course. Pre-technology requires students be at least 17 years old and have good marks in grade 11 math and English or adult literacy and basic education equivalents. Successful completion of pre-technology does not guarantee entrance to another institution. Professional associations such as the Chemical Institute of Canada offer ongoing professional development courses for technologists.

Where The Jobs Are

Detailed statistical information about these occupations in the NWT is not available.

Educational pathways to these professions are varied. Students should have a high school diploma with good marks in grade 12 sciences.

Resources

Aurora College

Chemical Institute of Canada

Northern Alberta Institute of Technology (NAIT)

222 Technical Occupations in Life Sciences

At a Glance

**Number of Employees
in the NWT: 106**

Gender:

Male 68%
Female 32%

Age:

15-24 years 3%
25-44 years 80%
45+ years 17%

Ethnicity:

Aboriginal 27%
Non-Aboriginal 73%

Hours of Work:

Full-time 98%
Part-time 2%

At Work

Fish, wildlife and natural resource officers enforce federal and territorial regulations that provide protection of fish, wildlife and other natural resources and collect and relay information to managers. They may also be involved in efforts to create public awareness around conservation issues and investigate complaints.

People in these occupations may:

- Conduct field research and surveys to collect data and samples of water, soil, plant and animal populations; and
- Conduct environmental monitoring and compliance activities for the protection of fisheries stock, wildlife and other natural resources.

Fish and fish product inspectors ensure processed products conform to standards of production, storage and transportation.

Landscape gardeners assist landscape architects by surveying/assessing sites and preparing drawings/sketches of landscape environments.

Requirements

- High school diploma.
- Diploma from a college or technical school or undergraduate degree in agriculture, biology, microbiology, wildlife or resource management, renewable resources or a forest ranger program.
- Certification by a professional organization.

Your Skills and Aptitudes

An aptitude for science and math is important and the ability to work well with others is an asset, although you will often be working alone without supervision. You should have good communication and analytical skills and knowledge of computers is beneficial. Adaptability, a love of the outdoors and good physical health and conditioning are important assets because you may be required to work in extreme weather year round. A love of learning and the acquisition of information using a systematic approach are helpful. You may be required to work in areas where wildlife poses a threat and you may be required to use mechanical equipment like chainsaws.

Typical Occupations

Fisheries Technician

Game Warden

Fish and Wildlife Officer

Golf Course Superintendent

Landscape Gardener

Wildlife Technician

Forest Fire Crew Leader

*Fish and Fish Products
Inspector*

Renewable Resource Officer

Parks Maintenance Officer

Air Attack Officer

*Enforcement and Compliance
Specialist*

How To Get There

Summer employment as a student is an excellent way to acquire experience.

About 8% of those who work in these jobs in the NWT have not completed high school, 1% has a high school diploma, 29% have a certificate or diploma and 62% have a university degree.

Where The Jobs Are

About 31% of people in these occupations live in Yellowknife, 41% live in the regional centres of Inuvik, Hay River and Fort Smith and 28% live in the other communities.

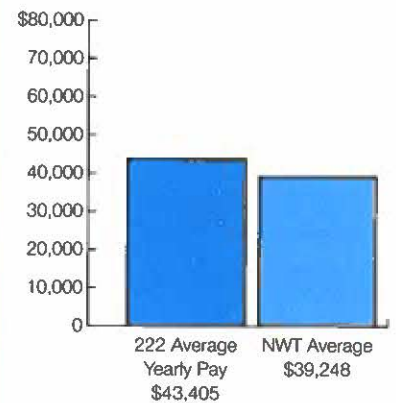
In the NWT, about 95% of people at work in these occupations are in the public administration industry and 3% work in other services.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will have small change in employment levels and will maintain medium-term employment for existing jobs, while job opportunities in the future will remain steady.

Average Employment Income



Resources

Aurora College

223 Technical Occupations in Civil, Mechanical and Industrial Engineering

Technicians assist in the development of engineering specifications and drawings and participate in field surveys, inspections or technical investigations and other technical functions that support the activities of civil engineers.

Typical Occupations

Structural Design Technologist

Civil Engineering Technician

Mechanical Engineering Technician

Construction Estimator

Mechanical Technologist

Traffic Technician

Aerospace Engineering Technician

Quantity Surveyor in Construction

Marine Engineering Technician

Capital Planning Officer

Capital Planning Manager

Engineering Assistants

At Work

Civil engineering technicians and technologists provide civil engineering technical support in fields such as structural engineering, municipal engineering, construction design and supervision, highways and transportation engineering, water resources and geotechnical engineering. They develop engineering designs and drawings based on concepts and sketches and prepare construction specifications, cost and material estimates, project schedules and reports. They may also conduct or supervise inspection and testing of construction material and may supervise, monitor and inspect construction projects. Technicians assist in the development of engineering specifications and drawings and participate in field surveys, inspections or technical investigations and other technical functions that support the activities of civil engineers.

Mechanical engineering technicians and technologists provide technical support in mechanical engineering fields such as in the design, development and maintenance and testing of machines, components, tools, heating and ventilating systems, power generation and power conversion plants, manufacturing plants and equipment. They prepare engineering designs, drawings and specifications for machines, components and power transmission systems, prepare cost and material estimates, project schedules and reports. They also test machines, components and materials to determine performance, strength and response to stress and design components like moulds, dies, jigs and fixtures for use in manufacturing. Technicians assist in the preparation of engineering designs, drawings and specifications and may carry out a limited range of mechanical tests on machines, components and materials.

Industrial engineering and manufacturing technicians and technologists provide technical support and services in the development of production methods, facilities and systems and the planning, estimating and measuring and scheduling of work. Technologists develop and conduct production, inventory and quality assurance programs in manufacturing and other industries and design plant layouts and production facilities. They also develop and carry out work study and related programs as well as industrial health, safety and fire prevention plans and programs. Technicians assist in designing plant layouts and collect and compile operational or experimental data and assist in the development of estimates, schedules, specifications and reports.

Construction estimators do cost analysis work and prepare estimates for civil engineering, architectural, structural, electrical and mechanical construction projects.

Requirements

- High school diploma.
- Diploma from a college or technical institute.
- Technologists require one more year of study than technicians.
- Construction estimators require several years of experience as a salesperson or tradesperson (plumbing, carpentry or electrician) in lieu of a college diploma.

Your Skills and Aptitudes

Math and computer skills are a must, as are communication and negotiation skills. The ability to read blueprints and up-to-date knowledge of bylaws, building codes and laws dealing with bidding procedures, contracts and insurance are required. Management training and experience is an asset.

How To Get There

Jobs are usually in bigger centres in consulting engineer and construction offices, public works, transportation and other government departments.

There are additional opportunities for independent work, often as a consultant.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Math and computer skills are a must, as are communication and negotiation skills.

Resources

Aurora College

Mount Royal College

*Northern Alberta Institute of
Technology (NAIT)*

*Southern Alberta Institute of
Technology (SAIT)*

Grant MacEwan College

224 Technical Occupations in Electronics and Electrical Engineering

At a Glance

Number of Employees in the NWT: 83

Gender:

| | |
|--------------|-----|
| Male | 73% |
| Female | 27% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 10% |
| 25-44 years | 34% |
| 45+ years | 57% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 2% |
| Non-Aboriginal | 98% |

Hours of Work:

| | |
|-----------------|-----|
| Full-time | 73% |
| Part-time | 27% |

Typical Occupations

Electronics Equipment Maintenance Technician

Electrical Power System Planning Technician

Computer Service Technician

Household and Business Equipment Service Technician

Industrial Instrument Mechanic

Aircraft Electrical Technician

Avionics Specialist

Avionics Instrument Mechanic

Outdoor Power Equipment Technician

Industrial Instrument Technician

At Work

Electrical and electronics engineering technologists provide technical support and services in the design, development, testing, production and operation of electrical and electronic equipment and systems. Technicians service and repair household and business electronic equipment. Technologists and technicians supervise the building and testing of prototypes according to general instructions and established standards and conduct or supervise the installation, commissioning and operation of electrical and electronic equipment and systems, other than aircraft electronics or instruments. They also carry out applied research and set up and operate specialized and standard test equipment to diagnose, test and analyze the performance of electrical and electronic components, assemblies and systems.

Industrial instrumentation technicians repair, maintain, calibrate, adjust, overhaul and install precision measuring and control instruments and industrial measuring and controlling instrumentation in chemical plants, refineries, pipelines, mining and milling operations. They consult manufacturer's manuals to determine tests and maintenance procedures for instruments used in measuring and controlling flow, level, pressure, temperature and other variables in manufacturing, milling and extraction processing. They install and connect instruments to hydraulic, pneumatic and electrical lines and calibrate, inspect, test, disassemble, clean and replace parts and reassemble instruments.

Aircraft instrument, electrical and avionics mechanics and technicians and avionics inspectors include mechanics and technicians who adjust, repair and overhaul aircraft instrument, electrical or avionics systems on aircrafts. Also included in this group are inspectors who test aircraft systems following assembly, modification, repair or overhaul.

Aircraft maintenance engineers inspect and certify airworthy aircraft.

Electrical motor systems technicians maintain, test and repair electric motors, transformers and switchgears and other electrical apparatus. Independent electrical repair shops, service shops of electrical equipment manufacturers and maintenance departments of manufacturing companies employ them.

Outdoor power equipment technicians review and interpret work orders and technical manuals; inspect and test engines, motors and other mechanical components; adjust, repair or replace mechanical or electrical system parts and components using hand tools and equipment; test and adjust repaired equipment for proper performance; perform scheduled maintenance service on equipment; advise customers on work performed and general condition of equipment and estimate cost of repairs. The trade is divided into four craft areas; recreational equipment technicians, marine equipment technicians, power equipment technicians and turf equipment technicians.

Requirements

- High school diploma.
- Technologists may require a college or technical school diploma in fields like electrical or electronics engineering technology, computer engineering technology or telecommunications technology.

Your Skills and Aptitudes

An aptitude for math and an eye for detail are assets and the ability to work as part of a team is essential. Strong academic, communication and analytical skills are important, as is comfort with computers and complex test equipment. Because electric wiring and circuits are colour coded, anyone with colour vision impairment would face limited career opportunities.

How To Get There

Completion of a one or two-year college program is a good place to start and apprenticeship is also an option.

In the NWT, the Buffalo School of Aviation offers a two-year aircraft maintenance engineer (AME) program, which combines classroom learning with practical shop instruction. Areas of study include ethics and responsibilities, theory of flight, aviation law, hydraulics, electricity and piston engines, turbine and jet engines, propellers, weight and balance, aircraft inspection, flight control rigging and avionics.

Of those who work in these jobs in the NWT, 10% have a high school diploma, 83% have a certificate or diploma and 7% have a university degree.

About Apprenticeship

Please see the appendix for information on apprenticeship requirements in the NWT.

Where The Jobs Are

About 62% of employees working in these occupations live in Yellowknife, 25% live in the regional centres of Inuvik, Hay River and Fort Smith and 13% live in the other communities.

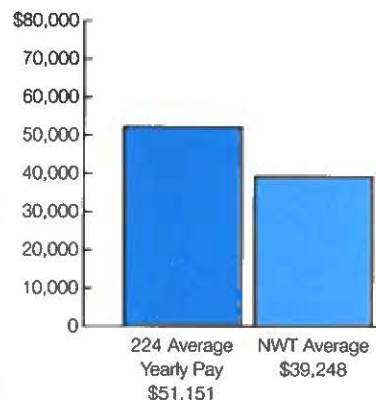
In the NWT, 64% of those in these occupations work in public administration and 13% in the other services industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to benefit from recent and future resource development in the NWT, employment levels will continue to remain steady as a result, while maintaining, positive medium-term prospects for existing jobs and good job opportunities in the future.

Average Employment Income



Resources

Aurora College

Northern Alberta Institute of Technology (NAIT)

Southern Alberta Institute of Technology (SAIT)

Buffalo School of Aviation

Georgian College

Confederation College

Mount Royal College

225 Technical Occupations in Architecture, Drafting, Surveying and Mapping

Creativity, patience, strong organizational and problem solving skills, coupled with an eye for detail and concern about accuracy are important.

Typical Occupations

Architectural Technologists and Technicians

Furniture Designer

Drafting Technologists and Technicians

Drafting Technician Apprentice

Legal Survey Technologists and Technicians

Mapping and Related Technologists and Technicians

Aerial Photograph Technician

Geographic Information System (GIS) Technician

Remote Sensing Technician

Map Stereo Plotter

At Work

Architectural technologists and technicians provide technical assistance to architects and civil design engineers by conducting research and preparing drawings, architectural models, specifications and contracts and supervising construction projects.

People in these occupations may:

- Analyze building codes, by-laws, space requirements, site requirements and other technical documents and reports;
- Prepare manual and Computer Assisted Design (CAD) drawings, specifications, cost estimates and listings of quantities of material from conceptual drawings and instructions;
- Construct architectural, display models and 3-D models of architectural designs;
- Prepare contract and bidding documents;
- Supervise drafters, technicians and technologists on the architectural team; and
- Supervise construction projects and coordinate, monitor and inspect work done by others.

Drafting technologists and technicians prepare engineering designs, drawings and related technical information as part of an engineering team, or in support of engineers, architects or industrial designers using computer-aided design and drafting (CAD) and other drafting equipment.

People in these occupations may:

- Complete documentation packages and produce drawing sets;
- Verify design drawings conform to specifications and design data;
- Prepare contracts and request for proposals, write technical reports;
- Prepare construction specifications, costs and material estimates; and
- Supervise and train other technologists, technicians and drafters.

Land survey technologists and technicians conduct or participate in field surveys to determine exact locations and positions of natural features and other structures on the earth's surface, underground or underwater.

People in these occupations may:

- Assist engineers or surveyors to develop methods and procedures for conducting field surveys;
- Operate computer equipment that measures distance, angles, elevations and contours during field surveys;
- Use global positioning system (GPS) equipment to determine precise geographic locations;
- Analyze latitude, longitude and angles and complete calculations to plot features, contours and areas to a specific scale;
- Prepare detailed drawings, charts and plans, survey notes and reports; and
- Supervise and coordinate field survey activities.

Mapping and related technologists and technicians gather, analyze, interpret and use geospatial information for applications in natural resources, geology, environment and land use planning. They prepare maps, interpret aerial photographs and operate airborne remote and in-house sensing/interpretive equipment and the geographic information system (GIS).

People in these occupations may:

- Plan map content, format and design and compile required data from aerial photographs, survey notes, records, reports and other maps;
- Use digital mapping techniques, computer interactive graphics, computer assisted design and drafting (CAD) software, traditional drafting methods and computer and traditional scribing tools to generate maps, graphs and charts;
- Prepare topographic maps, aerial-photograph mosaics and related charts to examine and interpret aerial photographs; and
- Provide 3-D optical models of terrains to trace maps and prepare charts and tables.

Requirements

- High school diploma.
- Two or three-year college program in architectural technology, geomatics, survey technology, cartography, photogrammetry, aerial survey, remote sensing, geographic information or engineering design and drafting.
- Some occupations may also require an undergraduate degree or other specialized training.
- Professional certification may be required, following a period of work experience.

Your Skills and Aptitudes

An aptitude for math, computers and electronic equipment is an asset. Creativity, patience, strong organizational and problem solving skills, coupled with an eye for detail and concern about accuracy are important. The ability to work well with others, strong communications skills and the ability to work under pressure are assets as well. Hours of work tend to be regular office hours, but certain projects may come with deadline and other pressures.

How To Get There

Employees may be required to camp in remote areas for extended periods, especially in the summer months.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

An aptitude for math, computers and electronic equipment is an asset.

Resources

Aurora College

Northern Alberta Institute of Technology (NAIT)

Southern Alberta Institute of Technology (SAIT)

226 Other Technical Inspectors and Regulatory Officers

At a Glance

Number of Employees in the NWT: 199

Gender:

Male 77%
Female 23%

Age:

15-24 years 2%
25-44 years 58%
45+ years 40%

Ethnicity:

Aboriginal 18%
Non-Aboriginal 82%

Hours of Work:

Full-time 99%
Part-time 1%

Typical Occupations

Pipeline Inspector

Air Transport Inspector

Quality Assurance Officer

Motor Vehicle Inspector

Construction Safety Officer

Building Inspector

Hazardous Waste Specialists

Assistant Fire Marshal

Chief Environmental Health Officer

Labour Standards Inspector

Inspector of Mines

Safety and Compliance Manager

At Work

Inspectors and compliance officers enforce adherence to laws, regulations, policies and procedures which protect the public. Duties vary and range from inspections of aircraft, boats, ships, cars, trucks to weighing and measuring devices, as well as industrial instruments.

Public health, environmental health and occupational health and safety inspectors inspect restaurants, plants, hotels, water systems and other workplaces. They ensure processes and equipment complies with regulations that govern product labelling and quality and ensure processes are in place to prevent the spread of plant and animal pests and diseases. They ensure food, water and air quality meet government standards and that regulations relating to environmental health and safety, transportation and workplace safety are enforced. Inspectors in this group are also involved in immigrant screening.

Engineering inspectors and regulatory officers inspect transportation vehicles such as aircraft, watercraft, automobiles and trucks, as well as weighing and measuring devices such as scales and meters and industrial instruments, processes and equipment for conformity to government and industry standards and regulations. They are employed by government agencies and the private sector.

People in these occupations may:

- Conduct motor vehicle and motor vehicle component defect investigations, examinations, tests and defect-related accident investigations;
- Provide expert advice and testimony on motor vehicle performance problems or defects and recommend improvements in vehicle inspection and licensing procedures and vehicle safety standards; and
- Airworthiness inspectors conduct regular inspections of establishments and individuals holding or applying for air carrier operating certificates and establishments engaged in aircraft maintenance, repair or modification. They inspect aircraft and advise of any deficiencies and detain aircraft suspected of being unsafe.

Construction inspectors inspect the construction and maintenance of new and existing buildings, bridges, highways and industrial construction to ensure specifications and building codes are observed. They monitor work site safety. Governments, construction companies, architectural and civil engineering consulting firms employ them.

People in these occupations may:

- Examine plans, drawings and site layouts for new buildings, building renovations and other proposed structures;
- Inspect construction of buildings, bridges, dams, highways and other buildings for conformance to drawings, specifications and building codes;
- Inspect and test electrical or plumbing installations in buildings to ensure compliance with municipal, provincial or federal regulations;

- Inspect steel framework, concrete forms, reinforcing steel mesh and rods, concrete or pre-stressed concrete to ensure quality standards; and
- Inspect existing buildings to identify and report on structural defects, fire hazards and other threats to safety.

Requirements

- High school diploma.
- A university degree or college diploma may be required. Environmental health inspectors require a university degree in food science, environmental health, chemistry or health and safety.
- Construction inspectors require a college diploma in construction, civil engineering or architectural technology, plus several years of related work experience.
- Engineering inspectors require a university degree or college diploma in an engineering field, or trade qualifications and extensive related work experience.
- Certification or licensing may be required. Public health inspectors require certification by the Canadian Institute of Public Health Inspectors. Occupational health and safety inspectors might require registration with the Association of Canadian Registered Safety Professionals.

Your Skills and Aptitudes

Considerable fieldwork, extensive travel and the ability to work with individuals with a wide range of skills mean individuals in these fields should be flexible and adaptable. Inspection work may take individuals into unpleasant or dangerous work environments and they may have to work outside in extreme weather conditions. You may have to deal with angry or emotional people and strong conflict resolution skills are a definite asset.

How To Get There

Trade qualifications plus extensive work experience may be an acceptable substitute for formal education. Construction inspectors, for example, usually have a minimum of a college diploma in construction, civil engineering or architectural technology, plus several years of related experience. Several years of experience as a journeyman may be required in some areas.

Of those who work in these jobs in the NWT, 3% have not completed high school, 16% have a high school diploma, 61% have a certificate or diploma and 19% have a university degree.

Where The Jobs Are

About 75% of employees working in these occupations live in Yellowknife, 12% live in the regional centres of Inuvik, Hay River and Fort Smith and 13% live in the other communities.

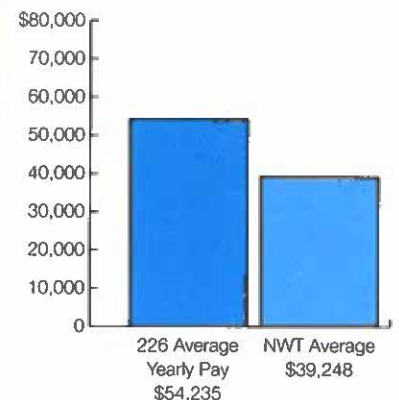
About 42% of people at work in these occupations are in the public administration industry and 22% are in the mining, oil and gas industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

While occupation in this area will continue to benefit from resource development today and in the future, they will also see moderate employment levels, medium-term employment prospects and continual job opportunities.

Average Employment Income



Resources

- Aurora College*
- University of Alberta*
- University of Saskatchewan
Department of Agriculture*
- University of Manitoba*

227 Transportation Officers and Controllers

At a Glance

**Number of Employees
in the NWT: 267**

Gender:

| | |
|--------------|-----|
| Male | 97% |
| Female | 3% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 12% |
| 25-44 years | 72% |
| 45+ years | 16% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 5% |
| Non-Aboriginal | 95% |

Hours of Work:

| | |
|-----------------|-----|
| Full-time | 85% |
| Part-time | 15% |

At Work

Pilots fly fixed wing aircraft and helicopters to provide air transportation for passengers and freight, search and rescue operations and aerial surveying or spraying. Pilots may also direct the activities of aircraft crew during a flight.

First officers co-pilot aircraft and perform captain's duties if required.

Flight engineers monitor the functioning of aircraft systems during flight by observing the operation of engines and fuel consumption may assist in flying.

Flying instructors teach student pilot procedures and techniques necessary to aircraft flight. They also instruct ground school subjects like navigation, radio procedure and flying regulations.

Air traffic controllers control the flow of air traffic within assigned air space using radar monitors, radio and other visual and communication equipment. They issue aircraft takeoff and landing instructions to pilots and relay meteorological, navigational and other information to pilots in flight. They maintain radio and telephone contact within control towers, terminal and other control centres and coordinate movement of planes into adjoining air space and all aircraft on and near airport runways. They alert airport emergency services when aircraft experience trouble. They also report missing aircraft to search and rescue.

Flight dispatchers are employed by airline and air services companies and by the Armed Forces.

People in these occupations may:

- Analyze environmental conditions and assess aircraft for load and fuel capacity and other factors to determine flight routes;
- Brief flight crew before take off on weather conditions, status of navigational facilities and airports en route;
- Co-sign flight authorization with aircraft captain;
- Monitor flight progress and communicate with aircraft during flight;
- Delay or cancel flights when warranted; and
- Prepare and maintain flight plans, flight logs and other reports.

Typical Occupations

Airline Pilot

Flying Instructor

Airline Captain

First Officers

Helicopter Pilot

Chief Air Traffic Controllers

*Coast Guard Vessel,
Passenger Ship Captain*

Aviation Programs Manager

Flight Dispatchers

Flight Engineer

Requirements

- High school diploma.
- Diploma from certified flying or aviation school.
- Commercial pilot's license (pilots and flight instructors).
- Transport Canada ratings and endorsements (flight instructors).
- Completion of Transport Canada approved training program (air traffic controllers).
- Air traffic controllers require a license.
- Basic radio telephone operator's license.

Your Skills and Aptitudes

Those seeking employment in the aviation sector should have good literacy, computer, math and science skills, as well as good workplace skills, flexibility, adaptability, independence and the ability to communicate well.

How To Get There

Pilots need to accumulate a specific number of flying hours to progress and many pilots fly bush planes to gain the hours necessary.

Of those who work in these positions in the NWT, 3% have not completed high school, 2% have a high school diploma, 76% have a certificate or diploma and 19% have a university degree.

Where The Jobs Are

People in this occupational grouping are employed by airline and airfreight companies, flying schools, the Armed Forces and other public and private sector aircraft operators.

About 55% of employees working in these occupations live in Yellowknife, 24% live in the regional centres of Inuvik, Hay River and Fort Smith and 21% live in the other communities.

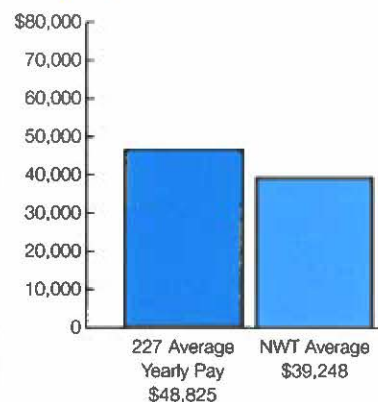
About 91% of people at work in these occupations are in the transportation and warehousing industry and 8% are in the public administration industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to benefit from recent and future resource development in the NWT, employment levels will continue to increase as a result, while maintaining positive long-term prospects for existing jobs and good job opportunities in the future.

Average Employment Income



Resources

Aurora College

Northern Alberta Institute of Technology (NAIT)

Southern Alberta Institute of Technology (SAIT)

Buffalo School of Aviation

Georgian College

Confederation College

Mount Royal College

228 Technical Occupations in Computer and Information Systems

At a Glance

Number of Employees in the NWT: 125

Gender

| | |
|--------------|-----|
| Male | 62% |
| Female | 38% |

Age

| | |
|-------------------|------|
| 15-24 years | 0.0% |
| 25-44 years | 69% |
| 45+ years | 31% |

Ethnic

| | |
|----------------------|-----|
| Aboriginal | 25% |
| Non-Aboriginal | 75% |

Hours of Work:

| | |
|-----------------|--------|
| Full-time | 100.0% |
| Part-time | 0.0% |

At Work

Computer and network operators establish, operate, maintain and coordinate the use of local and wide area networks (LANs and WANs), mainframe networks, hardware, software and related computer equipment. Web technicians set up and maintain internet and intranet web sites and web server hardware and software, and monitor and optimize network connectivity and performance.

Technicians provide first-line technical support to users experiencing difficulties with hardware and with computer applications and communications software.

Systems testing technicians execute test plans to evaluate the performance of software applications and information and telecommunications systems.

Requirements

- Completion of a college program in computer science, computer programming or network administration, web technology or in a related field is usually required.
- College or other courses in computer programming or network administration are usually required.
- Certification or training provided by software vendors may be required by some employers.

Your Skills and Aptitudes

Problem solving skills and working well under pressure, along with the ability to analyze and troubleshoot problems are all desirable assets. You are accurate and quick on a keyboard and you don't mind spending time working on a computer and/or at a desk. You are interested in technology and math. You have patience and an eye for detail.

Typical Occupations

Computer Operator

Local Area Network (LAN) Operators and Administrators

Network Support Technicians

Network Administrators

Help Desk Technicians and Analysts

System Support Representatives

How To Get There

Completion of a one or two-year college program is a good place to start.

Of those who work in these jobs in the NWT, 1% has less than high school, 17% have a high school diploma, 71% have a certificate or diploma and 11% have a university degree.

Where The Jobs Are

About 72.8% of employees working in these occupations live in Yellowknife, 13.6% live in the regional centres of Inuvik, Hay River and Fort Smith and 13.6% live in the other communities.

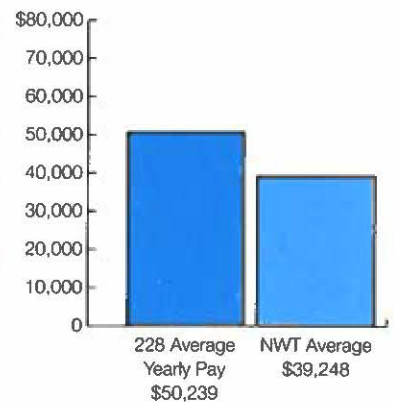
In the NWT, 64% of those in these occupations work in public administration and 32% in the mining, oil and gas industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

Occupations in this area are predicted to see steady increases in employment levels over the next 10 years, accompanied by long-term employment for existing positions and good opportunity for future positions.

Average Employment Income



Resources

Aurora College

Northern Alberta Institute of Technology (NAIT)

Southern Alberta Institute of Technology (SAIT)

Academy of Learning

Grant MacEwan College

British Columbia Institute of Technology

311 Physicians, Dentists and Veterinarians

At a Glance

**Number of Employees
in the NWT: 109**

Gender:

Male 50%
Female 50%

Age:

15-24 years 3%
25-44 years 84%
45+ years 13%

Ethnicity:

Aboriginal 9%
Non-Aboriginal 91%

Hours of Work:

Full-time 98%
Part-time 2%

Typical Occupations

Surgeon

*Specialist in Ear, Nose and
Throat*

Family Physician

General Practitioner (GP)

Medical Doctor (MD)

Dental Surgeon

Orthodontist

Periodontist

Dentist

Veterinarian

At Work

Specialists in clinical medicine diagnose and treat diseases and physiological or psychiatric disorders, and act as consultants to other physicians.

Specialists in laboratory medicine study the nature, cause and development of diseases in humans. Specialists in surgery perform and supervise surgical procedures.

Specialists in clinical medicine usually work in private practice or in a hospital, while those in laboratory medicine and in surgery work in hospitals. Residents and interns in training to become specialist physicians are included in this unit group.

General practitioners and family physicians diagnose and treat diseases, physiological disorders and injuries of patients. They serve as the primary contact in the provision of continuous health care.

People in these occupations may:

- Examine patients, take histories, order lab tests, x-rays and other diagnostic procedures and consult with others to evaluate patients' physical and mental health;
- Prescribe and administer medications and treatments;
- Perform and assist in routine surgery;
- Provide emergency care and provide acute care management;
- Deliver babies and provide pre and post-natal care;
- Perform patient advocacy role; and
- Report births, deaths and other diseases to governmental authorities.

Dentists diagnose, treat, prevent and control disorders of the teeth and mouth. They work in private practices or are employed in hospitals, clinics, public health facilities and universities.

People in these occupations may:

- Examine people's mouths to diagnose disease, injury and decay and plan appropriate treatment;
- Restore, extract and replace diseased and decayed teeth;
- Perform oral surgery, periodontal surgery and other treatments; and
- Design bridgework, fit dentures and fit correction appliances.

Veterinarians prevent, diagnose and treat diseases and disorders in animals and advise clients on the feeding, hygiene, housing and general care of animals. Veterinarians work in private practice or may be employed by animal clinics and laboratories, government or industry.

People in these occupations may:

- Diagnose and treat illness, injury, physiological or psychiatric disorders;
- Order laboratory tests, x-rays and other diagnostic procedures;
- Prescribe medication and treatment and refer patients for surgery;
- Act as consultants to other physicians; and
- May conduct medical research.

Requirements

- High school diploma.
- Undergraduate degree.
- Degree in medical, dental or veterinary medicine, followed by a residency of between two and five years. Specialists require additional internship and residency of between two to seven years.
- A license is required for all practitioners in these occupations.

Your Skills and Aptitudes

As a potential physician or dentist, you are compassionate and eager to help people. You can put people at ease and inspire their confidence in your abilities. You are emotionally stable and mature and you routinely take responsibility for your actions and your judgment. You are willing to put in long hours of study during your training and keep current in your rapidly changing field after graduation and throughout your career.

How To Get There

Prospective physicians, dentists and veterinarians will need to study in a university in the south and will need high grades in high school math and science. Most students choose to do an undergraduate degree, often in the sciences, before entering medical, dentistry or veterinary school. Students should check online or with their local career centre to find out the requirements for entering such courses.

Every year, the Department of Health and Social Services offers bursaries to northern students entering any medical school in Canada. Contact the department for more information on these bursaries. Doctors in the NWT are required to register with the Department of Health and Social Services. Contact the department's registration and licensing division at (867) 920-8058 for more information.

About 8% of those who work in one of the jobs in this occupational grouping have a certificate or diploma and 92% have a university degree.

Where The Jobs Are

About 61% of employees working in these occupations live in Yellowknife, 31% live in the regional centres of Inuvik, Hay River and Fort Smith and 7% live in the other communities.

Many family physicians in the NWT and all specialists work for the territorial government, while some work in private practice. Veterinarians work in private practice. Some physicians regularly travel to communities outside the Yellowknife and the regional centres.

Resources

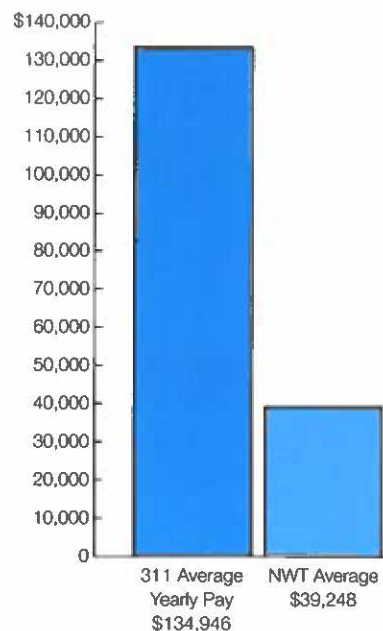
Aurora College, Student Support Programs Officer, Department of Health and Social Services, Canadian Medical Association, NWT Medical Association, Canadian Veterinary Medical Association, Medical Council of Canada (MCC).

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will see small increases in employment levels, reaching their peak during pipeline construction, while maintaining short-term employment for existing jobs. Opportunities in the future will continue to remain steady.

Average Employment Income



Additional Resources

Royal College of Physicians and Surgeons of Canada (RCPS)

Canadian Resident Matching Service (CRMS)

University of Saskatchewan

Western College of Veterinary Medicine

Ontario Veterinary College

312 Optometrists, Chiropractors and Other Health Diagnosing and Treating Professionals

An aptitude for math and science and good people skills are excellent attributes for anyone wanting to work in these occupations.

Typical Occupations

Optometrists

Chiropractors

Osteopathic Physicians

Podiatric Physicians

Naturopathic Doctors

Foot Specialist

Orthoptist

Osteopath

Ophthalmic Technicians and Technologists

Territorial Telehealth Coordinator

Territorial Telehealth Project Manager

At Work

Optometrists examine, diagnose, treat, manage and prevent diseases/disorders of the eye and prescribe and dispense eyeglasses and contact lenses.

Chiropractors diagnose and treat disorders of the neuromusculoskeletal system with manipulation and other techniques and provide holistic health care.

Osteopathic physicians diagnose, treat and prescribe for patients' medical, surgical and obstetrical problems. Their training includes an emphasis on the use of the musculoskeletal system in restoring health.

Naturopathic doctors diagnose, treat and prevent disease/disorders using natural non-invasive therapies and hands on techniques such as acupuncture/Asian medicine, botanical (herbal) medicine, clinical nutrition, homeopathic medicine, physical medicine and lifestyle counseling.

There are no optometrists working in the NWT. **Ophthalmic technicians and technologists** staff the Eye Clinic in Yellowknife and travel regularly to smaller communities in the NWT and Nunavut to deliver eye care services. Ophthalmic medical personnel include taking medical histories, performing diagnostic tests, administering medications, maintaining equipment, assisting in ophthalmic surgery, and prescribing correction for refractive errors, under the supervision of an ophthalmologist.

Podiatrists diagnose diseases, deformities and injuries of the foot and treat patients using braces, casts, shields, orthotic devices, physiotherapy and soft tissue surgery.

Osteopaths or **osteopathic physicians** diagnose disorders and injuries of the musculo-skeletal, circulatory and nervous systems and treat patients with manipulative therapy, medications or surgery.

Requirements

An optometrist needs at least three years in a math/science program at a university or college, plus a four-year university degree in optometry, accredited by the Accreditation Council on Optometric Education. You are also required to pass the national examination administered by the Canadian Examiners in Optometry prior in establishing a practice in the NWT. You also require a license from the provincial or territorial governing body.

A chiropractor must complete a three-year math/science university program and complete a degree from an accredited chiropractic college. You are also required to pass the Canadian Chiropractic Examining Board and territorial exam.

An osteopathic physician requires a university degree, plus a four-year osteopathic medicine program and two to five years of postgraduate training.

A naturopathic doctor requires a minimum of three years of university studies with specific prerequisite science courses and a four-year accredited naturopathic medicine program. You must also pass the naturopathic physicians licensing examinations (NPLEX).

All ophthalmic technicians and technologists are required to be certified through the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) and be licensed through the GNWT.

Podiatrists must complete a three-year diploma program in chiropody in Canada, or a first-degree program in podiatric medicine from the UK. A provincial license may also be required.

Osteopaths must have a bachelor degree before completing a four-year osteopathic medicine program, usually available in the United States. Completion of a one-year residency may also be required. A provincial license may be required as well.

Your Skills and Aptitudes

An aptitude for math and science and good people skills are excellent attributes for anyone wanting to work in these occupations.

How To Get There

Stanton Territorial Hospital has a training program unique to North America called the Ophthalmic Technologist Training Program. It is the primary source of ophthalmic technicians and technologists for the Eye Clinic in Yellowknife. The two-year program takes two or three students at a time and is designed specifically for northerners wishing to become ophthalmic technicians and technologists.

It can cost between \$60,000 to \$70,000 to study optometry in Canada and the program is offered at only two universities. Student Financial Assistance is available to most students. Upon graduation, most optometrists work as associates in existing practices prior to buying in as partners or establishing a practice of their own. Start up costs for setting up a practice includes capital costs for equipment and leasehold improvements. Overhead costs include inventory like contact lenses, lenses, glass frames and contact lens solutions. The amount of money an optometrist can earn is determined by the amount of coverage paid for by the territory, fee schedule, hours worked, location, service provided and population.

Where The Jobs Are

Detailed statistical information is unavailable for these occupations in the NWT.

It can cost between \$60,000 to \$70,000 to study optometry in Canada and the program is offered at only two universities. Student Financial Assistance is available to most students.

Resources

Aurora College

*University of Toronto,
Department of Ophthalmology
and Vision Sciences, Faculty of
Medicine*

*University of Waterloo, School
of Optometry*

*Universite de Montreal (French
only program), Programme
Doctorat en optometrie*

*Canadian Ophthalmological
Society*

*Joint Commission on
Allied Health Personnel in
Ophthalmology*

313 Pharmacists, Dietitians and Nutritionists

Dietitians and nutritionists should have leadership skills and be able to motivate others to change their habits.

At Work

Pharmacy managers, hospital and retail pharmacists and druggists prepare and dispense medicines that doctors have prescribed, explain how to use medications and maintain records of customers' medications.

Industrial pharmacists participate in the research, development, testing, and manufacture of medicines and other pharmaceutical products. They also develop information material about the use and properties of particular drugs and evaluate the labeling, packaging and advertising of drug products.

Dietitians and nutritionists plan, conduct, and supervise diet food service programs and provide nutrition counselling services. They may specialize in different areas such as clinical, community or research dietetics, public health, food service administration and industry.

Requirements

- High school diploma.
- Undergraduate and/or graduate degree in nutrition, dietetics or a closely related field, supervised training and registration with a regulatory body in a southern jurisdiction.
- Pharmacists require supervised training and an NWT license.

Your Skills and Aptitudes

You are patient and tactful and your aptitudes lie in the sciences. You enjoy working with people and have good listening and communication skills. To be a pharmacist, you need to be precise and careful and pay attention to detail. Dietitians and nutritionists should have leadership skills and be able to motivate others to change their habits.

Typical Occupations

Pharmacy Manager

Registered Pharmacist

Hospital Pharmacist

Druggist

Retail Pharmacist

Pharmacist

Dietetic Intern

Dietician/Nutritionist

Registered Dietician

Registered Nutritionist

Regional Nutritionist

How To Get There

Prospective pharmacists, dieticians and nutritionists must graduate from high school with high enough grades, especially in science, that they can enter a four-year program at one of several universities in the south. Entrance requirements for schools vary and students should check online with the institution of choice or check with their regional career centre.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Prospective pharmacists, dieticians and nutritionists must graduate from high school with high enough grades, especially in science, that they can enter a four-year program at one of several universities in the south.

Resources

Aurora College

*Registrar, Professional Licensing
Department of Health and Social
Services, GNWT*

*Canadian Pharmacists
Association*

*Canadian Council on Continuing
Education in Pharmacy (CCCEP)*

Dieticians of Canada

University of Alberta

University of Calgary

University of Saskatchewan

314 Therapy and Assessment Professionals

You have a strong interest in health and you like to help people reach their goals. You are imaginative and able to understand broad concepts and adapt them in practice to meet the needs of specific people and situations.

Typical Occupations

Language Pathologist

Pediatric Audiologist

Speech and Hearing Therapist

Speech-Language Pathologist

Registered Physiotherapist

Physical Therapist

Home Care Therapist

Occupational Therapist

Warden

Social Services Manager

Young Offender Facility
Manager

Mental Health and Addictions
Manager

At Work

Therapy assessment professionals work in health care settings, carrying out a variety of tasks, depending on their field of specialty. All of them work with patients who need various kinds of therapy to help them recover from illness or injury or to maximize their potential health and well being, despite limitations on their health.

Audiologists and speech-language pathologists diagnose, evaluate and treat human communication disorders including hearing, speech, language and voice disorders.

People in these occupations may:

- Administer audiometric tests and examinations to diagnose and evaluate hearing impairment;
- Plan and implement rehabilitation which includes selection, fitting and adjusting hearing aid devices; and
- Establish personalized care plans.

Physiotherapists assess patients and provide preventive, diagnostic and treatment services to restore or maintain physical function. They alleviate pain and prevent disability or physical dysfunction.

People in these occupations may:

- Assess the physical abilities of patients;
- Plan and implement physiotherapy programs and establish treatment goals;
- Monitor effectiveness of treatment plans; and
- Maintain clinical and statistical records and confer with other health care professionals.

Occupational therapists develop programs with people affected by illness, injury, developmental disorders, emotional or psychological problems and aging to maintain, restore or increase their ability to care for themselves and to engage in work, school and leisure.

People in these occupations may:

- Analyse patient capability and expectation related to life activities through observation, interview and formal assessments;
- Develop intervention programs to address client needs related to self-care, work and leisure activities;
- Maintain client records;
- Establish personalized care plans; and
- Give advice on health care programs aimed at preventing disabilities and maximizing independence.

Art, dance, music, athletic, and recreational therapists and remedial gymnasts plan and carry out specialized programs to aid in the treatment of mental/physical disabilities.

People in these occupations may:

- Assess patients and review reports from physicians, psychiatrists, counsellors and teachers to determine patients' current and potential functioning level;
- Prepare individual or group treatment plans independently or through an inter-disciplinary team approach;
- Implement treatment plan by carrying out specialized therapy sessions; and
- Record observations, write progress reports and monitor treatment plans in consultation with other health care professionals.

Requirements

- High school diploma.
- Therapy and assessment professionals require a university degree or college diploma and a period of supervised training.
- Audiologists or speech-language pathologists need a graduate degree or equivalent and membership in the Canadian Association of Speech-Language Pathologists and Audiologists.
- Graduation from an occupational therapy program approved by the World Federation of Occupational Therapists (WFOT) may be acceptable.
- Successful completion of the national certification exam for occupational therapists.
- Occupational therapists may need to be a member of the Canadian Association of Occupational Therapists.

Your Skills and Aptitudes

You have a strong interest in health and you like to help people reach their goals. You are imaginative and able to understand broad concepts and adapt them in practice to meet the needs of specific people and situations. A good communicator, you inspire confidence and other people find you motivating. You exercise appropriate judgment in dealing with other people.

How To Get There

Generally speaking, prospective therapy and assessment professionals should have high marks in high school English, math and science. Admissions requirements vary according to the institution and students should check with their career centre or online calendars.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Generally speaking, prospective therapy and assessment professionals should have high marks in high school English, math and science.

Resources

Aurora College

Canadian Association of Speech-Language Pathologists and Audiologists

NWT Association of Speech-Language Pathologists and Audiologists

Faculty of Rehabilitation Medicine – University of Alberta

University of Calgary

University of Saskatchewan

315 Nurse Supervisors and Registered Nurses

At a Glance

Number of Employees in the NWT: 337

Gender:

| | |
|--------------|-----|
| Male | 20% |
| Female | 80% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 1% |
| 25-44 years | 67% |
| 45+ years | 32% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 8% |
| Non-Aboriginal | 92% |

Hours of Work:

| | |
|-----------------|-----|
| Full-time | 89% |
| Part-time | 11% |

At Work

Nurse supervisors and head nurses supervise and coordinate the activities of registered nurses, licensed practical nurses and other personnel involved in the provision of patient care. They are employed in health institutions such as hospitals, clinics and nursing homes and in nursing agencies.

People in these occupations may:

- Evaluate patient need;
- Ensure required care is delivered;
- Assist in development of unit management policies;
- Assist in selection, evaluation and professional development of nursing personnel; and
- Provide direct patient care.

Registered nurses provide nursing care to patients and may specialize in surgery, neurology, emergency care, intensive care, obstetrics, gerontology or other areas of health care. They deliver health education programs and provide consultative services regarding issues relevant to the practice of nursing.

People in these occupations may:

- Assess patients;
- Identify appropriate nursing interventions;
- Administer medications and treatments prescribed by physicians;
- Monitor, assess, address, document and report symptoms and changes in patient condition;
- Operate or monitor medical equipment ;
- Assist in surgery and other procedures;
- Teach and counsel patients and their families on health-related issues in collaboration with other health care providers

Occupational health nurses develop and implement employee health education programs and provide nursing services in the workplace.

Community health nurses provide health education and nursing care in public health units and through home visits.

Psychiatric nurses provide nursing care to patients in psychiatric hospitals and mental health clinics.

Requirements

- High school diploma.
- College diploma or university degree.
- Certification by the Registered Nurses Association of Northwest Territories and Nunavut and registration by the Department of Health and Social Services.

Your Skills and Aptitudes

As a prospective nurse, you are interested in helping people and want to see them improve their physical and emotional health. You are a good listener and

Typical Occupations

Operating Room Head Nurse

Geriatrics Nursing Supervisor

Nursing Care Coordinator

Psychiatric Nursing Supervisor

Burn Unit Nursing Supervisor

*Rehabilitation Nursing
Supervisor*

Registered Nurse (RN)

Public Health Nurse

Registered Midwife

Patient Care Coordinator

Community Health Nurse

excellent communicator and are mentally and emotionally stable. Some nursing jobs require you to be on your feet for long periods and others require shift work. You need physical stamina for these jobs.

How To Get There

Generally speaking, potential nurses should have high school diplomas with good marks, especially in the sciences, to enter college or university nursing programs. Check at your career centre or online to learn the requirements of different colleges and universities in the south.

Aurora College offers a four-year bachelor of nursing program at its Yellowknife Campus. Applicants must be 19 years old and have successfully completed grade 12 English or ALBE English 150, pure or applied math 20 or 23 or ALBE math 140, and at least one 30-level science class. Prior work or education or related work experience may be credited towards the bachelor of nursing degree. Practical nurses or certified nursing assistants should contact the college about advanced credits.

For other NWT applicants, Aurora College offers a nursing access program geared to preparing students to enter the college's bachelor of nursing program. The year-long nursing access program requires students to have successfully completed grade 10 or the adult literacy and basic equivalent (ALBE) courses English 30 and math 120. Mature students without these requirements may apply to take a placement exam instead.

Head nurses or supervisors need experience as a registered nurse and may need a university degree or other studies in management or administration.

Specialized registered nurses should have additional academic training or experience. The Canadian Nurses Association offers a certification program in several specialties. Generally, nurses need a master's or doctoral nursing degree to become a clinical nurse specialist, clinician or consultant.

To be a registered psychiatric nurse, you need to complete a college or other registered psychiatric nursing program. While many registered nurses work in psychiatry throughout Canada, registered psychiatric nurses are regulated as a separate profession in some southern jurisdictions.

In the NWT, of those employed in jobs in this occupational grouping, 1% have less than a high school diploma, 3% have a high school diploma, 66% have a certificate or diploma and 30% have a university degree.

Where The Jobs Are

About 49% of employees working in these occupations live in Yellowknife, 37% live in the regional centres of Inuvik, Hay River and Fort Smith and 14% live in the other communities.

About 95% of the nurses jobs in the NWT are in the health care and social assistance industry, while 4% are in public administration.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will have little change in employment levels and will maintain long-term employment for existing jobs, while job opportunities in the future will remain steady.

Average Employment Income



Resources

Aurora College

Registered Nurses Association of Northwest Territories and Nunavut

Registrar, Professional Licensing, Department of Health and Social Services, GNWT

Canadian Nurses Association

University of Alberta

University of Calgary

University of Saskatchewan

321 Medical Technologists and Technicians (Except Dental Health)

At work, these people are part of health care teams that diagnose and treat a variety of medical conditions.

Typical Occupations

Medical Laboratory Autopsy Technician

Veterinary Laboratory Technician

Registered Respiratory Therapist

Radiation Therapist Technologist

Echocardiography Technologist

Sonographer

Ultrasound Technician

Registered Cardiology Technologist

Registered Vascular Technologist

Certified Prosthetist

Biomedical Electronics Technician

At Work

This group of health care occupations includes a broad range of jobs in which workers perform many different tasks. At work, these people are part of health care teams that diagnose and treat a variety of medical conditions. They perform tests, carry out specialized therapy and operate medical machines that help diagnose illness and design or fit equipment that may help improve patients' health or mobility.

Medical laboratory technologists conduct experiments and analyze medical specimens and samples in a laboratory.

Medical laboratory technicians conduct routine tests and maintain medical laboratory equipment.

Autopsy technicians and pathologists' assistants assist at autopsies and examinations of surgical specimens and perform supervised autopsies.

Respiratory and radiation therapists, medical sonographers and radiological technologists, cardiology, electromyography and electroencephalographic technologists perform tests and x-rays and provide treatment.

Prosthetists and orthotists design, build, fit and repair artificial limbs, braces and other pieces of equipment that help to improve patient mobility.

Prosthetic and orthotic technicians assist prosthetists and orthotists.

Requirements

- High school diploma.
- College diploma or an undergraduate degree is required in some areas.
- Radiation technologists require a university degree.
- Registration or certification with a professional association and/or a license may be required.

Your Skills and Aptitudes

As a prospective medical technologist, you are good at being precise and careful and you have manual dexterity. You are comfortable with technology and eager to stay current in your rapidly changing field. Mature and cooperative, you are aware of the fact that other people depend on your work to diagnose illness or improve the lives of patients.

How To Get There

Education pathways to these professions are varied. Generally speaking, students should have a high school diploma with good marks in the sciences. Students interested in these occupations will have to leave the NWT to study. The field determines the length of a course of study. At the Northern Alberta Institute of Technology, for example, medical laboratory technology and animal health technology are two-year programs and respiratory technology is a three-year program. Similar programs exist in several southern colleges. Check online catalogues for specific prerequisites and course descriptions or ask at your local career centre. As of 2005, radiation technologists need a bachelor's degree from an accredited college or university.

NWT students without the high school prerequisites can become eligible to apply for college courses leading to these occupations by successfully completing Aurora College's 10-month pre-technology course. Pre-technology requires students be at least 17 years old and have good marks in grade 11 math and English or ABLE equivalents. Equivalencies and placement tests will determine if students without these qualifications are eligible.

Where The Jobs Are

Hospitals, clinics and other health care institutions employ people who work in these occupations. Others work in universities, government and private research laboratories. Some provide services to patients in their homes and others work in the manufacturing sector, making medical devices.

Detailed statistical information on these occupations in the NWT is not available.

NWT students without the high school prerequisites can become eligible to apply for college courses leading to these occupations by successfully completing Aurora College's 10-month pre-technology course.

Resources

Aurora College

Canadian Blood Services

*Alberta College of Medical
Laboratory Technologists*

*Canadian Association of Medical
Radiation Technologists*

*Northern Alberta Institute of
Technology (NAIT)*

University of Alberta

University of Calgary

University of Saskatchewan

322 Technical Occupations in Dental Health Care

People at work in this occupational group work closely with dentists to repair and maintain the health of people's teeth and gums.

At Work

People at work in this occupational group work closely with dentists to repair and maintain the health of people's teeth and gums. They create and maintain dental devices for patients.

Dental hygienists provide a range of dental care that includes assessment, preventive care, treatment and evaluation.

Dental therapists work for government in rural and remote locations and provide limited dental services, including filling cavities and extracting teeth.

Dental technicians prepare and fabricate full and partial dentures or devices such as bridges, clasps and bands, according to prescriptions from dentists or dental therapists.

Denturists examine patients, take impressions of their teeth, design and construct dentures and fit, modify and repair dentures.

Requirements

- High school diploma.
- College, technical school diploma or undergraduate degree.
- Valid license from the registrar at the Department of Health and Social Services.
- May require an internship with a licensed professional.

Your Skills and Aptitudes

As a prospective dental health care technician, you should have good interpersonal skills to deal with people in stressful situations. You are dexterous and coordinated and pay close attention to fine detailed work. You are patient and you enjoy helping others.

Typical Occupations

Dental Technician

Dental Hygienist

Dental Mechanic

Denture Therapist

Dental Hygienist

Orthodontic Technician

Dental Laboratory Technician

Denturologist

Denture Technician Apprentice

Dental Nurse

How To Get There

Generally speaking, students should have good marks in grade 12 English, biology and math. Students interested in entering these occupations will have to leave the NWT to study. At the Northern Alberta Institute of Technology, for example, medical dental technology and denturist technology are each two-year programs with a supervised practicum. Similar programs exist in several southern colleges. Check online catalogues for specific prerequisites and course descriptions or ask at your local career centre.

NWT students without the high school prerequisites can become eligible to apply for college courses leading to these occupations by successfully completing Aurora College's 10-month pre-technology course. Pre-technology requires students be at least 17 years old and have good marks in grade 11 math and English or ABLE equivalents. Equivalencies and placement tests will determine if other students without these prerequisites are eligible to enter pre-technology. Check with your local Career Centre.

The First Nations University of Canada (formerly the Saskatchewan Indian Federated College) has the National School of Dental Therapy, which teaches basic dental hygiene, plus routine dental procedures such as fillings and extractions, to students interested in living and working in Aboriginal and Inuit communities. To find out more, check with your local career centre.

Where The Jobs Are

People in these occupations are employed by public and private health care facilities such as clinics and hospitals, dentists' offices, mobile dental and dental hygiene clinics, universities and laboratories.

Detailed statistical information on these occupations in the NWT is not available.

Generally speaking, students should have good marks in grade 12 English, biology and math. Students interested in entering these occupations will have to leave the NWT to study.

Resources

Aurora College

Northern Alberta Institute of Technology (NAIT)

First Nations University of Canada

National School of Dental Therapy (NSDT)

Canadian Dental Hygienists Association (CDHA)

Denturist Association of Northwest Territories

323 Other Technical Occupations in Health Care (Except Dental)

This broad occupational grouping comprises a variety of technical and other occupations in various aspects of health care.

Typical Occupations

Optician

Eyeglass Fitter

Contact Lens Fitter

Herbalist

Registered Nursing Assistant

Licensed Practical Nurse

Emergency Medical Technician
(EMT)

Chief Ambulance Attendant

Licensed Practical Nurse (LPN)

Ophthalmic Technician

Rehabilitation Therapist

At Work

This broad occupational grouping comprises a variety of technical and other occupations in various aspects of health care.

Opticians prepare or supervise the preparation of eyeglasses, contact lenses and low vision aids from prescriptions. They assist clients in selecting eyeglass frames and are employed in optical retail outlets.

Midwives provide care to women and their babies during pregnancy, labour, birth and the post-natal period.

People in these occupations may:

- Monitor the health of mom and baby;
- Counsel and provide advice on diet; and
- Conduct routine deliveries and assist in those with complications.

Herbalists, homeopaths and reflexologists use herbs, finger pressure, manipulation and other natural healing techniques to improve the health and well being of clients.

Licensed practical nurses provide nursing care to patients under the direction of medical practitioners, registered nurses and other health team members. They are employed in hospitals, nursing homes, extended care facilities, doctor's offices, clinics, private homes and community health centres.

People in these occupations may:

- Take vital signs, apply sterile dressing, ensure infections are controlled, monitor nutrition and collect specimens;
- Administer medication;
- Provide pre-operative and post-operative care;
- Monitor respiratory and intravenous therapy; and
- Provide health information to individuals and their families.

EMTs (ambulance attendants and paramedics) provide pre-hospital emergency medical care and transport patients to medical facilities for further medical care. Private ambulance services, hospitals, fire departments, government departments and agencies, manufacturing firms, mining companies and other private sector establishments employ them.

People in these occupations may:

- Administer cardiopulmonary resuscitation (CPR), oxygen, bandaging and splinting;
- Establish and maintain intravenous treatment (IV), apply adjunctive equipment for ventilation and circulation complications;
- Administer medications and provide other advanced emergency treatment to patients;
- Be involved in assisting the transport of patients by air, land or water to hospital or other medical facility for further medical care;
- Maintain ambulance and emergency care equipment and supplies.

Hearing aid technicians provide technical support in the area of audiology.

Requirements

- High school diploma or equivalent.
- Specialized training at college, university or a private institute.
- Registration or certification with a professional association.
- A license from the Department of Health and Social Services to work as a licensed practical nurse, ophthalmic medical assistant, registered midwife, or an optometrist.
- A license from a southern jurisdiction for some other technical occupations.
- A good driving record and an appropriate driver's license to be an ambulance attendant, paramedic or emergency vehicle operator.

Your Skills and Aptitudes

As a prospective practitioner in these occupations, you should be compassionate and interested in the well being of the clients or patients you work with. You must be able to work independently. You should be emotionally stable, calm under pressure and have good communication skills. Midwives especially, must have good physical stamina and be able to face stressful situations. Practitioners interested in starting their own business should ensure they have the attendant business skills.

How To Get There

Students should have a high school diploma with good marks in sciences, English and/or math. Students interested in entering these occupations will likely have to leave the NWT to study, though practical components of study may be satisfied in the territory.

Most of these programs are one to three-year courses, including supervised practical study and can be taken in a variety of educational settings and institutions. To become a practitioner of Chinese medicine requires at least four years of study at a private institute. Check online catalogues and professional associations for specific prerequisites and courses of study, or ask at your local career centre.

NWT students without the high school prerequisites can become eligible to apply for college courses leading to some of these occupations by successfully completing Aurora College's 10-month pre-technology course. Pre-technology requires students be at least 17 years old and have good marks in grade 11 math and English or ALBE equivalents. Equivalencies and placement tests will determine if other students without these prerequisites are eligible to enter pre-technology.

Where The Jobs Are

People in these occupations are employed in hospitals or clinics. Others work in retail settings, public administration and in clients' homes. Some are self-employed.

Detailed statistical information on these occupations in the NWT is not available.

As a prospective practitioner in these occupations, you should be compassionate and interested in the well being of the clients or patients you work with. You must be able to work independently.

Resources

Aurora College

PCU College of Holistic Medicine

Canadian Institute of Natural Health and Healing

Dominion Herbal College

Acupuncture Foundation of Canada Institute

Opticians Association of Canada

Midwives Association of the Northwest Territories and Nunavut

Registrar, Professional Licensing Department of Health and Social Services, GNWT

341 Assisting Occupations in support of Health Services

At a Glance

Number of Employees in the NWT: 126

Gender:

Male 2%
Female 98%

Age:

15-24 years 14%
25-44 years 62%
45+ years 24%

Ethnicity:

Aboriginal 53%
Non-Aboriginal 47%

Hours of Work:

Full-time 90%
Part-time 10%

Typical Occupations

Registered Dental Assistant

Nursing Home Attendant

Nursing Service Aid

Registered Orthopedic Technologist

Cast Room Technician

Community Health Representative

Rehabilitation Aid

Operating Room Aid

Personal Care Attendant

Resident Care Aid

Health Promotion Specialist

Pharmacy Technician

At Work

People at work in this group of occupations are part of a health care team, working under the supervision of senior health care workers, such as supervisors, nurses, dentists and doctors. They assist other health care workers to carry out tasks, they may be involved in administrative work and they may attend to daily or specific needs of clients or patients.

Nurse's aides, orderlies and patient service associates assist nurses and other health care workers in the basic care of patients. They transport patients for treatment or surgery and they might assist patients in long-term care facilities, such as nursing homes for example, to carry out their daily routine.

Community health representatives (CHRs) help other health professionals deliver health care programs and support in communities. CHRs promote healthy living and active lifestyles and participate in health assessments. They may act as a liaison between members of the community and other health care professionals and organizations.

Dental assistants assist dentists during examination and treatment of patients. They work in dentist's offices, for governments and in educational institutions.

People in these occupations may:

- Prepare patients for dental exams and assist the dentist during the exam;
- Sterilize and maintain instruments and equipment;
- Prepare dental instruments and fillings;
- Educate patients on oral hygiene;
- Schedule appointments and maintain patient records;
- Take and develop x-rays;
- Polish teeth and apply fluoride and sealants; and
- Make up temporary crowns and restorations.

Orthopedic technologists apply and adjust casts and splints on patients and assist orthopedic surgeons.

Requirements

- High school diploma.
- Dental assistants require college dental assistant programs lasting three months to a year, or a combination of high school and on-the-job training. Dental assistants may need certification to perform specific functions.
- Community health representatives require completion of the community health worker course offered by Aurora College.
- Nurse's aides or orderlies require on-the-job training or a program in nursing aid or health care at a college or private institute and practical training.
- Orthopedic technologists require on-the-job training or a college program.

Your Skills and Aptitudes

As a prospective member of the health care services assisting occupations, you are caring, calm and patient with people. You have a sincere desire to help others and, for nurse's aides and orderlies, you have a reasonable level of physical stamina. As a prospective community health representative, you are a leader and you have the ability to take general ideas and suit them to a specific audience. You are careful and can communicate effectively with patients and nurses.

How To Get There

Education pathways to these occupations are varied. Generally speaking, students should have a high school diploma with grade 12 sciences. Students interested in most of these occupations will have to leave the NWT to study.

NWT students without the high school prerequisites can become eligible to apply for college courses leading to these occupations by successfully completing Aurora College's 10-month pre-technology course. Pre-technology requires student be at least 17 years old and have good marks in grade 11 math and English or ABE equivalents. Equivalencies and placement tests will determine if students without these qualifications are eligible. Aurora College also offers a community health worker course.

The Northern Alberta Institute of Technology, for example, offers a one-year dental assistant program. Similar programs exist in several southern colleges. Check online catalogues for specific prerequisites and course descriptions or ask at your local career centre. Nurse's aides or orderlies need some secondary school education and on-the-job training. The Canadian Family Resource Institute and Career College in Vancouver offers a four to six-month program in nursing aid. Orthopedic technologists can study at one of CDI College's campuses in southern Canada.

Prospective community health representatives must be at least 18 years old and have successfully completed most junior high school courses. They must be fluent in the local Aboriginal language and must pass a criminal record check and a medical exam.

Of those employed in jobs in this occupational grouping 27% do not have a high school diploma, 22% have a high school diploma, 39% have a certificate or diploma and 13% have a university degree.

Where The Jobs Are

About 39% of employees working in these occupations live in Yellowknife, 25% live in the regional centres of Inuvik, Hay River and Fort Smith and 36% live in the other communities.

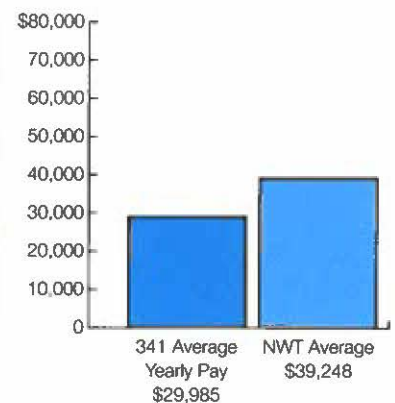
About 90% of those employed in these jobs work in the health care and social assistance industry and 4% in the public administration industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will see small increases in employment levels, reaching their peak during pipeline construction, while maintaining medium-term employment for existing jobs. Opportunities in the future will continue to remain steady.

Average Employment Income



Resources

Aurora College
National Indian and Inuit Community Health Representatives Organization
Canadian Dental Assistants' Association
Canadian Family Resource Institute and Career College
Northern Alberta Institute of Technology (NAIT)

411 Judges, Lawyers and Quebec Notaries

At a Glance

**Number of Employees
in the NWT:** 160

Gender:

Male 50%
Female 50%

Age:

15-24 years 0%
25-44 years 78%
45+ years 23%

Ethnicity:

Aboriginal 8%
Non-Aboriginal 92%

Hours of Work:

Full-time 100%
Part-time 0%

Typical Occupations

Federal Supreme Court Justice

Tax Court Judge

Youth Court Judge

Associate Deputy Judge

Chief Justice

General Solicitor

Commercial Lawyer

Family And Estates Lawyer

Land Titles Registrar

Articling Student

Legislative Counsel

Manager, Legal Translation

At Work

Judges preside over courts of law, interpret and enforce rules of procedure, adjudicate civil/criminal cases and administer justice. Some judges specialize in areas of law like civil, criminal, family or constitutional law.

People in these occupations may:

- Make decisions regarding admissibility of evidence;
- Instruct a jury on laws that are applicable to the case;
- Decide guilt or innocence in non-jury trial;
- Determine degrees of liability of accused or defendant;
- Pass sentence on those convicted in criminal cases;
- Determine damages or other appropriate remedies in civil cases;
- Grant divorces and divide matrimonial property and other assets;
- Decide custody issues; and
- Supervise other judges and court officers.

Lawyers provide legal advice and represent clients, prepare contracts, wills and other legal documents. They may also act as executors, trustees or guardians in estate and family law matters. Lawyers may specialize in criminal, corporate, real estate and labour law.

People in these occupations may:

- Plead cases or conduct prosecutions before courts of law, tribunals or boards and negotiate civil dispute settlements;
- Advise clients on legal rights and matters related to law;
- Research legal precedents and gather evidence;
- Draw up legal documents;
- Negotiate settlements in civil disputes;
- Act as mediator, conciliator or arbitrator; and
- Act as executor, trustee or guardian in estate and family law matters.

Requirements

To work in law you need a pre-law or other undergraduate degree and a bachelor's degree from a law school. You must also score well on the Law School Admission Test (LSAT). For admission to some law schools the kind of undergraduate degree obtained is not important.

Upon graduation from law school, lawyers must article in a law office and pass a bar admission course and exam. A license from the province or territory in which to practice is also required.

Quebec notaries are required to complete an undergraduate degree from a recognized law school and a diploma of notarial law (DDN) or a master's degree in law with a specialization in notarial law and a 32-week vocational training program. They must be registered with a corporation of notaries.

Judges usually need extensive experience as a lawyer or law professor and continuous membership in a bar association. You must also be a member in good standing with the NWT Law Society.

Your Skills and Aptitudes

Leadership and effective interpersonal skills are excellent assets for anyone who wants to pursue a career in law.

How To Get There

Fifteen universities in Canada offer courses in common law and admission is highly competitive. The criteria for admission vary widely and while your grade point average (GPA) is important, it carries more weight in some schools than in others. Life, work and volunteer experiences may also be taken into consideration. Law schools often try to ensure those admitted reflect the cultural diversity of society.

Community involvement is important for anyone pursuing a law career. Rising costs and a movement away from an adversarial approach to conflict resolution means that the number of opportunities for lawyers, especially those involved in alternative dispute resolution, will increase. Globalization means that the number of jobs available for practitioners of international law will increase as well. Other areas where there is potential for more jobs is in intellectual property law and the area of civil litigation.

Please note that Quebec has a distinct system of law called civil law. A degree in civil law is required by anyone who wishes to practice law in Quebec. Civil law is also commonly used in Europe. Both McGill University in Montreal and the University of Ottawa offer a combined civil/common law degree in a four-year program.

Of those who work in these professions in the NWT, 8% have a certificate or diploma and 92% have a university degree.

Where The Jobs Are

About 87% of employees working in these occupations live in Yellowknife, 11% live in the regional centres of Inuvik, Hay River and Fort Smith and 3% live in the other communities.

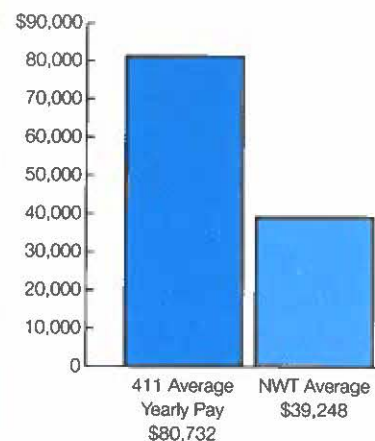
About 64% of people at work in these occupations in the NWT are in the public administration industry and 36% are in other services.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will see moderate increases in employment levels, reaching their peak during pipeline construction, while maintaining short-term employment for existing jobs. Opportunities in the future will continue to remain good.

Average Employment Income



Resources

Aurora College

University of Alberta

University of Calgary

University of Saskatchewan

Osgoode Hall Law School

University of Victoria

412 University Professors and Assistants

University professors teach courses to undergraduate and graduate students enrolled in colleges, universities and other degree granting institutions.

At Work

University professors teach courses to undergraduate and graduate students enrolled in colleges, universities and other degree granting institutions.

People in these occupations may:

- Conduct lectures, laboratory sessions and discussion groups;
- Take part in university governance;
- Direct and advise research programs;
- Advise students on academic and career matters;
- Research and report on subject matter in their area of specialization;
- Prepare, administer and grade exams, lab assignments, research papers and other reports;
- Prepare and deliver guest lectures on behalf of the university; and
- Provide consulting services to government, industry and private individuals.

Teaching and research assistants organize reference and other materials, conduct literature searches, seminars and laboratory sessions, assist professors in teaching and marking essays and exams and perform other duties as assigned. Assistants also continue to do research and report in their area of specialization.

Requirements

- High school diploma.
- University degree, college diploma or CEGEP.
- Graduate degree.
- PhD (doctoral degree).
- You may also need licenses or professional certifications to teach in regulated fields like medicine, law, psychology, engineering and architecture.

Typical Occupations

University Professors

Teaching Assistants

Research Assistants

Academic Program

Coordinators

Your Skills and Aptitudes

An interest in teaching and research skills and strong interpersonal and leadership skills are useful attributes for anyone who wants to teach at the university level.

How To Get There

The number of opportunities to teach will increase if you take on either local or national consultation projects, stay on top of current events, remain up to date on research in your area of specialization and continue to develop your interpersonal, communication, presentation, meeting and teamwork skills. Many Canadian universities offer doctoral programs in several different fields of study.

Where The Jobs Are

Detailed statistical information is not available for these occupations in the NWT.

An interest in teaching and research skills and strong interpersonal and leadership skills are useful attributes for anyone who wants to teach at the university level.

Resources

Aurora College

413 College and Other Vocational Instructors

At a Glance

Number of Employees in the NWT: 127

Gender:

| | |
|--------------|-----|
| Male | 49% |
| Female | 51% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 2% |
| 25-44 years | 39% |
| 45+ years | 58% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 13% |
| Non-Aboriginal | 87% |

Hours of Work:

| | |
|-----------------|-----|
| Full-time | 99% |
| Part-time | 1% |

At Work

Nationally, this group includes instructors who teach applied arts, academic, technical and vocational subjects to students enrolled in community colleges, CEGEPs, technical institutes, language schools, bible colleges and other vocational schools. It also includes trainers employed by companies and governments to administer internal training and development courses. In the NWT, people in these occupations would be employed by Aurora College at its campuses in Fort Smith, Inuvik or Yellowknife. It also includes trainers with the GNWT, Aboriginal governments and diamond mines operating in the territory.

People in these occupations may:

- Use a systematic plan of lectures, demonstrations, discussion groups, shop sessions, seminars and site visits to teach students and employees;
- Prepare teaching materials and course outlines;
- Prepare, administer and mark exams and papers to evaluate student progress against expected learning outcomes;
- Advise students on program curriculum and career decisions;
- Serve as members of committees dealing with governance;
- Deal with issues such as budgets, curriculum revision and course and diploma requirements.

Requirements

- High school diploma.
- College diploma or undergraduate degree.
- College instructors who teach university transfer courses require a graduate degree.
- Trades instructors require expert experience and a certification of qualification (must be a journey person) in their trade. Trades instructors must also complete an adult basic education program.
- Instructors in adult basic education usually require a university degree in education.

Typical Occupations

Community College Instructor

Technical Institute Instructor

Vocational School Instructor

Health and Safety Instructor

*Teacher in College of Applied
Arts and Technology*

Company Trainer

*Computer Training
Representative*

Training Consultant

Firefighting Instructor

Community Adult Educator

Oil and Gas Training

Training Officer

Your Skills and Aptitudes

An inquiring mind and a desire to pursue and disseminate knowledge are excellent attributes for anyone who wants to work at the college level. Good communication and teaching skills and the ability to motivate students are definite assets. Computer skills for instructors are taking on greater importance all the time.

How To Get There

In the NWT, of those who hold positions in this occupational grouping 6% have a high school diploma, 52% have a certificate or diploma and 42% have a university degree.

Where The Jobs Are

About 33% of employees working in these occupations live in Yellowknife, 50% live in the regional centres of Inuvik, Hay River and Fort Smith and 17% live in the other communities.

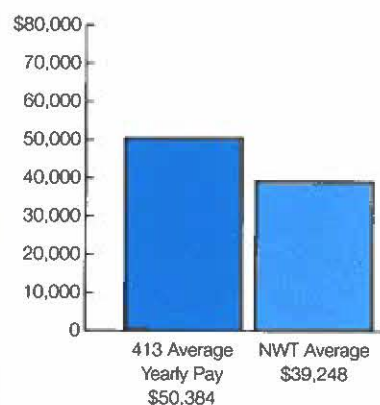
About 72% of people at work in these occupations are in the education services industry and 16% are in the public administration industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will have little change in employment levels and will maintain long-term employment for existing jobs, while job opportunities in the future will remain steady.

Average Employment Income



Resources

Aurora College

414 Secondary and Elementary School Teachers and Counsellors

At a Glance

Number of Employees in the NWT: 862

Gender:

| | |
|--------------|-----|
| Male | 33% |
| Female | 67% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 4% |
| 25-44 years | 56% |
| 45+ years | 40% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 24% |
| Non-Aboriginal | 76% |

Hours of Work:

| | |
|-----------------|-----|
| Full-time | 84% |
| Part-time | 16% |

Typical Occupations

Special Education Teacher

Adult Education Teacher

High School Librarian

High School Teacher

French Immersion Teacher

Guidance Counsellor

Elementary School Teacher

Aboriginal Language

Specialists

Assitant Principal

Coordinator/Consultant

Student Success Centre

Coordinator

Residence Life Manager

At Work

Elementary school teachers provide instruction in subjects such as reading, writing and arithmetic, or in specialized subjects such as English or French as a second language at public and private elementary schools. **Elementary school librarians** are included in this group. These teachers work with children from kindergarten to grade 8.

Secondary school teachers prepare and teach academic, technical, vocational or specialized subjects at public and private secondary schools. Secondary school teachers who are heads of departments and high school librarians are included in this group. These teachers work with children from grade 9 to 12.

School and guidance counsellors advise students on educational issues, career planning and personal development

People in these occupations may:

- Prepare courses for presentation to students according to approved curriculum;
- Teach students using a systematic plan of lessons, discussions, audiovisual presentations and field trips;
- Lead students in activities to promote their physical, mental and social development and their school readiness;
- Assign and correct homework;
- Prepare, administer and correct tests;
- Evaluate the progress of students and discuss results with students, parents and school officials;
- Participate in staff meetings, educational conferences and teacher training workshops;
- Counsel students on course selection, study habits and career planning
- Counsel students on personal and social issues;
- Consult with teachers, parents, school administrators and community agencies;
- Administer and interpret standardized tests;
- Supervise teachers' aides; and
- Advise students on course selection and on vocational and personal matters.

Requirements

- High school diploma.
- A university degree or bachelor of education.
- NWT teaching certificate.
- Special education or second language teachers or counsellors require additional specialization in their field.

Your Skills and Aptitudes

To work in these occupations, you should be organized, patient, creative and objective. You are able to inspire or otherwise motivate young people to learn. You are engaging and able to present new information concisely and with clarity. You must also be adaptable, altering your strategy where necessary. To teach children, you should have a natural fondness for them and realistic expectations about their abilities.

How To Get There

Secondary school teachers of academic studies require a bachelor's degree in education, which is often preceded by a bachelor's degree in the arts or sciences. Teachers of vocational or technical subjects require a bachelor of education degree, which is usually preceded by several years training or experience in the vocational subject. Department heads require several years of teaching experience. To specialize in special education or English or French as a second language, teachers need additional training. Finally, all teachers must be certified at the provincial and/or territorial level.

The majority of people in this category have some level of post-secondary education. People wanting to become teachers and counsellors will need to pursue a certificate/diploma and a bachelor's degree in education.

Aurora College offers a preliminary teacher education access program to prepare potential teachers academically for entry into the Aurora College teacher education (ACTE) program. ACTE is a three-year diploma program offered at the Thebacha campus in conjunction with the University of Saskatchewan. Successful completion of the three-year ACTE program earns students a diploma. Successful completion of a fourth year earns students a bachelor's degree in education.

The college also offers the career development certificate program and school community counsellor training. Contact Aurora College for more information.

While most people currently working in these positions have been in the North longer than five years, schools in the North still find it necessary to recruit teachers from the south. Qualified Northerners have good opportunities in these occupations.

Of those currently working in these jobs in the NWT, 6% do not have a high school diploma, 5% have a high school diploma, 15% have a certificate or diploma and 74% have a university degree.

Where The Jobs Are

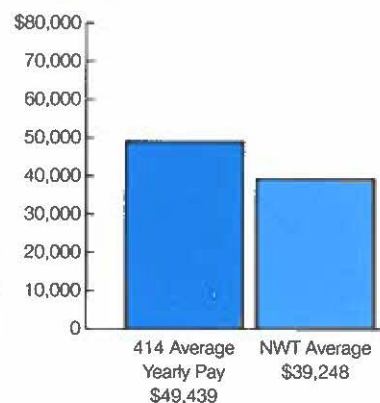
About 33% of employees working in these occupations live in Yellowknife, 25% live in the regional centres of Inuvik, Hay River and Fort Smith and 42% live in the other communities.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will have little change in employment levels and will maintain medium-term employment for existing jobs, while job opportunities in the future will remain steady.

Average Employment Income



Resources

Aurora College Education Program

University of Saskatchewan, College of Education

Northwest Territories Teachers' Association

University of Alberta

University of Calgary

University of Lethbridge

415 Psychologists, Social Workers, Counsellors, Clergy and Probation Officers

At a Glance

**Number of Employees
in the NWT: 485**

Gender:

Male 30%
Female 70%

Age:

15-24 years 6%
25-44 years 48%
45+ years 46%

Ethnicity:

Aboriginal 23%
Non-Aboriginal 77%

Hours of Work:

Full-time 91%
Part-time 9%

Typical Occupations

Psychologist

Social Worker

Family Counsellor

Marriage Therapist

Special Needs Counsellor

Substance Abuse Counsellor

Pastor

Probation and Parole Officer

Case Manager

Child Abuse Specialist

Traditional Justice Counsel

Traditional Justice Liaison

At Work

Psychologists assess behaviour and diagnose behavioural, emotional and cognitive disorders and provide therapy by researching and applying theory relating to behaviour and mental processes. They may specialize in areas like clinical or child psychology or industrial organizational psychology and may work either as a practitioner or a researcher.

People in these occupations may:

- Counsel clients, offer mediation and help clients manage physical illnesses and disorders;
- Plan prevention programs, conduct program evaluation and teach; and
- Work with theories and principles regarding behaviour and mental processes like learning, memory, perception and language development.

Social workers, parole and probation officers interview clients individually, in families or in groups to assess situations and problems and determine type of remedies required.

People in these occupations may:

- Provide counselling and therapy to assist clients in developing skills to deal with and resolve social and personal problems;
- Design programs of assistance for clients that may include referrals to other agencies like those that provide financial assistance, legal aid, housing, medical treatment and other services;
- Investigate allegations of child abuse or neglect and take protective action if deemed necessary;
- Serve as a member of an inter-disciplinary team of professionals who work with client groups and act as advocates on their behalf; and
- Develop or advise on issues of social policy, conduct social research and assist in community development.

Family, grief and addictions counsellors and marriage therapists interview clients, prepare case histories, assess problems and conduct vocational training and psychometric assessment. They also develop and implement counselling/intervention programs to assist clients in determining goals, as well as counsel clients and provide therapy and mediation services.

People in these occupations may:

- Evaluate the effectiveness of counselling programs;
- Monitor patient progress and prepare assessments, progress, follow up and court reports;
- Provide public education/consultation to other professionals or groups regarding counselling services, issues and methods; and
- Specialize in supporting specific client groups, such as injured workers or those with addictions, marital difficulties and behavioural disorders.

Requirements

Psychologists require a graduate university degree in psychology and they must be registered with a regulatory body in all provinces and the NWT. Membership in a provincial professional association is voluntary. A masters or doctoral degree is required to practice in the NWT. Most jurisdictions require a supervised practicum prior to entering practice and additional training and experience may lead to becoming qualified in a particular area.

Social workers usually have a bachelor of social work (BSW) degree. Those in senior or supervisory positions may require a master's of social work (MSW). Social workers in the North may find it difficult to maintain the boundaries of work and home because clients may be family and friends and this can strain relationships.

Family, grief and addictions counsellors and marriage therapists usually have a masters degree in counselling, mental health or a related social service field. You must also be a member of a territorial association, meet strict graduate education criteria and complete specific supervised clinical work.

Your Skills and Aptitudes

Anyone who chooses an occupation within this group must have empathy and should be able to establish rapport with a wide range of people. The ability to mediate and negotiate can be an asset and technical skills in the area of child protection and an awareness of the needs of mentally and physically disabled people in a social service setting is especially important for social workers.

Independence and a willingness to travel to isolated communities are required, because the work can be emotionally draining and work loads heavy. It is important that social workers maintain their own physical and mental health.

How To Get There

Social workers may find that experience gained through volunteer work is an asset and on-the-job expertise is important for anyone wanting to advance in their career.

In the NWT, 3% of people at work in these professions have less than a high school education, 15% have a high school diploma, 27% have a certificate or diploma and 55% have a university degree.

Where The Jobs Are

About 58% of employees working in these occupations live in Yellowknife, 23% live in the regional centres of Inuvik, Hay River and Fort Smith and 19% live in the other communities.

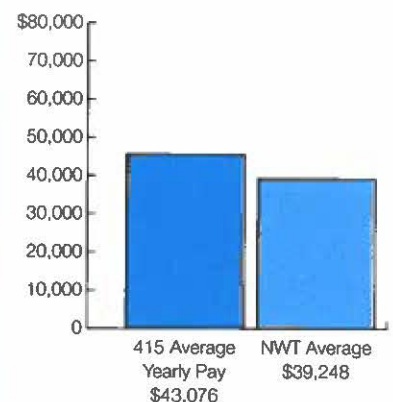
About 37% of people at work in these occupations are in the health care and social assistance industry and 41% are in the public administration industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will see small increases in employment levels, reaching their peak during pipeline construction, while maintaining long-term employment for existing jobs. Opportunities in the future will continue to remain steady.

Average Employment Income



Resources

Aurora College
University of Saskatchewan
Northwest Territories Teachers' Association
University of Alberta
University of Calgary
Yukon College

416 Policy and Program Officers, Researchers and Consultants

At a Glance

**Number of Employees
in the NWT:** 803

Gender:

Male 54%
Female 46%

Age:

15-24 years 4%
25-44 years 51%
45+ years 45%

Ethnicity:

Aboriginal 44%
Non-Aboriginal 56%

Hours of Work:

Full-time 91%
Part-time 9%

Typical Occupations

Policy Researchers

*Economic Development
Officers*

Curriculum Developer

Sports Consultant

Sociologist

Geographer

Historian

Economic Policy Researchers

Anthropologists

Linguists

Communications Advisors

Tourism Development Officer

Pipeline Specialist

*Interdepartmental Planning
Coordinator*

Elections Officer

At Work

Policy researchers, consultants and program officers conduct research, prepare reports and provide consultation and advice and administer programs in areas related to the natural sciences, such as social policy, health, education and recreation.

Economists, economic policy researchers and analysts undertake research and develop models to illustrate and forecast economic behaviour and patterns.

Economic development officers and market researchers conduct research, develop policies and administer programs in order to promote industrial and commercial business investment or tourism, as well as to promote commercial or industrial products or services.

Curriculum developers create, implement, evaluate and disseminate programs and materials that translate research knowledge about how individuals learn and develop socially, ethically and intellectually into programs that are delivered in the classroom or on the job site based on specified criteria and intended to obtain specific learning outcomes.

Professionals in social science occupations include linguists, who study the origin, structure and development of language and apply linguistic theory to problems in teaching, translation and communication; political scientists who research the theory, origin, development, inter-relationships and functioning of political institutions, political movements and the political behaviour or individuals and sociologists who study the development, structure, social patterns and inter-relationships of human society.

Sports consultants oversee and administer recreation, sports programs and activities, provide consulting services, conduct research and develop programs and policies related to recreation, sports and physical fitness.

Requirements

- High school diploma.
- University degree.
- Management and academic positions require a master's or doctoral degree.
- Economists, economic policy researchers and analysts usually require a masters degree in economics or commerce.

Your Skills and Aptitudes

The ability to work well with others is important; but even more important is the ability to spend long hours in independent pursuits like research, study analysis and problem solving. Being able to work with detail and express themselves effectively orally and in writing are significant assets. Knowledge of computers, mathematics, statistics and science is important, as is the ability to adapt to changing circumstances and a commitment to lifelong learning. Good management and sales skills are also assets.

How To Get There

Market researchers usually have an education in economics, commerce, business or public administration. Experience in business is helpful.

Specialists like curriculum developers and content developers require education in a particular discipline and/or administration, as well as several years experience.

Program officers usually have a background in educational or business administration, sociology or psychology as well as experience as a researcher, consultant or program administrator or coordinator.

A degree in political science is always useful for anyone who wants to work in government.

In the NWT, 8% of people at work in these professions have less than a high school education, 8% have a high school diploma, 32% have a certificate or diploma and 52% have a university degree.

Where The Jobs Are

About 60% of employees working in these occupations live in Yellowknife, 18% live in the regional centres of Inuvik, Hay River and Fort Smith and 22% live in the other communities.

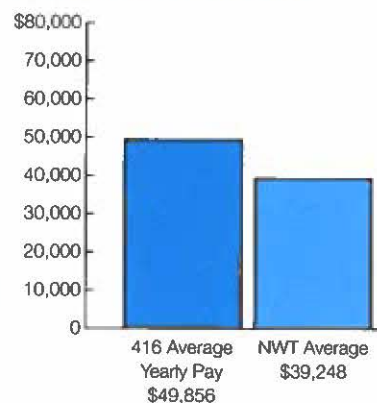
About 65% of people at work in these occupations are in the public administration industry and 22% are in the other services industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to benefit from recent and future resource development in the NWT, employment levels will continue to increase as a result, while maintaining, positive short-term prospects for existing jobs and moderate job opportunities in the future.

Average Employment Income



Resources

Aurora College
University of Saskatchewan
University of Alberta
University of Calgary
University of Lethbridge

421 Paralegals, Social Services Workers and Occupations in Education and Religion

At a Glance

Number of Employees in the NWT: 608

Gender:

| | |
|--------------|-----|
| Male | 16% |
| Female | 84% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 14% |
| 25-44 years | 59% |
| 45+ years | 27% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 57% |
| Non-Aboriginal | 43% |

Hours of Work:

| | |
|-----------------|-----|
| Full-time | 93% |
| Part-time | 7% |

Typical Occupations

Family Law Clerk

Native Centre Coordinator

Women's Centre Coordinator

Addictions Worker

Social Service Worker

Career Counsellor

Child Care Worker, Day-care

Driving Examiner

Court Worker

Land Titles Document Examiner

Community Wellness Worker

Early Childhood Educator

At Work

Paralegals, legal assistants and law clerks work in law offices preparing legal documents, maintaining records and files and conducting interviews and research. Paralegals working independently provide specific legal services allowed by territorial legislation. They may also represent clients in small claims and other lower courts, at tribunals and before administrative bodies.

People in these occupations may:

- Assist lawyers by interviewing clients, witnesses and other related parties;
- Assemble documentary evidence;
- Prepare trial briefs and arrange for trials;
- Prepare wills, real estate transactions and other legal documents, court reports and affidavits; and
- Research records and court files and draft legal correspondence.

Community and social service workers interview clients to obtain case histories, assess skills, prepare intake reports, assess and investigate client eligibility for social benefits and advise clients on things like social assistance benefits and pensions.

People in these occupations may:

- Help clients develop a list of options, develop plans of action and direct them to the appropriate social agencies;
- Implement life skills workshops, substance abuse treatment programs and youth services;
- Assist in evaluating the effectiveness of programs;
- Counsel clients living in group homes and halfway houses, supervise activity and assist in planning prior to their release; and
- Provide crisis intervention duties like finding emergency shelter.

Career counsellors provide assistance to, counsel and inform clients about job searches or career planning. Through interviews, they obtain information from clients about their employment and educational history and career goals, identify potential barriers to employment and administer interest, aptitude and skills tests. Counsellors also assist clients with job readiness skills, job search strategies and interview and resume writing skills.

People in these occupations may:

- Provide information to potential employees on occupations, job skills maintenance, relocating within an organization, making a mid-career job change and dealing with job dissatisfaction;
- Provide consulting services to community groups, agencies and businesses and other organizations that provide community-based career planning resources; and
- Advise employers on human resource and other employment related issues.

Early childhood educators plan and organize activities for pre-school and school age children. They lead children in activities that stimulate and develop intellectual, physical and emotional growth.

People in these occupations may:

- Lead children in activities by telling or reading stories, teaching songs, using musical instruments, preparing craft materials, providing opportunities for creative expression through art, drama, music and physical fitness;
- Help children develop proper eating, dressing and toilet habits; and
- Observe children for signs of learning disabilities and/or emotional problems.

Requirements

- High school diploma.
- Paralegals, legal assistants and law clerks require an undergraduate degree in law or a college diploma in a legal assistant/law clerk program and/or on-the-job training.
- Community and social service workers require an undergraduate or college degree in social work, child and youth care, counselling or a degree in another area of social science. Some workers may have previous experience as volunteers or in a support capacity which may replace formal education.
- Career counsellors need an undergraduate degree or college diploma in a field like psychology, social services or education. Several years experience in counselling services may substitute for formal training.

Your Skills and Aptitudes

A passion for continuous learning, good interpersonal, oral and written communication skills and strong computer and research skills are all assets. The ability to assess client needs, facilitation skills and knowledge of the labour market are also assets.

How To Get There

Independent paralegals usually obtain their education through experience, industry sponsored courses or a college paralegal program.

In the NWT, 23% of people at work in these professions have less than a high school education, 22% have a high school diploma, 29% have a certificate or diploma and 26% have a university degree.

Where The Jobs Are

About 44% of employees working in these occupations live in Yellowknife, 25% live in the regional centres of Inuvik, Hay River and Fort Smith and 31% live in the other communities.

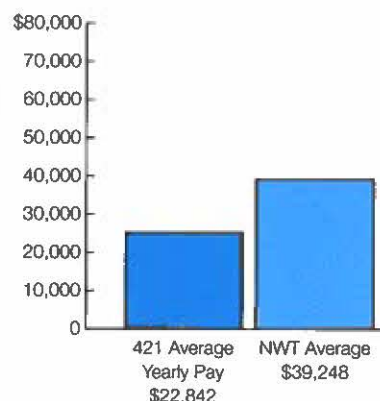
About 43% of people at work in these occupations are in the public administration industry and the 39% are in the health care and social assistance industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

While occupation in this area will continue to benefit from resource development today and in the future, they will also see moderate employment levels, medium-term employment prospects and good job opportunities.

Average Employment Income



Resources

- Aurora College*
- University of Alberta*
- University of Calgary*
- Mount Royal College*
- Northern Alberta Institute of Technology (NAIT)*
- Southern Alberta Institute of Technology (SAIT)*

511 Librarians, Archivists, Conservators and Curators

At a Glance

**Number of Employees
in the NWT: 76**

Gender:

Male 53%
Female 47%

Age:

15-24 years 1%
25-44 years 74%
45+ years 25%

Ethnicity:

Aboriginal 5%
Non-Aboriginal 95%

Hours of Work:

Full-time 57%
Part-time 43%

At Work

Librarians select, develop, organize and maintain library connections and provide advisory services for users. They may also perform manual or on-line reference searches, arrange inter-library loans and supervise technicians, assistants and clerks. Librarians may also specialize in specific collections or work in information management areas maintaining web sites or providing training in Internet resources.

Archivists manage, process, store and disseminate information contained in an organization's archives. They acquire, store and research historical documents, photographs and maps, as well as audio-visual and other materials. They develop policies and procedures and design programs to manage, store and retrieve current and semi-current archives.

Conservators restore and conserve paintings, photographs, sculptures, furniture, pottery and other works of art and antiquities. They consult with museums, art galleries and individuals and supervise conservation and other museum technicians. Conservators may also specialize in a specific field.

Curators recommend the acquisition of paintings, photographs, sculptures, documents and other museum and gallery artifacts. They research the history and origin of artifacts, develop story lines and themes for displays and exhibits and supervise curatorial assistants and other museum technicians. Curators may also specialize in a specific field.

Requirements

- Librarians require a master's degree in library science.
- Archivists require a university or a master's degree in archival studies, information science, library science or history.
- Conservators have a masters degree in art conservation or a college diploma in conservation technology and several years of experience in conservation work.
- Curators require a university or master's degree in museology, art history or a field related to your area of work.

Typical Occupations

Library Cataloguer

Periodicals Librarian

Reference Librarian

Law Librarian

Curator

Conservator

Archaeology Curator

Museum Curator

Artifacts Conservator

Archivist

*Director of Information
Management*

Your Skills and Aptitudes

Strong research and organizational skills are assets and so is knowledge of history and a highly evolved customer service orientation.

How To Get There

In the NWT, 11% have a high school diploma, 46% have a certificate or diploma and 43% have a university degree.

Where The Jobs Are

About 67% of employees working in these occupations live in Yellowknife, 22% live in the regional centres of Inuvik, Hay River and Fort Smith and 11% live in the other communities.

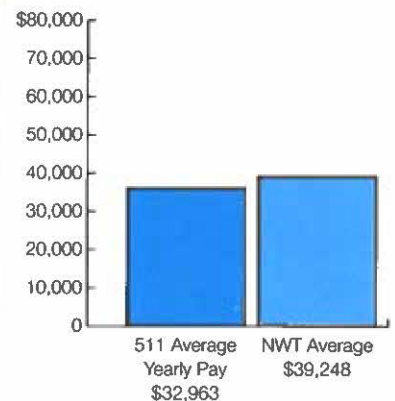
About 80% of people at work in these occupations are in the other services industry and 17% are in the educational services industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will see small increases in employment levels, reaching their peak during pipeline construction, while maintaining medium-term employment for existing jobs. Opportunities in the future will continue to remain steady.

Average Employment Income



Resources

Aurora College

University of Alberta

University of Calgary

Mount Royal College

Northern Alberta Institute of Technology (NAIT)

Southern Alberta Institute of Technology (SAIT)

512 Writing, Translating and Public Relations Professionals

At a Glance

Number of Employees in the NWT: 237

Gender:

| | |
|--------------|-----|
| Male | 28% |
| Female | 72% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 0% |
| 25-44 years | 87% |
| 45+ years | 13% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 27% |
| Non-Aboriginal | 73% |

Hours of Work:

| | |
|-----------------|-----|
| Full-time | 79% |
| Part-time | 21% |

Typical Occupations

Speech Writer

Editor

News Reporter

Columnist

Radio Commentator

Media Relations Officer

Press Secretary

Publicity Agent

Communications Officer

Communications Planning Specialist

Public and Corporate Affairs Manager

Author

At Work

Journalists, writers, public relations professionals and interpreters/translators are all concerned with presenting information to a variety of audiences in an accurate and timely manner, to the specifications of employers or clients.

Writers and authors research and write books, scripts, plays, essays, speeches, manuals and articles.

People in these occupations may:

- Conceive and write novels, plays, scripts, poetry and other material for publication or presentation;
- Conduct research to establish facts and obtain other necessary information;
- Write manuals and user guides; and
- Write text for advertisement and commercials.

Editors review, evaluate and edit manuscripts, articles, news reports and other material for publication, broadcast or web sites and coordinate the activities of staff.

People in these occupations may:

- Verify and edit copy and news reports for accuracy;
- Evaluate written material proposed for publication and broadcast; and
- Plan and coordinate activities of staff to meet production deadlines.

Journalists research, investigate, interpret and communicate news events and public affairs through newspapers, television, radio, internet and other media.

People in these occupations may:

- Collect local, national and international news through interviews, investigation and observation;
- Write news stories for publication and broadcast;
- Write editorials and commentaries on topics of current interest to stimulate public discussion; and
- Review literary, musical and other artistic works.

Media relations and communications specialists develop and implement strategies for companies and government departments to relay their news and corporate message to a variety of audiences. They develop and coordinate information programs, events and media coverage and maintain media relations with businesses, governments and other organizations.

People in these occupations may:

- Develop, implement and evaluate communication strategies and programs;
- Gather, research and prepare communications material for internal and external audiences;
- Develop and oversee web sites; and
- Develop and organize workshops, meetings, ceremonies and other public events for fund raising and information purposes.

Translators and interpreters adapt and translate written and oral material from one language to another during speeches, meetings, conferences,

debates, court proceedings, administrative tribunals and in the NWT Legislative Assembly. Sign language interpreters translate spoken language during meetings, conversations, television programs and court proceedings.

People in these occupations may:

- Translate correspondence, reports, legal documents, technical specifications and textbooks maintaining content, context and style; and
- Interpret oral communication using electronic equipment.

Requirements

- High school diploma.
- University degree or college diploma.
- A graduate degree may be required.
- Certification is required for translators or interpreters, who will have already achieved a high degree of fluency in the languages which they are translating.

Your Skills and Aptitudes

You are organized, resourceful and independent. You are creative and have good critical thinking skills. Your writing and oral communication skills are excellent. Writers require patience and self-discipline, while editors require tact and the ability to mentor others. Translators are quick thinkers who are good with languages. All occupations in this category require you to be able to manage several projects at varying stages.

How To Get There

There is no specific educational pathway for writers, but most have some university education. Journalists often study at journalism schools, but other education, usually in the liberal arts, plus work experience is acceptable. Editors usually have extensive writing experience.

Of those employed in positions in this occupational grouping in the NWT, 9% have not obtained a high school diploma, 21% have a high school diploma, 11% have a certificate or diploma and 59% have a university degree.

Where The Jobs Are

About 81% of employees working in these occupations live in Yellowknife, 12% live in the regional centres of Inuvik, Hay River and Fort Smith and 7% live in the other communities.

People in these occupations work for printers and publishers, newspapers and radio and television broadcasters. Others work in the communications departments of companies and government departments.

Resources

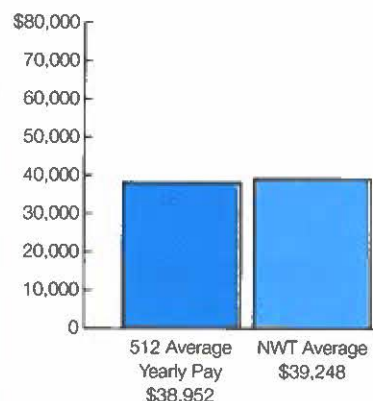
Aurora College, Native Communications Society of the NWT, Canadian Editors' Association, Canadian Translators, Terminologists and Interpreters Council, The Canadian Association of Journalists, Algonquin College.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to be impacted by natural resource development in the NWT. As a result there will be moderate employment levels during these projects, the duration of these jobs will be medium-term with new employment opportunities continuing in to the future, as new prospects come on line.

Average Employment Income



Additional Resources

First Nation's Technical Institute

Carleton University

Ryerson School of Journalism

Faculty of Information and Media Studies, University of Western Ontario

Southern Alberta Institute of Technology (SAIT)

Department of Writing, University of Victoria

513 Creative and Performing Artists

Anyone pursuing a creative career must be able to take direction, accept feedback which is sometimes critical and work well with others.

Typical Occupations

Video Director

Producers

Film and Video Editors

Filmmaker

Choreographer

Pop Singer

Musician

Dancers

Dancing Teacher

Actor

Acting Teacher

Visual Artist

Sculptor

At Work

Producers, directors and choreographers oversee the technical and artistic aspects of film, television, radio, dance and theatre productions. Film production companies, radio and television stations, advertising agencies, recording studios, record production companies and dance studios employ them.

Record producers plan and coordinate musical recordings and direct musicians and singers during rehearsals and recordings. They supervise technicians involved in duplicating, dubbing and mixing recordings.

Film, television and radio producers hire directors and other production personnel, determine treatment, scope and scheduling of production.

Directors interpret scripts, select the cast and advise in the interpretation and delivery of a performance. They also direct rehearsals, filming, broadcasts and performances and confer with crew and production specialists throughout production and post-production.

Choreographers create dances for film, theatre and television performances that convey stories, ideas and moods and direct the performance in a way that ensures the desired interpretation.

Film and video editors edit motion picture film and other video to arrange the sequences for continuity and the desired dramatic, comedic and thematic effects.

Musicians and singers perform with orchestras, opera companies and popular bands in concert halls, lounges, theatres and recording studios, as well as in film and television.

Dancers practice and rehearse dance routines with instructors and directors to achieve the desired interpretation and presentation. They may perform as soloists or as part of a group before live audiences, or for film or television. The hours of practice necessary to achieve the appropriate levels of ability and fitness are long and dancers sometimes choreograph their own performances.

Dance instructors are employed by dance academies and schools. They teach dance technique, cultural origins and the symbolic meanings of native, ethnic and folk dance and artistic interpretation to dancers with a wide range of skills in both amateur and professional troupes. They may also teach recreational dancing lessons and prepare students for auditions and performances.

Actors perform in motion pictures, television, theatre and radio productions. Some may also work as acting instructors. They rehearse lines, gestures and expressions that enhance interpretation of a particular role. Performances may include singing and dancing, or they may perform as standup comics or as part of a comedy troupe.

Acting instructors train students how to interpret scripts, speech, movement and dramatic theory and prepare students for specific auditions and performances.

Painters, artists and other visual artists create works of art including paintings, drawings, sculpture, etchings and engravings. Often self-employed, some may also work as art instructors and teachers at elementary and high schools or art schools.

Art instructors and teachers train students in techniques and methods of drawing, painting, sculpting and other forms of artistic expression.

Requirements

- High school diploma.
- Diploma from a college or technical school, or university undergraduate or graduate degree may be required.

Your Skills and Aptitudes

Anyone pursuing a creative career must be able to take direction, accept feedback which is sometimes critical and work well with others. Creativity, imagination and self-discipline are also required. Artists should be comfortable expressing ideas and emotions. Performing artists in particular, should feel comfortable in front of a live audience. Knowledge of business can be helpful, especially for self-employed artists.

How To Get There

Many people start in entry-level positions and move up as they acquire experience. For example, production assistants often become directors or producers. A degree in art or music is excellent background for anyone wishing to pursue a career in many of these occupations. Many broadcast operations require reporters and producers to have an undergraduate degree in journalism or a related field.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Performing artists in particular, should feel comfortable in front of a live audience.

Resources

Aurora College

Native Communications Society of the NWT

Northern Native Broadcast Access Program

Aboriginal Programs Directorate

First Nation's Technical Institute

Carleton University, School of Journalism and Communication

Ryerson School of Journalism

Faculty of Information and Media Studies, University of Western Ontario

University of Victoria

Mount Royal College

Northern Alberta Institute of Technology (NAIT)

Southern Alberta Institute of Technology (SAIT)

University of Calgary

521 Technical Occupations in Libraries, Archives, Museums and Galleries

Strong internet skills and the ability to learn and to use computerized information management systems is an asset.

Typical Occupations

*Library Assistant
Record Library Assistant
Library Technician
Archives Assistant
Art Restoration Technician
Document Restorer Technician
Museum Interpreters
Head Preparator
Museum Guide
Taxidermist
Curatorial Assistants
Exhibit Designer*

At Work

Library, archive and records management technicians and assistants work in libraries and archives, assisting the public in finding reference material. They also process and arrange storage of new acquisitions. Libraries, schools, archives and organizations with library and archive services, employ people who work in this group.

People in these occupations may:

- Assist library users;
- Catalogue new library acquisitions;
- Perform manual and online reference checks;
- Check out books for library users;
- Codify and classify archival materials;
- Research and retrieve archival materials;
- Classify and catalogue museum and gallery artifacts;
- Construct and install exhibits and displays; and
- Restore, maintain and store museum and gallery collections.

Conservation and restoration technicians assist conservators in the preservation and restoration of artifacts.

Curatorial assistants help research, handle and store artifacts.

Museum guides and interpreters conduct tours of museums and gallery exhibits and of historical heritage sites.

Preparators construct displays and dioramas and prepare artifacts for storage and shipping.

Picture framers fabricate custom frames and mount paintings and other artwork.

Requirements

- High school diploma.
- Specialized training in a college, technical school or university.
- Work experience may serve as a suitable substitute for academic training.

Your Skills and Aptitudes

Strong internet skills and the ability to learn and to use computerized information management systems is an asset. Good organizational skills, the ability to read and comprehend text quickly and accurately are useful attributes for anyone working in these occupations.

How To Get There

Library and archive technicians and assistants usually need a college library technician diploma or university degree in a social science. Registrars, interpreters and cataloguers require a university degree in a field related to museum or gallery work. Interpreters may require specific scientific or academic credentials.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Good organizational skills, the ability to read and comprehend text quickly and accurately are useful attributes for anyone working in these occupations.

Resources

Aurora College

Mount Royal College

Northern Alberta Institute of Technology (NAIT)

Southern Alberta Institute of Technology (SAIT)

522 Photographers, Graphic Arts Technicians and Technical and Coordinating Occupations in Motion Pictures, Broadcasting and Performing Arts

Most of the people who find work in this area are creative and articulate, with good interpersonal skills.

Typical Occupations

Photojournalist

Film and Video Camera Operator

Videographer

Airbrush Artist

Broadcast Technician

Gaffers

Special Effects Technicians

Makeup Artists and Wardrobe Supervisors

Motion Picture Projectionists

Props Persons

Script Assistants

At Work

Photographers operate digital and 35 mm still cameras to photograph people, events, scenes, materials, products and other subjects. They find employment in photography studios, with newspapers and magazines, museums and governments and they may be self-employed. Photographers decide the type of camera, film, lighting and background accessories that will be appropriate for a particular assignment. They also determine picture composition and make technical adjustments to equipment to ensure the best quality photograph. They may also process exposed film and use airbrush or other techniques to retouch negatives.

Film and video camera operators operate film and video cameras to collect video and film footage for movies and documentaries, record news and other live events for television and other video broadcasts. They are usually employed by television stations, motion picture and video production companies, or they are self-employed. They take part in meetings with producers and directors to discuss assignments and determine filming sequences, camera movements and picture composition. They select and set up the appropriate camera equipment, including lenses, filters and microphones and adjust focus, exposure, lighting and other camera settings. They are required to label and track the video or film shot and may be required to help maintain equipment.

Graphics arts technicians produce and assemble artwork, photographs, lettering and other graphic art according to conceptual layouts and specifications and they make designs camera-ready prior to printing. They are usually employed by publishing, advertising and printing establishments and by television and film production companies. The specific duties of those in these positions are determined by their job title. Jobs in this grouping include animation painter, copy stylist, paste-up artists, sign painters, stencil makers and lettering artists.

Broadcast technicians monitor the quality of audio and video broadcasts of live and pre-recorded material and operate and monitor broadcast studio microwave and other transmission equipment to broadcast and receive signals. They also repair equipment in emergencies, substitute programs in the event of signal failure, set up and operate consoles to pick up and record audio and video from various sources and put radio or television programs to air. Those in senior level positions may be required to supervise other broadcast technicians.

Audio recording technicians operate equipment to record, mix or edit sound and music for motion pictures, television and radio programs, videos, recordings and live events. They are employed by film, video, radio and television stations and sound recording studios. They operate audio consoles to mix music and sound at concerts and other live music events. Those employed in the motion picture industry operate dubbing machines to play back edited dialogue, music and sound effect tracks from different sources, in synchronization with motion picture film.

Video recording technicians operate equipment to record videotape for motion pictures, television programs and other video recordings. They also edit videotape postproduction.

Technical workers duties vary according to their specific title. For example, floor directors coordinate camera operators and positions and cue announcers, actors and other performers during news programs and other live and live to tape recordings. Key grips supervise grips, gaffers and stage hands who rig, place, move and dismantle lights, sets backdrops, scenery and other stage equipment.

Requirements

- High school diploma.
- Diploma from a college or technical school.
- Undergraduate degree from a university.
- On-the-job training.

Your Skills and Aptitudes

Most of the people who find work in this area are creative and articulate, with good interpersonal skills. Attention to detail and an ability to improvise with equipment and techniques can be important assets, as is the ability to respond quickly to changing priorities in some instances and exercise considerable patience in others.

How To Get There

Comfort with computers is necessary and so is the ability to continually upgrade your skills and education. Because self-employment is a popular choice for those in these jobs, business knowledge is an asset.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Attention to detail and an ability to improvise with equipment and techniques can be important assets, as is the ability to respond quickly to changing priorities in some instances and exercise considerable patience in others.

Resources

Aurora College

Mount Royal College

Northern Alberta Institute of Technology (NAIT)

Southern Alberta Institute of Technology (SAIT)

First Nation's Technical Institute

Carleton University, School of Journalism and Communication

Ryerson School of Journalism

Faculty of Information and Media Studies, University of Western Ontario

Department of Music, University of Victoria

523 Announcers and Other Performers

Self-confidence is important because it is often necessary to demonstrate your talent and ability at an audition.

Typical Occupations

Weather Reporter

Television Host/Hostess

Radio Host/Hostess

DJ

Sports Announcer

Disc Jockey

Newscaster

Stunt Rider

Model

Acrobat

Buskers

Magicians and Illusionists

Models

Puppeteers

At Work

Radio and television stations and networks, circuses, nightclubs, theatre, advertising and other production companies employ people who work in occupations in this group. Many are also self-employed.

Announcers and other broadcasters read the news, sports, weather and commercial messages and host entertainment and information programs for broadcast on radio and television. They may specialize in areas such as news, sports, weather or traffic reporting and present their own material or material prepared by others.

Buskers entertain passers-by on sidewalks and in malls and other public venues with magic tricks, juggling acts, music, short dramatic works and other entertainment activities.

Magicians and illusionists perform sleight-of-hand and other tricks of magic to entertain an audience.

Models display clothing and other merchandise in commercials, advertisements and fashion shows. They also pose for photographers and artists.

Puppeteers operate puppets and marionettes, usually in front of a live audience.

Requirements

- High school diploma.
- Diploma from a college or technical school.
- Specialized voice training may be required.
- On-the-job training.

Your Skills and Aptitudes

Self-confidence is important because it is often necessary to demonstrate your talent and ability at an audition. Good communication and teamwork skills are essential assets for anyone wishing to work in these occupations, as is the ability to accept feedback.

How To Get There

Many people, especially in broadcasting, begin gaining experience with entry level positions in smaller media markets and move to progressively bigger markets. Some announcers, such as those in weather, may require specialized training like meteorology. Professional or amateur athletes sometimes become sports reporters, hosts or play-by-play commentators.

Models usually require a modeling course and some performers learn their craft from a more experienced performer.

It may be necessary to be a member of a craft guild or union to get work in one of these areas.

Where The Jobs Are

Detailed statistical information about these occupations in the NWT is not available.

Good communication and teamwork skills are essential assets for anyone wishing to work in these occupations, as is the ability to accept feedback.

Resources

Aurora College

Mount Royal College

Northern Alberta Institute of Technology (NAIT)

Southern Alberta Institute of Technology (SAIT)

First Nation's Technical Institute

Carleton University, School of Journalism and Communication

Ryerson School of Journalism

Faculty of Information and Media Studies, University of Western Ontario

524 Creative Designers and Craftpersons

Because many of those who are employed in these occupations in the NWT are self-employed, adaptability and persistence are required.

Typical Occupations

Graphic Designer

Illustrator

Cartoonist

Interior Designer

Theatre and Set Designer

Garment Designer

Jewellery Maker

Carver

Craftsperson

Artisan

Potter

Silversmith

At Work

Graphic designers are self-employed or work in advertising and graphics firms. They conceptualize and produce graphic art and other visual materials like illustrations, cartoons and photo layouts for publications, advertising, films, posters and signs, as well as for interactive media such as web sites and CD-ROMs. They may be involved in producing cost estimates and time lines and preparing specifications for designs and illustrations.

Interior designers work closely with clients to conceptualize and produce designs for interior spaces that enhance the rooms in residential, commercial and industrial buildings. They often work with architects, construction companies or retail establishments or are self-employed. They may also work on displays and exhibits. Tasks include the preparation of preliminary designs and development and presentation.

Artisans, carvers and other craftspeople use their artistic skills and abilities to design and produce ornamental objects, jewellery or other art work such as stained glass, wall hangings, quilts, blankets, wood and bone carvings from moose and caribou antlers using hand tools.

Theatre and set designers conceptualize and produce designs for sets, costumes and lighting for use in theatre, film and video production, operas and ballets.

Garment or fashion designers create clothing or accessories. In the NWT, outdoor apparel and fashion design based on traditional Aboriginal design is most common.

Requirements

- High school diploma may be required.
- Graphic artists, illustrators and interior designers require a college diploma or a university degree in graphic arts, commercial arts, photography, interior design, visual or fine arts.
- Computer skills are a must.

Your Skills and Aptitudes

Because many of those who are employed in these occupations in the NWT are self-employed, adaptability and persistence are required. Good marketing, communication and business skills are necessary to establishing a career. Many also work full or part-time in the wage economy to make ends meet.

How To Get There

Most art schools require a portfolio of work prior to admission. In some instances, work experience will serve in lieu of postsecondary education.

Artisans and craftspeople may acquire their skills through an informal apprenticeship with a skilled craftsperson or through non-credit community college courses.

Research done by Industry, Tourism and Investment (ITI) in the NWT shows many of those who engage in arts and crafts are Aboriginal women over 60 years of age. Nearly half of all the crafts produced are sold to tourists and those who travel to the North on business, while more than 30% are purchased by local residents. Many of the works sold are considered fine art and include carvings, graphic art, metal work, pottery, tapestries, birch bark baskets and moose hair tuftings, many of which retail for more than \$250.00 each.

According to the ITI web site, the GNWT supports art and artistic endeavours because it recognizes they are important to the economy, as well as society and culture. ITI has undertaken the implementation of an arts strategy for the territory that will ensure a healthy and thriving art and cultural sector that can provide meaningful employment to residents of communities that may have limited opportunity to participate in the wage economy.

Where The Jobs Are

Detailed statistical information about these occupations in the NWT is not available.

Good marketing, communication and business skills are necessary to establishing a career.

Resources

Aurora College

Alberta College of Art and Design (ACAD)

Emily Carr Institute of Art and Design

Mount Royal College

525 Athletes, Coaches, Referees and Related Occupations

Exceptional self-discipline and the ability to set and realize goals, coupled with leadership and teaching skills and the ability to motivate others are a must for anyone in these occupations.

At Work

Professional and amateur sports teams, sports commissions and boards, team organizations and leagues and community centres employ people who work in this occupational group.

Athletes participate in competitive sports events as amateurs or professionals. They may compete in individual sports like swimming, squash, biathlon or cross-country skiing, alpine skiing, figure skating, boxing and track or field or team events like hockey or baseball.

Coaches prepare and train individual athletes or teams for participation in competitive events. National and provincial sports organizations, professional and amateur sports teams and clubs employ them. This group may also include sports scouts who travel from place to place identifying and recruiting athletes for professional sports teams.

Sports officials and referees observe play and enforce rules and regulations at sports events and competitions. National, territorial and local sporting commissions, organizations and leagues employ them.

Recreation program leaders and instructors lead and instruct groups and individuals in recreational, sports, fitness or athletic programs. Community recreation groups and sports and fitness clubs employ them.

Requirements

- High school diploma.
- Coaches require a degree in physical education or kinesiology and several years of experience in a particular sport.
- Certification through the national coaching certification program (NCCP) may be required.
- Recreation program leaders and instructors need a college program in recreation or physical education or extensive experience in a recreational or sports activity.
- Sports officials and referees must be registered and certified by a sports governing agency or commission.
- First aid training is an asset and often a requirement for anyone seeking employment in these occupations.

Typical Occupations

Amateur Athlete

Soccer Player

Automobile Racer

Coach, Sports

Athletic Judge

Sports Officials and Referees

Scoreboard Operator

Aerobics Instructor

Day Camp Counsellor

Recreation Program Leader

Your Skills and Aptitudes

Exceptional self-discipline and the ability to set and realize goals, coupled with leadership and teaching skills and the ability to motivate others are a must for anyone in these occupations. An aptitude for science and mathematics and good analytical, evaluative and communications skills, plus computer skills are also important attributes, as is the ability to work for long periods on an irregular schedule.

How To Get There

To be competitive, athletes should demonstrate exceptional ability in a particular sport or sports and participate in extensive and intense training under the supervision of a coach. To take part in competitions at a higher level, athletes may have to be certified by a relevant sports organization.

Sport North offers the national coaching certification program for residents across the NWT. The program has three components; theory, technical and practical. It provides coaches at all levels with a systematic method for improving knowledge and skills in all aspects of coaching. The program is also available as a home study course.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

An aptitude for science and mathematics and good analytical, evaluative and communications skills, plus computer skills are also important attributes.

Resources

Aurora College

Sport North

*University of Saskatchewan,
College of Education*

University of Alberta

University of Calgary

621 Sales and Service Supervisors

At a Glance

Number of Employees in the NWT: 62

Gender:

| | |
|--------------|-----|
| Male | 57% |
| Female | 43% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 5% |
| 25-44 years | 56% |
| 45+ years | 39% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 13% |
| Non-Aboriginal | 87% |

Hours of Work:

| | |
|-----------------|------|
| Full-time | 100% |
| Part-time | 0% |

At Work

Sales and service supervisors supervise, coordinate and schedule activities of staff, establish and implement programs, policies and procedures, coordinate work with other departments, estimate and order materials and supplies, monitor quality and production levels, resolve work related and human resource problems, prepare and submit budget, progress and other reports, maintain inventory records and hire and train staff.

Requirements

- High school diploma.
- Previous work experience.
- Food service supervisors require a college diploma in food service administration, hotel or restaurant management or another related field.

Your Skills and Aptitudes

A strong customer service orientation, good interpersonal skills and strong oral and written communication skills are assets. The ability to solve problems and make decisions quickly are also important attributes for workers in these occupations.

Typical Occupations

Food Store Supervisor

Department Store Supervisor

Retail Store Supervisor

Food Service Supervisor

Housekeeping Manager

Dry Cleaning Supervisor

Cleaning Supervisor

Security Guard Supervisor

Theatre Attendants Supervisor

Hotel Clerk Supervisor

AVP Customer Service

Senior Housekeeper

How To Get There

Experience in sales, marketing and related fields will help you advance in a career in this area, as will additional training and experience in supervising staff.

In the NWT, 23% of those employed in jobs in this occupational grouping have less than a high school diploma, 51% have a high school diploma and 26% have a certificate or diploma.

Where The Jobs Are

About 70% of employees working in these occupations live in Yellowknife, 16% live in the regional centres of Inuvik, Hay River and Fort Smith and 13% live in the other communities.

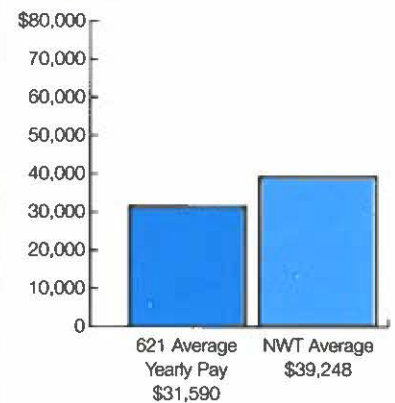
About 28% of people at work in these occupations are in the mining, oil and gas industry and 28% are in the education services industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

While occupation in this area will continue to benefit from resource development today and in the future, they will also see moderate employment levels, medium-term employment prospects and continual job opportunities.

Average Employment Income



Resources

Aurora College

University of Saskatchewan

University of Alberta

Haskayne School of Business

University of Calgary

622 Technical Sales Specialists, Wholesale Trade

People who work in these occupations sell a range of technical goods and services, including scientific and industrial products, electricity and telecommunication and computer services, to governments and industrial and commercial businesses.

At Work

People who work in these occupations sell a range of technical goods and services, including scientific and industrial products, electricity and telecommunication and computer services, to governments and industrial and commercial businesses. They are employed by businesses that produce or provide technical goods and services, such as pharmaceutical companies, industrial equipment manufacturing companies, computer service and engineering firms and hydroelectric companies. Technical sales specialists employed as supervisors are included in this group.

Technical trade specialists promote sales to existing clients and identify and solicit potential clients, assess clients' needs and resources and make recommendations about the purchase or procurement of appropriate goods and services. They help design products that meet specific client need, produce reports, proposals and presentations to promote or highlight benefits of goods and services, provide cost estimates related to installation and maintenance of equipment, prepare and administer sales contracts, provide ongoing support to clients after sales and may be required to supervise the activities of other technical sales specialists.

Requirements

- High school diploma.
- College diploma or university degree in a related field is an asset.
- Previous experience as a technical sales specialist is a requirement for supervisors.

Typical Occupations

*Industrial Equipment Sales
Engineer*

*Construction Equipment Sales
Representative*

Aircraft Sales Representative

*Mining Equipment Sales
Representative*

Technical Sales Specialist

*Sales Representative,
Technical Sales*

*Hydro Electricity Sales
Representative*

Electricity Sales Representative

Your Skills and Aptitudes

Good sales, communication and interpersonal skills are required. The ability to plan and organize tasks is also a helpful attribute.

How To Get There

Cultivating specialized knowledge of scientific, industrial, telecommunication and computer goods and services will help anyone interested in working in these occupations to find work.

Where The Jobs Are

Detailed statistical information is unavailable for these occupations in the NWT.

Good sales, communication and interpersonal skills are required.

Resources

Aurora College

623 Insurance and Real Estate Sales Occupations and Buyers

People who work in these occupations sell a range of technical goods and services including scientific and industrial products, electricity and telecommunication and computer services to governments and industrial and commercial businesses.

Typical Occupations

Insurance Sales Agent

Life Insurance Agent

Insurance Broker

Real Estate Agent

Real Estate Broker

Merchandiser

Retail Buyer

Hardware Buyer

Food Buyer

Appliance Buyer

Wholesale Buyer

At Work

Insurance sales agents and brokers sell life, automobile, property and health insurance to individuals, businesses and public institutions. Brokers purchase insurance from companies on behalf of clients.

People in these occupations may:

- Determine client insurance needs, calculate premiums and arrange for payment;
- Provide information on group insurance packages, range of risk coverage and benefits paid; and
- Identify and solicit potential clientele.

Real estate agents and salespersons assist individuals and companies in the sale and purchase of houses, apartments, commercial buildings, land and other real estate.

People in these occupations may:

- Solicit property listings from prospective sellers;
- Assist sellers by establishing the asking price, advertising the property, marketing the property and conducting open houses for prospective buyers;
- Assist buyers in selecting, visiting, inspecting and making offers to purchase real estate;
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters;
- Draw up sales agreements for approval by sellers and buyers;
- Rent or lease properties on behalf of clients; and
- May specialize in residential, commercial, industrial, institutional or rural real estate sales.

Retail and wholesale buyers purchase merchandise from suppliers such as manufacturers, importers, and brokers for sale in retail and wholesale organizations.

People in these occupations may:

- Review requirements of their organizations and determine the quantity and type of merchandise to purchase;
- Study market reports, trade periodicals and sales promotion materials and visit trade shows, showrooms, factories and product design events;
- Select the merchandise which best fits the establishment's requirements;
- Interview suppliers and negotiate prices, discounts, credit terms and transportation arrangements; and
- Oversee distribution of merchandise to outlets and maintain stock levels.

Requirements

- High school diploma.
- Degree or diploma in business administration or financial management may be a valuable asset.
- Insurance agents require on-the-job training and completion of an industry sponsored course and/or training program.
- Real estate agents are required to take a real estate training program.
- Both insurance and real estate agents require a territorial license to operate in the NWT.

Your Skills and Aptitudes

Strong organizational and time management skills and the ability to deal with stress and long and irregular hours of work are important. Maturity, enthusiasm and perseverance, plus strong interpersonal and written and oral communication skills are extremely important. A genuine interest in people and helping them access the goods, products and services they need are also necessary skills. Mathematics and computer skills are needed, as is the ability to continually upgrade your skills.

How To Get There

An interest in economics, marketing and law as it applies to property are useful to those who wish to work in this area.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Good sales, communication and interpersonal skills are required.

Resources

Aurora College

Insurance Institute of Canada

Canadian Real Estate Association

624 Chefs and Cooks

At a Glance

**Number of Employees
in the NWT: 263**

Gender:

Male 59%
Female 41%

Age:

15-24 years 33%
25-44 years 45%
45+ years 22%

Ethnicity:

Aboriginal 49%
Non-Aboriginal 51%

Hours of Work:

Full-time 89%
Part-time 11%

Typical Occupations

Patissier/Pastry Chef

Master Chef

Chef

Sous-chef

Head Chef

Restaurant Cook

Cook

Short Order Cook

General Cook

Hospital Cook

Dietary Aide

At Work

Chefs plan and direct food preparation and cooking activities and prepare and cook meals and specialty food. They are employed in restaurants, hotels, hospitals and other health care institutions, clubs and ships.

People in these occupations may:

- Plan meals and ensure food meets standards of quality;
- Estimate food requirements, food and labour costs;
- Supervise sous-chefs and other chefs and cooks; and
- Recruit and hire staff.

Cooks prepare and cook a wide variety of foods. They are employed in restaurants, hotels, hospitals, food commissaries, educational institutions and other establishments. Cooks are also employed aboard ships and at construction and mining camps. Apprentice cooks are included in this unit group.

People in these occupations may:

- Prepare and cook complete meals or individual dishes and foods;
- Prepare and cook special meals for patients as instructed by dietitian or chef;
- Supervise kitchen helpers;
- Plan menus, determine size of food portions, estimate food requirements and costs, monitor and order supplies; and
- Cooks may specialize in preparing and cooking ethnic cuisine or special dishes.

Requirements

- High school diploma.
- Three-year cook apprenticeship or college program, or a combination of education and experience.
- Specialty chefs require several years of experience in commercial food preparation.

Your Skills and Aptitudes

In addition to a creative flair, you should have a good grasp of basic nutrition and a working knowledge of cooking methods. You have a sense of the importance of hygiene in food handling. You are an organized person, aware that adequate preparation makes the job easier; you're able to work quickly in stressful situations. You should be dexterous and physically able to stand on your feet for long periods.

How To Get There

Prospective cooks interested in the field can take a trades access program at Aurora College. This is a 20 to 26-week program geared to improving students' physical sciences, technical mathematics and communications skills as grounding for further study in the trades. Elective course work allows students to prepare for the St. John's Ambulance standard first aid certificate, a class five driver's license and the trades entrance exam.

For students who meet the program's eligibility requirements and who are certain they want to pursue cooking for a living, the college also offers a course in introductory cooking, during which students study the proper techniques for handling and preparing food to industry standards. They also study various general workplace courses, such as WHIMIS, First Aid/CPR and customer service. Students are encouraged to prepare for the trades entrance exam and will have the opportunity to secure an apprenticeship contract with the NWT Apprenticeship and Trade Certification Board.

Of those who work in jobs in this occupational grouping in the NWT, 33% have less than a high school diploma, 33% have a high school diploma, 33% have a certificate or diploma and 1% have a university degree.

Where The Jobs Are

About 67% of employees working in these occupations live in Yellowknife, 11% live in the regional centres of Inuvik, Hay River and Fort Smith and 22% live in the other communities.

Cooks and chefs work in such places as restaurants, hotels, hospitals and commissaries. Camp cooks work on site in remote camps servicing the oil and gas and mining industries. There, they work on rotating schedules, often living on site while they are at work.

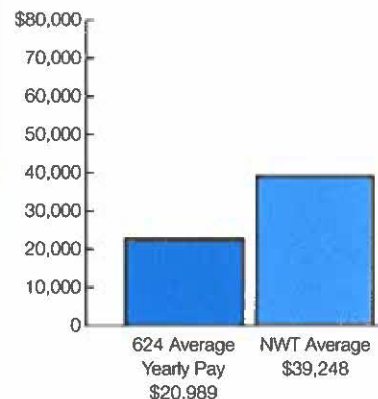
About 66% of those employed in these occupations work in accommodations and 15% in health care.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to benefit from recent and future resource development in the NWT, employment levels will continue to increase as a result, while maintaining positive medium-term prospects for existing jobs and steady job opportunities in the future.

Average Employment Income



Resources

Aurora College

Canadian Culinary Federation

School of Hospitality – Northern Alberta Institute of Technology (NAIT)

625 Butchers and Bakers

People in these occupations should be assertive, attentive, confident, courteous, diplomatic, enthusiastic and be in good health with physical stamina.

Typical Occupations

Grocery Store Butcher

Grocery Store Baker

Wedding Cake Decorator

Bread Baker, Retail Trade

French Pastry Baker, Retail Trade

Hospital Baker

Hotel Baker

Logging Camp Baker

Baker

Baker Apprentice

Camp Cook

At Work

Butchers are employed in supermarkets, grocery stores, butcher stores and fish stores, or they may be self-employed.

People in these occupations may:

- Prepare standard cuts of meat, poultry, fish and shellfish for sale in retail or wholesale food establishments by cutting, trimming, grinding and slicing;
- Prepare special displays of product and shape, lace and tie roasts and other meats; and
- Wrap prepared meats, poultry, fish and shellfish.

Bakers prepare and bake breads, cakes, cookies, pastries, pies and other finished baked goods.

People in these occupations may:

- Weigh, measure and mix ingredients;
- Cut or form dough to the required size and shape;
- Set and load ovens;
- Bake the goods and decorate;
- Prepare production schedules to determine the variety and quantity of goods to be produced; and
- Purchase ingredients and supplies to be used. Bakers may specialize in one of these activities.

Camp cooks work at mining and exploration camps, tourist lodges and outfitting camps, oil and gas well sites and forest fire crew camps, usually in remote locations. They may be employed by a primary contractor like a mineral exploration firm or government, or by a subcontractor like an expeditor. They may work on site for a map boss, subcontractor or on-site supervisor.

People in these occupations may:

- Plan, organize, cook and present nutritious and appetizing food under sanitary conditions; and
- Promote well being in all aspects of camp life.

Requirements

- High school diploma.
- Butchers require completion of a college or technical school diploma in meat cutting.
- On-the-job training in food stores is often provided in retail stores and for meat cutters.

Your Skills and Aptitudes

People in these occupations should be assertive, attentive, confident, courteous, diplomatic, enthusiastic and be in good health with physical stamina. They should have manual dexterity, the ability to work near hot ovens and a responsible attitude to ensure public health standards are met. Bakers should also enjoy routine procedures, operating equipment and taking responsibility for projects. Camp cooks should have excellent inter-personal skills and flexibility and be willing to promote good will among those who are living in the remote camp.

How To Get There

To enter the baker trade, an applicant must score at least 70% on the trade entrance exam. The applicant must also find an approved employer willing to hire and train him/her. Students enrolled in Schools North Apprenticeship Program (SNAP) are given special exemption and are required to write the trade entrance exam prior to signing the apprenticeship contract. They must obtain 50% on the examination to be eligible for the program.

The apprenticeship term is three years and includes three employment periods of not less than 1,800 hours each, and three classroom training periods of eight weeks each. Upon successful completion of the apprenticeship, graduate apprentices receive a Northwest Territories completion of apprenticeship certificate and certificate of qualification. Trade qualification is available after 7,200 hours of verified trade experience and written examination. This trade is eligible for an interprovincial red seal.

Bakers and camp cooks in the NWT may find additional employment opportunities in a diamond mine in a remote location.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

People in these occupations should have manual dexterity, the ability to work near hot ovens and a responsible attitude to ensure public health standards are met.

Resources

Aurora College

Mount Royal College

Northern Alberta Institute of Technology (NAIT)

Southern Alberta Institute of Technology (SAIT)

626 Police Officers and Firefighters

At a Glance

**Number of Employees
in the NWT: 201**

Gender:

Male 73%
Female 27%

Age:

15-24 years 2%
25-44 years 76%
45+ years 22%

Ethnicity:

Aboriginal 29%
Non-Aboriginal 71%

Hours of Work:

Full-time 96%
Part-time 4%

Typical Occupations

Coast Guard Officer

Ethnic Relations Officer, Police

*Recruitment and Training
Constable*

Police Sergeant

Peace Officer

Police Detective

Traffic Patrol Officer

Airport Firefighter

Firefighter

Apprentice Firefighter

RCMP

Corrections Officers

At Work

Police officers are primarily responsible for maintaining public safety and order by enforcing laws and regulations while on foot, bike and vehicle patrols and by promoting crime prevention, public information and other safety programs. They investigate crimes and accidents by collecting and securing evidence, interviewing witnesses, compiling notes, preparing reports and testifying in court. They may be required to arrest crime suspects and provide emergency assistance to accident, crime and disaster victims. Officers of higher ranks may also be responsible for supervising and coordinating other police officers. Some officers are involved in public affairs and recruitment and community relations initiatives.

Firefighters contain and extinguish fires using a variety of equipment in a wide range of urban and rural settings. In communities, fire crews respond to fire alarms in homes and other buildings, industrial and vehicle accidents and bomb threats and other emergency situations, like hazardous materials spills. In the NWT, the number of firefighters increases in summer months when forest fires are most common. In addition to battling fires, firefighters may assist the public, the police and other emergency personnel in times of major disasters, like floods or evacuations because of forest fires. They may also provide first aid to accident victims or persons who suddenly become ill. They may participate in fire prevention, public information and fire safety programs.

Requirements

- High school diploma.
- For police officers, a college diploma or university degree program in law, security or social sciences may be required.
- For firefighters, a college program in fire protection technology is an asset.
- A police training program is required and provided after recruitment. The length of the program may vary from force to force.
- A three to six-month training program may be required.
- Minimum standards in physical strength, agility, fitness and vision, as well as physiological and/or other tests must be met.
- May be required to take part in weekly training sessions to keep skills current.
- May be required to undergo testing annually.

Your Skills and Aptitudes

For police officers, an interest in public service, the ability to be an effective member of a team and good physical conditioning are necessary skills.

For firefighters, you are in excellent health and are physically fit with good eye sight that is correctable with standard eyewear. You are mentally stable, have an interest in public service, calm and resourceful. You give and take orders well and are easily able to make on-the-spot decisions. You are a good oral communicator and a problem solver by nature. You are alert and courageous and can win people's trust easily.

How To Get There

To apply for the RCMP, potential members should call the "G" Division in Yellowknife to speak to a recruitment officer. Potential recruits will fill out an application, take an aptitude test and a physical abilities test, as well as submit to suitability and security screening interviews. Applicants must be Canadian citizens, at least 19 years old, proficient in French or English, and have an unrestricted Canadian driver's license. Successful applicants will travel to RCMP Depot in Regina, Saskatchewan, for a six-month training period.

The RCMP offers an Aboriginal access program, whereby potential recruits who are deficient in the requirements can apply for assistance. After that, recruits undergo the same training as other members.

Some colleges, such as Grant MacEwan Community College in Edmonton, offer certificate or diploma programs in policing and Aboriginal police studies. Such courses are not mandatory for entrance into these occupations, but may be useful.

Nationally, most recent police recruits in Canada have at least a community college diploma, while 25% have an undergraduate degree. For both occupations, you can continuously enhance your professional knowledge by updating your personal knowledge and skills, enhancing your inter-personal skills and developing your presentation skills.

Previous experience as a volunteer firefighter is a definite asset. Most recent recruits have a trade or vocational certificate or a diploma from a community college. Nationally, 10% have an undergraduate degree.

The Yellowknife Fire Department is the only division in the territory that has a paid firefighting group. It employs full-time and paid on-call firefighters. Candidates should have a grade 12 education and start by volunteering at the division. Further training is offered to volunteers.

For full-time employment, firefighters must be qualified as emergency medical technicians. Training is offered when numbers warrant, otherwise, this training may be undertaken at the potential employee's expense. Other training usually offered on the job includes the NFPA 1001 standard for firefighter professional qualifications, and class three driver's training with air brakes endorsement.

Of those who are employed in all jobs in this occupational grouping in the NWT, 4% have not obtained a high school diploma, 19% have a high school diploma, 29% have a certificate or diploma and 47% have a university degree.

Where The Jobs Are

About 41% of employees working in these occupations live in Yellowknife, 27% live in the regional centres of Inuvik, Hay River and Fort Smith and 32% live in the other communities.

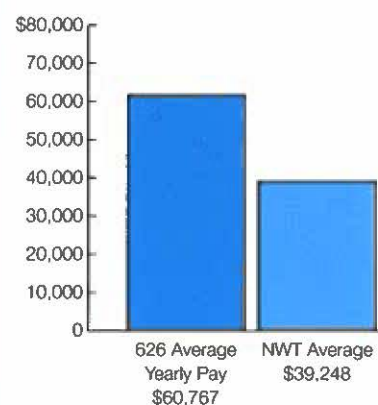
Employees in these occupations work in the government administration sector.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will see small increases in employment levels, reaching their peak during pipeline construction, while maintaining short-term employment for existing jobs. Opportunities in the future will continue to remain steady.

Average Employment Income



Resources

- Aurora College*
- RCMP "G" Division*
- Grant MacEwan College*
- Yellowknife Fire Division*
- Police Studies Certificate Program – Mount Royal College*
- Lakeland College Emergency Services Technology and Fire School – Vermillion Campus*
- National Fire Protection Association (NFPA)*
- Alberta College of Paramedics (EMR/EMT-A)*

627 Technical Occupations in Personal Service

Highly evolved people skills, compassion, honesty and sensitivity to the many faces of grief are necessary attributes to anyone who wants to work in this occupational area.

Typical Occupations

Hairstylist Apprentice

Barber

Hairdresser

Beauty Salon Operator

Hairstylist

Funeral Director

Embalmer

Embalmer Apprentice

Mortician

Apprentice Embalmer

At Work

Workers in these occupations are mainly concerned with personal care and grooming of their clients.

Hairstylists provide hair and scalp treatment, shampooing, hair cutting, shaping and trimming, hair styling, using heat and chemical preparations, hair colouring, face and scalp massage and treatment, servicing of wigs and hair pieces and personal services related to the practice of beauty culture, such as eyebrow and eyelash treatment and manicuring.

Barbers cut and trim hair, shave and style beards and moustaches. They may also wave or tint hair and provide other hair and scalp treatments.

Funeral directors consult with the family of the deceased regarding arrangements and costs of funeral services and coordinate all aspects of a funeral, burial or memorial service. Funeral directors may also assist with cremations, arrange memorial services, make and design monuments, or arrange for bodies to be transported internationally. Some funeral directors are also licensed embalmers.

Embalmers preserve and prepare human bodies for funeral services, including performing cosmetic and restorative work.

Requirements

- High school diploma.

Your Skills and Aptitudes

Desirable qualities for hairstylists and barbers include: a patient and helpful manner; the physical stamina required to stand all day and sometimes go without breaks; a well-groomed, professional appearance; and an interest in keeping up-to-date on new styles, supplies and technology. They should also enjoy providing advice about hair care and styling, using combs, scissors and other devices to cut and style hair and working with people.

Funeral directors and embalmers in the NWT have to be extremely adaptable and retain the ability to deal with a range of cultural diversity and religious backgrounds. For example, Aboriginal people don't believe in cremation and prefer burial as soon as possible, sometimes without preparation, but regulations require embalming if the body has to be transported from one location to another.

Highly evolved people skills, compassion, honesty and sensitivity to the many faces of grief are necessary attributes to anyone who wants to work in this occupational area. Strong organization skills, the ability to respond quickly and to deal with agencies ranging from social services, senior's homes to airlines are excellent attributes. Excellent oral and written communication skills, analytical skills, and creativity when dealing with complex logistical problems like transportation and language issues is necessary, as is an awareness of cultural protocols, public health issues and general awareness about world events.

Some embalmers have good technical skills, but do not have the people skills necessary to succeed as a funeral director, while some funeral directors do not like embalming work.

Physical stamina and professionalism in every and all situations is absolutely necessary.

Because many in the funeral service business are self-employed, knowledge of business is an asset. Providing a full range of services may require inventories of very expensive stocks including caskets, cremation vessels and memorials.

How To Get There

To enter the hairstylist trade, an applicant must score at least 70% on the trade entrance exam. The applicant must also find an employer who has the approval of the apprenticeship training officer and is willing to hire and train him/her. Students enrolled in the Schools North Apprenticeship Program (SNAP) are given special exemption, and are required to write the trades entrance examination prior to signing the apprenticeship contract. They must obtain 50% on the examination to be eligible for the program.

The term of apprenticeship is two years and includes two employment terms of not less than 1,800 hours each, and two classroom-training periods of 10 weeks each. Upon successful completion of the apprenticeship, graduate apprentices receive a Northwest Territories completion of apprenticeship certificate and a certificate of qualification. They may qualify for the trade after 5,400 hours of verified trade experience and a written examination. An Interprovincial Red Seal is available in this trade.

Barbers require a high school diploma and completion of a two-year apprenticeship is usually required; on-the-job training may be an acceptable substitute for formal education. A territorial license is required.

Funeral directors need a high school diploma and on-the-job training under the supervision of a licensed funeral director. No license is required in the NWT because in communities where no funeral services are found, locals or elders help prepare bodies for burial. A college training program is available, but students have to be sponsored by a recognized funeral home.

Embalmers generally require a high school diploma and completion of a two to three year apprenticeship program or successful completion of a qualifying exam. In the NWT, embalmers may learn in the job. Some embalmers are also licensed funeral directors.

In some jurisdictions, cremation is offered as a separate service.

The demand for funeral services is expected to grow especially in small communities where elders are dying and those taking their place are less willing to play the traditional role of preparing the body.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

The demand for funeral services is expected to grow especially in small communities where elders are dying and those taking their place are less willing to play the traditional role of preparing the body.

Resources

Aurora College

Funeral Services Association of Canada

Academy of Professional Hair Design

Marvel Beauty College – Campuses in Calgary, Edmonton and Saskatoon

641 Sales Representatives, Wholesale Trade (Non-technical)

Strong interpersonal skills, a good memory and exceptional oral and written communication skills are assets, as is a willingness to stay on top of changes in your industry.

At Work

Sales representatives sell non-technical goods and services to retail, wholesale, commercial, industrial and professional clients. They are employed by establishments that produce or provide goods and services such as petroleum companies, food, beverage and tobacco producers, clothing manufacturers, motor vehicles and parts manufacturers, hotels, business services firms and transportation companies.

People in these occupations may:

- Promote sales to existing clients;
- Identify and solicit potential clients;
- Provide information to clients on the benefits of goods and services sold;
- Provide cost estimates;
- Prepare and oversee sales contracts;
- Troubleshoot with clients following a sale; and
- Stay on top of changes and improvements in product, potential competitors and market conditions.

Requirements

- High school diploma.
- Post-secondary education at a college or university may be a requirement.

Typical Occupations

Agent, Athlete

Booking Agent, Sales

*Wholesale Sales
Representative*

*Tour Package Sales
Representative, Wholesale*

*Consumer Sales
Representative*

*Graphic Design Sales
Representative*

Regional Sales Representative

*Food Service Sales
Representative*

*Sales Representative,
Wholesale*

Talent Representative

Your Skills and Aptitudes

Strong interpersonal skills, a good memory and exceptional oral and written communication skills are assets, as is a willingness to stay on top of changes in your industry. The ability to work with numbers, solve problems, make decisions and conduct research are also useful attributes for workers in these occupations.

How To Get There

Anyone wishing to rise to a sales manager position will need additional education or progression through a series of sales positions with increasing responsibility. Previous sales experience is a definite asset.

Where The Jobs Are

Detailed statistical information for these occupations in the NWT is not available.

Projected Demand

Detailed statistical information for these occupations in the NWT is not available.

The ability to work with numbers, solve problems, make decisions and conduct research are also useful attributes for workers in these occupations.

Resources

Aurora College

642 Retail Salespersons and Sales Clerks

At a Glance

**Number of Employees
in the NWT: 417**

Gender:

Male 44%
Female 56%

Age:

15-24 years 49%
25-44 years 31%
45+ years 20%

Ethnicity:

Aboriginal 16%
Non-Aboriginal 84%

Hours of Work:

Full-time 76%
Part-time 24%

At Work

Retail salespersons and sales clerks sell or rent a range of goods and services in stores and other retail businesses and in wholesale businesses that sell on a retail basis to the general public.

People in these occupations may:

- Greet customers;
- Discuss the type, quality and quantity of merchandise sought for purchase or rental;
- Advise customers on the use and care of merchandise;
- Provide cost estimates;
- Provide information on credit, trade-in allowances, warranties;
- Help arrange deliveries, prepare and assemble merchandise for purchase or rental;
- Prepare sales contracts and accept cash, cheque, credit card or debit payments;
- Assist in creating attractive merchandise displays; and
- Maintain records for inventory control.

Partspersons are responsible for the storing and dispensing of automotive, small equipment, heavy-duty equipment or farm implement parts.

People in these occupations may:

- Handle stock and warehouse;
- Identify and catalogue parts and assemblies; and
- Order, receive, inspect, sort and price.

Requirements

High school diploma preferred, but many may find employment in this area on a part-time basis while attending school.

Typical Occupations

- Retail Salesperson*
- Retail Rental Agent*
- Pharmacy Clerk*
- Retail Furniture Sales Consultant*
- Retail Office Equipment Salesperson*
- Car Salesperson*
- Automobile Salesperson*
- Retail Audio Consultant*
- Cable TV/Pay TV Salesperson*
- Clothing Salesperson*
- Partsperson*

Your Skills and Aptitudes

Excellent customer service skills and a strong customer service orientation are necessary for those wishing to work in retail sales positions. Those who wish to work in specialized areas like diamonds, vehicles or computers should acquire as much knowledge as possible about product development in specific areas.

How To Get There

Demonstrated sales ability and product knowledge may be required for retail sales persons who sell complex or valuable merchandise like diamonds, vehicles, antiques or computers.

The warehousing trade requires familiarity with accounting procedures and business machines, such as computers and calculators for making sales, calculating discounts and writing up invoices and warranties.

In the NWT, of those who work in positions in this occupational grouping, 29% have not obtained a high school diploma, 44% have a high school diploma, 22% have a certificate or diploma and 5% have a university degree.

Where The Jobs Are

About 71% of employees at work in these occupations live in Yellowknife, 22% live in the regional centres of Inuvik, Hay River and Fort Smith and 7% live in other communities.

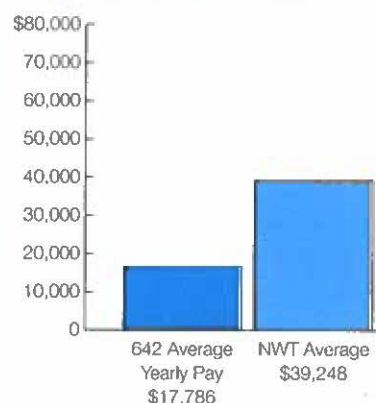
About 89% of people at work in these occupations are in the wholesale and retail industry and 6% are in other services.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to benefit from recent and future resource development in the NWT, employment levels will continue to increase as a result, while maintaining positive medium-term prospects for existing jobs and steady job opportunities in the future.

Average Employment Income



Resources

Aurora College

643 Occupations in Travel and Accommodation

At a Glance

**Number of Employees
in the NWT:** 180

Gender:

Male 27%
Female 73%

Age:

15-24 years 38%
25-44 years 51%
45+ years 12%

Ethnicity:

Aboriginal 28%
Non-Aboriginal 72%

Hours of Work:

Full-time 80%
Part-time 20%

Typical Occupations

Travel Agent

In-flight Service Manager

Flight Attendant

Airline Sales and Service Agent

Reservation Clerk, Airline

Transit Station Ticket Agent

Front Office Clerk

Hotel Front Desk Clerk

Night Auditor

Reservations Clerk, Hotel

Visitor Centre Supervisor

At Work

Travel agents advise clients on travel options and tour packages, make bookings and reservations, prepare tickets and receive payment. They are self-employed or employed by travel agencies, transportation and tourism firms and hotel chains. Their duties may include providing travel information to clients regarding destinations, transportation and accommodation options and costs, planning and organizing vacation travel for individuals and groups, using computerized reservation and ticketing systems to book travel, promoting particular destinations and providing travel trips regarding tourist attractions, foreign currency, customs, languages and travel safety.

Flight attendants ensure the safety and comfort of passengers during flights and are employed by airline companies. Duties may include greeting passengers, explaining safety procedures, attending to the safety of passengers during takeoff, landing and emergencies, serving food and beverages to passengers and making in-flight announcements.

Airline sales and service agents issue tickets, make reservations, trace missing baggage, arrange for cargo shipments and perform other customer service duties to assist airline passengers. They are employed by airline companies and duties may include preparing and issuing tickets, assigning seats, preparing boarding passes, checking baggage, attending boarding gates, assisting with pre-boarding and providing information on fares, flight schedules and routes.

Baggage agents trace lost, misdirected or delayed luggage. Cargo agents weigh cargo and compute shipping costs, calculate service and insurance charges, process bills of lading, cargo manifests and other documents, trace lost or misdirected cargo and maintain shipping and other records.

Airline reservation agents reserve seats for tour companies, travel agencies, wholesalers and the general public using computerized reservation systems.

Station agents complete pre-flight documents regarding passenger and cargo load, catering count, special requests and other flight information and relay operational messages to operations control and downline stations.

Load planners calculate load weights for aircraft compartments using charts and computers to assist in the distribution and balance of cargo.

Hotel front desk clerks make room reservations, provide information and services to guests and receive payments for services. Hotels, motels and resorts employ them. Duties may include making room reservations, registering arriving guests and assigning rooms, dealing with inquiries regarding hotel services and registration by letter, telephone and in person, and responding to guest complaints. They may compile and check daily record sheets, guest accounts, receipts and vouchers using computerized or manual systems and present statements of charges to departing guests and receive payment.

Requirements

- High school diploma.
- Travel agents require a college diploma or vocational training in travel or tourism. They may also require a certificate from the Canadian Institute of Travel Counsellors, a designation granted after three years of experience in the industry and the successful completion of mandatory courses and examinations.
- Flight attendants require an approved Transport Canada training program and airline sales and service agents need several weeks of on-the-job and classroom training.
- Station agents usually require previous experience as a ticket, baggage or cargo agent.
- Front desk clerks may need a diploma or degree in hotel management.

Your Skills and Aptitudes

Good interpersonal skills, good oral and written communication skills and a strong customer service orientation are all assets for anyone wishing to succeed in these occupations.

How To Get There

In the NWT, of those working in jobs in this occupational grouping, 9% do not have a high school diploma, 38% have a high school diploma, 41% have a certificate or diploma and 12% have a university degree.

Where The Jobs Are

About 57% of employees working in these occupations live in Yellowknife, 30% live in the regional centres of Inuvik, Hay River and Fort Smith and 14% live in the other communities.

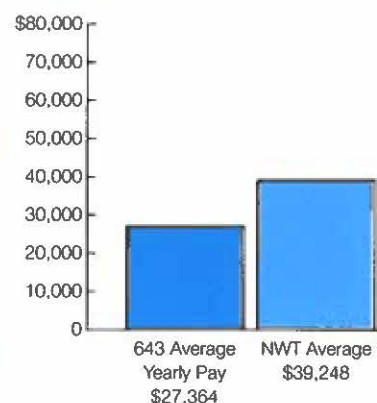
About 56% of people at work in these occupations are in the transportation and warehousing industry and 38% are in the accommodation and food services industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

While occupation in this area will continue to benefit from resource development today and in the future, they will also see moderate employment levels, long-term employment prospects and good job opportunities.

Average Employment Income



Resources

- Aurora College*
- NWT Tourism Training Group*
- Yukon Tourism Education Council (YTEC)*
- Yukon College*

644 Tour and Recreational Guides and Amusement Occupations

At a Glance

Number of Employees in the NWT: 138

Gender:

Male 51%
Female 49%

Age:

15-24 years 1%
25-44 years 60%
45+ years 39%

Ethnicity:

Aboriginal 40%
Non-Aboriginal 60%

Hours of Work:

Full-time 100%
Part-time 0%

At Work

Tourist guides escort individuals and groups on trips and sightseeing tours and tours of historical sites and famous buildings. They are employed by tour operators, resorts, visitor attractions and national parks and duties may include describing points of interest, answering questions and supplying information about highlights of the tour. They may also collect admissions and sell souvenirs.

Travel guides escort individuals and groups on vacation and business trips. They confirm transportation and accommodation reservations and itineraries and arrange informative visits to points of interest. They plan and carry out recreational activities and resolve problems with itineraries, service and accommodation.

Hunting guides organize and conduct expeditions for hunters using their land skills, hunting skills and knowledge of wildlife species. Duties may include informing clients of hunting regulations, assembling equipment and supplies, taking care of transportation needs, setting up and breaking camp, and providing and/or serving meals. Guides provide hospitality while sharing the hunting experience with others. As leaders of a group, guides must be aware of safety at all times and be able to administer first aid.

Freshwater angling guides are skilled anglers who organize and conduct fishing expeditions using their knowledge of local rivers, lakes and fish species. Freshwater Angling Guides inform clients of fishing regulations, check equipment and supplies, operate watercraft, set up and break camp, and provide and/or serve meals. They also provide hospitality while sharing the fishing experience with others. As leaders of a group, guides must be aware of safety at all times and be able to administer first aid.

Recreation coordinators plan, develop, promote and implement recreation, leisure and sports programs and activities that promote and encourage healthy lifestyles and provide opportunities for community residents to participate in a healthy lifestyle.

Requirements

- High school diploma.
- Training-on-the-job.
- Employment with a large tour company or a government may require post-secondary education or certification.

Typical Occupations

Tourist Guide

Tour Guide

Outfitter

Fishing Guide

Freshwater Angling Guide

Hunting Guide

Trapping Guide

Amusement Attraction Operator

Recreation Coordinator

Your Skills and Aptitudes

Fluency in French and English or an Aboriginal language may be an asset for those employed by national parks or at other historical sites. Interpreters need an interest in history, story telling ability, patience and good interpersonal skills.

Outdoor guides need excellent outdoor skills such as rafting and canoeing, which may be acquired through enrolment in an outdoor recreation program. Fishing and hunting guides must be familiar with wildlife regulations.

A friendly, outgoing nature, good oral communication skills and leadership qualities are important attributes. An eye for detail, a good memory, strong problem solving skills and the ability to respond quickly in any situation are important. Employees must be safety conscious and have excellent wilderness survival skills. Good physical health and a willingness to travel and be away from home for extended periods are also necessary. Knowledge of history, geography and natural history can be helpful.

How To Get There

The Department of Education, Culture and Employment, in conjunction with the School of Community Government (MACA), offer a certification program recognized across the NWT. The program is based on occupational DACUM charts and includes several steps. Individuals who wish to be certified as recreation coordinators can register through the local career centre. A certificate of competence is awarded following successful completion of the process.

Only those who are permanent residents of the NWT are eligible and you must be currently or recently employed as a recreation coordinator (or an equivalent). There is no cost for the program.

Of those employed in jobs in this occupational grouping in the NWT, 48% do not have a high school diploma, 34% have a high school diploma, 15% have a certificate or diploma and 3% have a university degree.

Where The Jobs Are

About 89% of employees working in these occupations live in Yellowknife, none live in the regional centres of Inuvik, Hay River and Fort Smith and 11% live in the other communities.

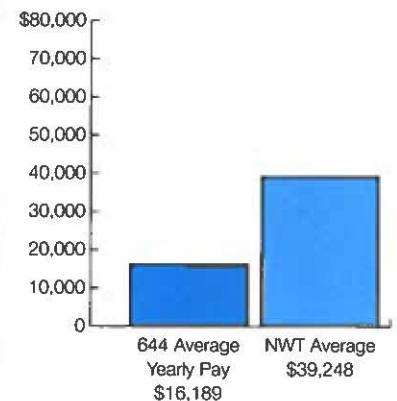
About 59% of those employed work in transportation and warehousing and 34% in the other services industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to be impacted by natural resource development in the NWT. As a result there will be moderate employment levels during these projects, but the duration of these jobs will be long-term with many new employment opportunities continuing in to the future, as new prospects come on line.

Average Employment Income



Resources

Aurora College
 NWT Tourism Training Group
 Yukon Tourism Education Council (YTEC)
 Yukon College

645 Occupations in Food and Beverage Service

At a Glance

**Number of Employees
in the NWT: 198**

Gender:

Male 9%
Female 91%

Age:

15-24 years 56%
25-44 years 34%
45+ years 10%

Ethnicity:

Aboriginal 70%
Non-Aboriginal 30%

Hours of Work:

Full-time 80%
Part-time 20%

Typical Occupations

Maitre d'

Restaurant Host/Hostess

Bartender

Bar Attendant

Banquet Server

Chief Wine Steward

Food and Beverage Server

Cocktail Waiter/Waitress

Waiter/Waitress

Head Waiter/Waitress

At Work

Maitre d' hotel and restaurant hosts/hostesses greet patrons and escort them to tables and coordinate the activities of food and beverage servers and are employed in restaurants, hotel dining rooms, private clubs and cocktail lounges. Duties include receiving and recording reservations, assigning tables, ensuring patrons are satisfied with the service, supervising dining areas for cleanliness, dealing with complaints, accepting payments from patrons, preparing work schedules and payrolls, interviewing candidates for service positions and training new employees.

Bartenders mix and serve alcoholic and non-alcoholic beverages and are employed in restaurants, hotels, bars, taverns, private clubs, banquet halls, pubs and other licensed establishments. Duties include taking orders from customers and serving staff and preparing cocktails and mixed drinks, draft beer, wine and bottled beer for delivery to customers. Bartenders also collect payments for beverages and record sales, maintain inventory and control bar stock, order supplies, clean the bar area and wash glassware.

Food and beverage servers take and serve food and beverage orders from patrons and are employed in restaurants, hotels, bars, taverns, private clubs, banquet halls and similar establishments. Duties include greeting patrons, presenting menus, making recommendations and answering questions regarding food and beverage available. They deliver orders to kitchen and bar staff, recommend beverages and prepare and serve specialty foods at patron tables, present bills to patrons and accept payment.

Requirements

- High school diploma.
- On-the-job training.

Your Skills and Aptitudes

Workers in these areas require good interpersonal skills, a pleasant personality and a neat and clean appearance. They should have a strong customer service orientation with sensitivity toward people's needs. A good memory and the ability to plan, organize and work with a team are important attributes. Good physical health and stamina and the ability to work quickly and efficiently is also important.

Bartenders must be at least 19 and require the ability to exercise sound judgment in sometimes stressful situations. They should have good people skills and be physically strong because they are often required to do heavy lifting. Long, late and irregular hours are a regular and recurring feature for those working in these occupations. Basic math knowledge and good computer skills are assets.

How To Get There

Although there are situations in which there are no minimal educational requirements for those who wish to work in this area, there is a greater push toward formal training. In the NWT, occupational certification is available for those working in many of these fields. Those with the least experience may start out as dishwashers and work their way into higher roles. Hosts and hostesses usually have serving experience and many bartenders have a certificate or diploma in mixology.

Of those employed in positions in this occupational grouping in the NWT, 63% do not have a high school diploma, 27% have completed high school, 3% have a certificate or diploma and 8% have a university degree.

Where The Jobs Are

About 45% of employees working in these occupations live in Yellowknife, 39% live in the regional centres of Inuvik, Hay River and Fort Smith and 15% live in the other communities.

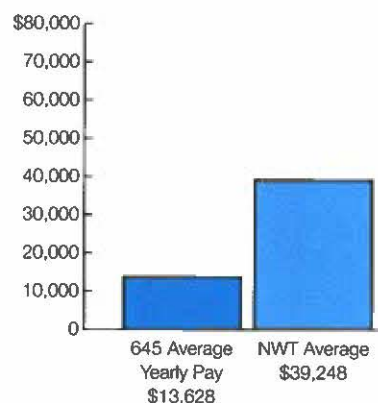
About 82% of people at work in these occupations are in the accommodation and food services industry and 9% are in the other services industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to benefit from recent and future resource development in the NWT, employment levels will continue to increase as a result, while maintaining positive long-term prospects for existing jobs and moderate job opportunities in the future.

Average Employment Income



Resources

Aurora College
NWT Tourism Training Group
Yukon Tourism Education Council (YTEC)
Yukon College

646 Other Occupations in Protective Service

At a Glance

Number of Employees in the NWT: 297

Gender:

| | |
|--------------|-----|
| Male | 71% |
| Female | 29% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 14% |
| 25-44 years | 55% |
| 45+ years | 31% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 46% |
| Non-Aboriginal | 54% |

Hours of Work:

| | |
|-----------------|-----|
| Full-time | 86% |
| Part-time | 14% |

Typical Occupations

Sheriff

Bailiff

Prison Guard

Property Standards Inspector

Animal Control Officer

Officer, By-law Enforcement

Liquor Board License Inspector

Private Detective

Security Officer (Guard)

Corrections Officer

Recreation Officer

Sheriff's Officer

At Work

Sheriffs and bailiffs enforce court orders and serve writs, summonses and other legal documents. They may be employed by provincial courts or be self-employed.

People in these occupations may:

- Serve writs of execution for seizing and selling property;
- Distribute proceeds and locate property according to court orders;
- Make seizures and removals under various acts of Parliament;
- Provide courthouse security for judges and maintain order in the court;
- Escort prisoners to and from court and correctional institutions;
- Attend court;
- Escort witnesses; and
- Prepare reports and affidavits.

Correctional service officers guard prisoners and detainees and maintain order in correctional institutions and other places of detention and may be employed by federal, provincial, territorial and municipal governments.

People in these occupations may:

- Observe the behaviour of prisoners to prevent disturbances and escapes;
- Supervise prisoners during work assignments, meal and recreation periods;
- Escort prisoners in transit and during temporary leaves;
- Patrol assigned areas; and
- Prepare admission and other reports.

Bylaw enforcement officers and liquor inspectors are employed by governments and agencies to enforce the bylaws and regulations of provincial, territorial and municipal governments.

Animal control officers respond to complaints from the public and issue citations and warnings to owners, as well as impound lost, homeless and dangerous animals.

Bylaw enforcement officers investigate complaints and issue warnings to residential property owners and occupants.

Liquor license inspectors conduct inspections of licensed establishments, advise licensees on laws and regulations and report contraventions of laws and regulations of the NWT Liquor Commission.

Corporate security guards and private detectives conduct private investigations on behalf of clients or employers, implement security measures to protect property against theft and fire and provide other protective services. They may be self-employed or work for security and investigation service companies, hotels, retail establishments, businesses and industry or organizations like the Workers' Compensation Board.

People in these occupations may:

- Investigate potentially unlawful acts of employees or patrons of establishments or businesses;
- Make recommendations about security systems such as electronic detection services and access devices;
- Try to locate missing persons;
- Obtain evidence for use in civil and criminal litigation matters or for other purposes; and
- Prevent and detect shoplifting and theft in retail establishments.

Requirements

- High school diploma preferred.
- College diploma may be required for some occupations, such as criminology.
- On-the-job training.
- A good knowledge of fire prevention, first aid, building safety and emergency procedures is necessary.
- Medical and security clearance is often a requirement.

Your Skills and Aptitudes

Experience working with people is an asset and employers look for workers who are mature, dependable and have good character references. Mental alertness, emotional stability, self-confidence, physical health and good hearing and vision are important for anyone wishing to work in these jobs. Good written and oral communication skills, the ability to follow instructions, knowledge of computers and the capacity to react quickly in unexpected situations are important. You should be loyal, ambitious and self-disciplined and able to work independently or as part of a team.

How To Get There

Training in self-defense may be an asset and workers may need to be bondable and have a valid driver's license.

In the NWT, of those who hold jobs in this group of occupations, 17% do not have a high school diploma, 29% have a high school diploma. 50% have a certificate or diploma and 4% have a university degree.

Where The Jobs Are

About 56% of employees working in these occupations live in Yellowknife, 23% live in the regional centres of Inuvik, Hay River and Fort Smith and 21% live in the other communities.

About 95% of people at work in these occupations are in the public administration industry and 5% are in the other services industry.

Resources

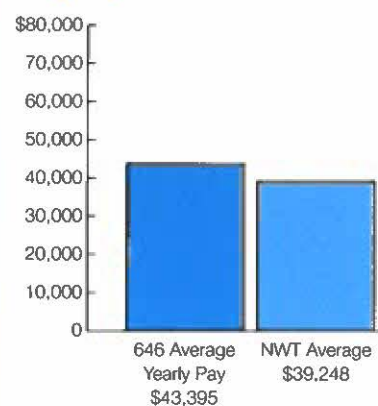
Aurora College, RCMP "G" Division, Grant MacEwan College.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will see small increases in employment levels, reaching their peak during pipeline construction, while maintaining long-term employment for existing jobs. Opportunities in the future will continue to remain steady.

Average Employment Income



Additional Resources

Yellowknife Fire Division

Police Studies Certificate Program – Mount Royal College

Lakeland College Emergency Services Technology and Fire School – Vermillion Campus

National Fire Protection Association (NFFPA)

Alberta College of Paramedics (EMR/EMT-A)

647 Childcare and Home Support Workers

At a Glance

**Number of Employees
in the NWT: 368**

Gender:

Male 8%
Female 92%

Age:

15-24 years 6%
25-44 years 64%
45+ years 29%

Ethnicity:

Aboriginal 45%
Non-Aboriginal 55%

Hours of Work:

Full-time 82%
Part-time 18%

Typical Occupations

Home Care Worker

Housekeeper

Foster Parent

Lunch Room Supervisor

Teacher's Assistant

Daycare Aide

Babysitter

Nanny

Home Support Worker

Classroom Assistant

Special Needs Assistant

At Work

Home care workers provide ongoing or short-term support services for individuals and families during periods of incapacitation, convalescence or family disruption. They are employed by governments and non-profit and/or home care agencies, or are self-employed.

People in these occupations may:

- Administer bedside and personal care to clients to aid in movement, bathing and personal hygiene under the general direction of a nurse or a home care supervisor;
- Plan and prepare meals and special diets;
- Demonstrate infant care to new parents; and
- Perform routine housekeeping duties.

Personal attendants provide those living with disabilities with personal care, usually in a client's home to provide assistance in movement, bathing and personal hygiene.

Foster parents care for children or family members in their homes under the direction of a government or other social service agency.

People in these occupations may:

- Care for children on an emergency or temporary basis;
- Work with foster care agency to deal with problems as they arise; and
- Administer therapeutic programs when directed by social workers.

Teacher helpers and assistants assist elementary and secondary school teachers and counsellors and are usually employed in public and private elementary and secondary schools.

People in these occupations may:

- Assist individual students with lessons, accompanying and supervising students during activities in gymnasiums, labs, libraries, resource centres and on field trips;
- Assist special needs students living with physical and mental disabilities in mobility, communication and personal hygiene;
- Operate or assist teachers in the operation of audio-visual equipment or computer equipment and presentations;
- Work on behaviour modification, personal development or other therapeutic programs under the supervision of special education instructors, psychologists or speech-language pathologists;
- Assist in school library or office or other duties assigned by the principal.

Daycare aides supervise pre-school children in daycare centres and nursery schools, usually under the supervision of an early childhood educator. They lead children in activities that stimulate and develop their intellectual, physical and emotional growth and are usually employed by daycare centres and nursery schools.

People in these occupations may:

- Supervise children in indoor and outdoor play and during rest periods;

- Lead children in activities like story telling, teaching songs and crafts;
- Prepare and serve snacks;
- Assist children in the development of appropriate eating, dressing and toilet skills;
- Provide written reports on their observations of the children;
- Maintain daycare equipment and help with general housekeeping duties.

Babysitter and nannies care for children on an ongoing or short-term basis. They may be self-employed or work for a childcare agency or daycare. Nannies care for children in their own homes and may live-in or come in every day.

People in these occupations may:

- Supervise and care for children in the absence of a regular caregiver;
- Bath, feed and diaper infants and children;
- Organize and supervise games, activities and outings for amusement and exercise;
- Supervise and care for children in an employer's residence, prepare family meals and do laundry; and
- Run errands on behalf of the family.

Requirements

- High school diploma.
- College diploma in early childhood development may be necessary for employment in some areas.
- Some teaching assistants, especially those who work with special needs students, may require specialized training.

Your Skills and Aptitudes

The work can be physically and emotionally demanding so good physical and mental health is required. You must be enthusiastic and constantly alert, be able to be proactive in dealing with problems and able to provide fair but firm supervision. You must be able to communicate effectively with children and with parents from diverse cultural backgrounds. Supervisors also need good labour relations skills. Shift work may be required, so flexibility is a useful asset.

How To Get There

In the NWT, of those employed in jobs in this occupational grouping 30% do not have a high school diploma, 15% have a high school diploma, 35% have a certificate or a diploma and 20% have a university degree.

Where The Jobs Are

About 37% of employees working in these occupations live in Yellowknife, 24% live in the regional centres of Inuvik, Hay River and Fort Smith and 39% live in the other communities.

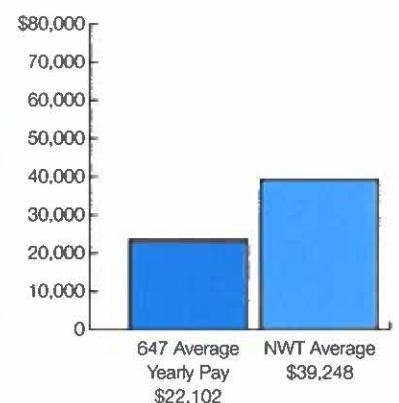
About 47% of people at work in these occupations are in the educational services industry and 34% are in the health care and social assistance industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

While occupation in this area will continue to benefit from resource development today and in the future, they will also see steady employment levels, medium-term employment prospects and continual job opportunities.

Average Employment Income



Resources

- Aurora College*
- Assiniboine Community College*
- Grant MacEwan College*
- Red River College*
- Yukon College*

648 Other Occupations in Personal Service

Workers in this occupational grouping advise clients on their personal appearance, speaking style, manners or other behaviours in order to improve their personal or business image.

Typical Occupations

Public Speaking Consultant

Personal Image Consultant

Weight Loss Advisor

Skin Care Specialist

Esthetician

Manicurist/Pedicurists

Tattoo Artist

Masseur/Masseuse

Veterinary Attendant

Pet Groomer

Fortune Teller

Astrologers

At Work

Workers in this occupational grouping advise clients on their personal appearance, speaking style, manners or other behaviours in order to improve their personal or business image or provide facial and body treatments designed to enhance one's physical appearance. They are employed by beauty salons, fashion boutiques, modeling schools and image consulting companies, or they may be self-employed.

Image consultants provide advice on things like hairstyle and colour, make-up, clothing and accessories, posture and manner aimed at improving clients' general appearance.

Estheticians administer facial and other skin treatments using specialized products and techniques that enhance an individual's physical appearance. They are employed in salons and the cosmetic departments in department stores.

Electrologists remove unwanted hair permanently, using needle-only specialized electrical hair removal, laser and other equipment.

Manicurists/pedicurists clean, shape and polish finger and toe nails and moisturize hands and feet.

Tattoo artists apply permanent designs to clients' skin.

Pet groomers and animal care workers feed, handle, train and groom animals and assist veterinarians and other animal care workers. They are employed by animal hospitals and clinics, animal shelters, breeding and boarding kennels and pet grooming services.

People in these occupations may:

- Prepare food and feed animals;
- Clean and disinfect cages and pens;
- Shampoo, clip and groom animals;
- Assist in inoculations of animals;
- Assist animal breeders; and
- Assist in lab experimentation.

Astrologers and fortune tellers provide psychic consulting, fortune telling and astrological services. Call centres and personal service establishments employ them, or they may be self-employed.

People in these occupations may:

- Chart and interpret stellar and planetary positions on a horoscope to predict future events and trends for a client or the general public; and
- Provide personal advice to clients based on various schools of thought.

Requirements

- High school diploma.
- Specialized training.
- On-the-job training.
- Certification from a recognized educational or training institution.

Your Skills and Aptitudes

Good interpersonal skills, strong customer service orientation and the ability to promote yourself and your skills are assets for anyone wishing to work in these jobs. The ability to plan your work and solve problems are also useful attributes.

How To Get There

Animal care workers may need training from an animal health or veterinary college.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Good interpersonal skills, strong customer service orientation and the ability to promote yourself and your skills are assets for anyone wishing to work in these jobs.

Resources

- Aurora College*
- Academy of Professional Hair Design*
- Marvel Beauty College*
- Canadian Veterinary Medical Association*
- University of Saskatchewan, Western College of Veterinary Medicine*
- Ontario Veterinary College, University of Guelph*

661 Cashiers

At a Glance

**Number of Employees
in the NWT:** 392

Gender:

Male 17%
Female 83%

Age:

15-24 years 49%
25-44 years 38%
45+ years 13%

Ethnicity:

Aboriginal 54%
Non-Aboriginal 46%

Hours of Work:

Full-time 54%
Part-time 46%

At Work

Cashiers record and receive payments for the purchase of goods, services or admission from customers in stores, restaurants, business offices, tourist attractions and theatres, as well as other retail and wholesale establishments.

People in these occupations may:

- Price goods, services or admissions;
- Tabulate bills using a calculator, cash register or optical price scanner;
- Receive payment in the form of cash, cheque, credit card or automatic debit;
- Wrap and place merchandise in bags;
- Provide product information;
- Make recommendations to customers about product; and
- Cash out.

Requirements

- A high school diploma is preferred, although some students work as cashiers while they attend school.

Your Skills and Aptitudes

An aptitude for numbers and basic analytical skills will come in handy for anyone wishing to work as a cashier, as will the ability to read and write and complete simple reports. Knowledge of computerized cash registers and product knowledge are also useful attributes. Cashiers should be self confident and able to be assertive in stressful situations, such as coming across a stolen credit card or counterfeit money.

Employees should be neat, clean and friendly with good interpersonal skills. The ability to be patient with people in stressful situations is an asset. A good memory for numbers is especially useful for grocery store cashiers. Physical stamina, the ability to do repetitive work and to follow written and oral instructions is also important.

Typical Occupations

Tellers and Cashiers

Cafeteria Cashier

Grocery Cashier

Box Office Cashier

Front Desk Cashier

Self-serve Gas Bar Attendant

Ticket Seller

How To Get There

People who wish to work as cashiers should be bondable and/or able to pass a police security check.

Of those employed in the occupational grouping in the NWT, 53% do not have a high school diploma, 20% have a high school diploma and 27% have a certificate or diploma.

Where The Jobs Are

About 50% of employees working in these occupations live in Yellowknife, 18% live in the regional centres of Inuvik, Hay River and Fort Smith and 33% live in the other communities.

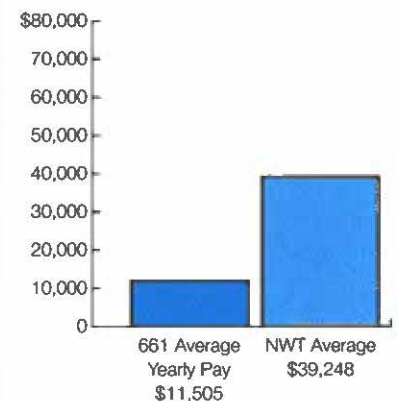
About 71% of people at work in these occupations are in the wholesale and retail industry and 11% are in the other services industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to benefit from recent and future resource development in the NWT, employment levels will continue to increase as a result, while maintaining positive medium-term prospects for existing jobs and considerable job opportunities in the future.

Average Employment Income



Resources

Aurora College

NWT Tourism Training Group

Yukon Tourism Education Council (YTEC)

Yukon College

662 Other Sales and Related Occupations

At a Glance

**Number of Employees
in the NWT: 222**

Gender:

Male 78%
Female 22%

Age:

15-24 years 64%
25-44 years 21%
45+ years 15%

Ethnicity:

Aboriginal 52%
Non-Aboriginal 48%

Hours of Work:

Full-time 63%
Part-time 37%

At Work

This occupational group includes a wide variety of sales occupations, including those who sell goods or services through home demonstrations or telephone solicitation, retail exhibits or street vending.

Service station attendants work in gas stations and automotive stores and provide services that include refueling vehicles, washing windows, checking fluid levels and air pressure in tires, lubrications, changing oil and antifreeze and making minor repairs to vehicles, such as replacing light bulbs, oil filters, windshield wiper blades and fan belts. They also receive payment and may be required to cash out at the end of their shift.

Grocery clerks and shelf stockers pack customer purchases, price items, stock shelves with merchandise and fill mail orders. They often help customers take their purchases to their vehicles. Shelf stockers price items based on a price list, stock shelves, arrange displays and keep stock clean and in order. They also help customers find items on the shelf and may retrieve items from the stock room, as well as sweep aisles and perform other cleaning duties. They are usually employed in grocery, hardware, department and other retail outlets.

Street vendors and door-to-door salespersons contact potential customers directly to demonstrate and sell products. Telephone solicitors and telemarketers and people who do in-home demonstrations are included in this grouping.

Requirements

- A high school diploma is preferred, although some may work in these occupations while still in high school.
- Some businesses may require cashiers be bonded.

Typical Occupations

Service Station Attendant

Gas Jockey

Grocery Packer

Retail Shelf Stocker

Retail Price Clerk

Retail Stock Clerk

Produce Clerk

Telemarketer

Street Vendor

Personal Shopper

Door-to-Door Salesperson

Your Skills and Aptitudes

Cashiers need some mathematics skills, basic analytical skills and an ability to read and write well enough to complete simple reports. Knowledge of computerized cash registers is an asset. Most businesses provide on-the-job training.

Employees should be neat, clean and friendly with good interpersonal skills. The ability to be patient with people in stressful situations is an asset. A good memory for numbers is especially useful for grocery store cashiers. Physical stamina, the ability to do repetitive work and to follow written and oral instructions are also important.

How To Get There

Tourism training may be useful for those wishing to work in this area.

In the NWT, of those employed in jobs in this occupational grouping, 60% do not have a high school diploma, 29% have a high school diploma, 11% have a certificate or diploma.

Where The Jobs Are

About 42% of employees working in these occupations live in Yellowknife, 30% live in the regional centres of Inuvik, Hay River and Fort Smith and 28% live in the other communities.

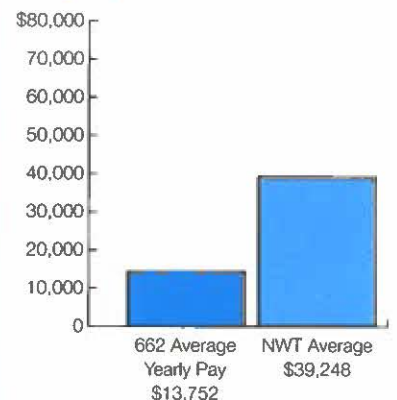
About 86% of people at work in these occupations are in the wholesale and retail industry and 9% are in the other services industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to benefit from recent and future resource development in the NWT, employment levels will continue to increase as a result, while maintaining positive medium-term prospects for existing jobs and considerable job opportunities in the future.

Average Employment Income



Resources

Aurora College
NWT Tourism Training Group
Yukon Tourism Education Council (YTEC)
Yukon College

663 Elemental Medical and Hospital Assistants

Workers in these occupations perform a variety of support functions to assist health care professionals and other health care staff.

At Work

Workers in these occupations perform a variety of support functions to assist health care professionals and other health care staff. They are employed in hospitals, medical clinics and the offices of health care professionals like chiropractors, occupational therapists and physiotherapists.

Central supply aides collect and sort soiled supplies and instruments from hospitals departments, operate machines to clean, reprocess and sterilize supplies and assemble packages of sterile supplies and instruments.

Chiropractic aides assist elderly and incapacitated patients by positioning them for treatment and connecting treatment machines under the direction of a chiropractor. They may also be required to perform clerical duties.

Occupational therapy assistants prepare and maintain work materials and supplies. They may also assist patients in crafts and other activities as directed by occupational therapists.

Physiotherapy assistants take patients to treatment rooms, clean equipment, change linen and assist patients in the use of equipment and maintenance programs as directed by physiotherapists.

Requirements

- High school diploma.
- On-the-job training is required for all the occupations in this grouping.

Typical Occupations

Central Supply Aides

Chiropractic Aides

Occupational Therapy Assistants

Physiotherapy Assistants

Your Skills and Aptitudes

A desire to help people and perform community service, good interpersonal skills and strong written and oral communication skills are useful for those wishing to work in this area.

How To Get There

Nationally, employment prospects in this area are good because of an aging population that will require additional health care services, new technologies that improve the ability to diagnose and treat disease, as well as increased government funding for health care and expansion of health care services to cover the cost of a wider array of services.

Where The Jobs Are

Detailed statistical information for these occupations in the NWT is not available.

A desire to help people and perform community service, good interpersonal skills and strong written and oral communication skills are useful for those wishing to work in this area.

Resources

Aurora College

664 Food Counter Attendants and Kitchen Helpers

At a Glance

**Number of Employees
in the NWT: 259**

Gender:

Male 31%
Female 69%

Age:

15-24 years 50%
25-44 years 36%
45+ years 14%

Ethnicity:

Aboriginal 36%
Non-Aboriginal 64%

Hours of Work:

Full-time 65%
Part-time 35%

At Work

Food service counter attendants and food preparers prepare, heat and finish cooking simple food items and serve customers at food counters. They are employed in cafeterias, fast food outlets, restaurants, hotels, hospitals and other establishments.

People in these occupations may:

- Take customer orders;
- Prepare foods like sandwiches, hamburgers, salads, milkshakes and ice cream dishes;
- Serve customers at counters or buffet tables; and
- Receive payment for food items.

Requirements

- High school diploma.
- On-the-job training is usually provided.

Your Skills and Aptitudes

A second language can be a considerable asset for anyone wishing to work in these jobs and workers should be friendly, reliable and helpful. You should be able to follow instructions and take direction, both written and oral. Physical strength and stamina is important for those who work in these jobs and cash register, computer and communications skills are also very important.

Typical Occupations

Food Counter Attendant

Salad Bar Attendant

Fast Food Preparer

Cafeteria/Buffer Attendant

Airline Food Assembler

Hospital Tray Line Worker

Chicken Take-out Attendant

Fish and Chips Preparer

How To Get There

Basic reading and writing skills are required for reading recipes and instructions, reviewing safety instructions and weighing and measuring ingredients.

A driver's license may also be a requirement.

In the NWT, 56% of those employed in these occupations do not have a high school diploma, 23% have a high school diploma and 21% have a diploma or certificate.

Where The Jobs Are

About 77% of employees working in these occupations live in Yellowknife, 15% live in the regional centres of Inuvik, Hay River and Fort Smith and 8% live in the other communities.

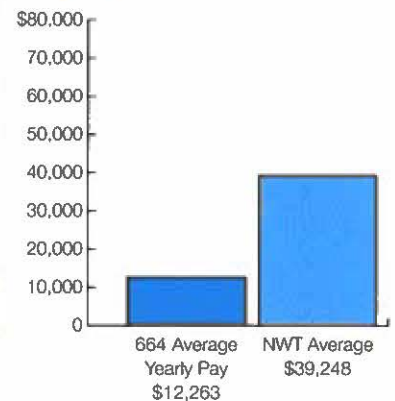
About 69% of people at work in these occupations are in the accommodation and food services industry and 14% are in the health care and social assistance industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to be impacted by natural resource development in the NWT. There will be moderate change in employment levels, but will see long-term employment for existing jobs, while job opportunities in the future remain good.

Average Employment Income



Resources

Aurora College

NWT Tourism Training Group

Yukon Tourism Education Council (YTEC)

Yukon College

665 Security Guards and Related Occupations

At a Glance

**Number of Employees
in the NWT: 125**

Gender:

Male 91%
Female 9%

Age:

15-24 years 23%
25-44 years 68%
45+ years 9%

Ethnicity:

Aboriginal 45%
Non-Aboriginal 55%

Hours of Work:

Full-time 95%
Part-time 5%

At Work

Workers in this occupational grouping guard property against theft and vandalism, control access to establishments, maintain order and enforce regulations at public events and within establishments. Private security agencies, retail stores, industrial establishments, museums and other historical sites employ them.

People in these occupations may:

- Control access by checking identification, issuing passes and directing visitors to the appropriate location;
- Patrol assigned areas to guard against theft, shoplifting, vandalism and fire;
- Enforce regulations and maintain order;
- Perform security checks of passengers and luggage at airports;
- Drive and guard armoured trucks; and
- Deliver cash and valuables to banks, automated teller machines and retail establishments.

Requirements

- High school diploma.
- You may need to be bondable.
- On-the-job training for security guards at airports is provided.

Your Skills and Aptitudes

In addition to being bondable, employees should be emotionally and physically fit, able to exercise good judgment and enjoy working with the public. Some of these positions may require skills with firearms and a valid driver's license, plus a clean driving record. Those who carry a firearm require a license.

The ability to work independently, pay attention to detail, communicate well and exercise tact and discretion are important assets, as is the ability to follow direction and to remain alert through shifts as long as 12 hours. A basic understanding of the legal system is required and honesty, integrity, punctuality and the ability to act calmly in emergencies and under pressure are all traits of a successful security guard.

Typical Occupations

*Automatic Teller Machine
Servicer*

ATM Guard

Airport Security Guard

Plant Gatekeeper

Security Officer

Armoured Car Guard

Pre-boarding Security Guard

Gate Attendant

Security Guard/Officer

School Crossing Guard

How To Get There

To become certified in a designation occupation, you must first register with the Apprenticeship and Occupational Certification division of the Department of Education, Culture and Employment. The certification requirements for each occupation vary depending on the industry and are established by an industry development committee.

In the NWT, of those employed in these occupations 18% do not have a high school diploma, 31% have a high school diploma, 44% have a certificate or diploma and 5% have a university degree.

Where The Jobs Are

About 69% of employees working in these occupations live in Yellowknife, 26% live in the regional centres of Inuvik, Hay River and Fort Smith and 5% live in the other communities.

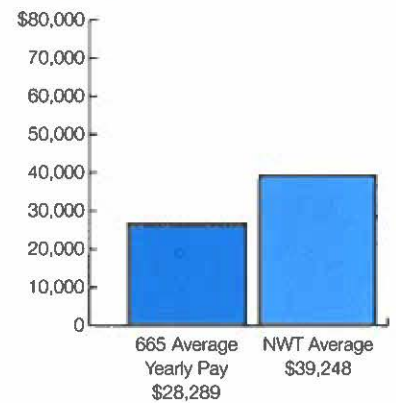
About 65% of people at work in these occupations are in the mining, oil and gas industry and 19% are in the accommodation and food services industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will have moderate change in employment levels and will maintain long-term employment for existing jobs, while job opportunities in the future will remain good.

Average Employment Income



Resources

Aurora College

Police Studies Certificate Program

Mount Royal College

Apprenticeship and Occupational Certification – Department of Education, Culture and Employment, GNWT

Grant MacEwan College

University of Alberta

University of Calgary

666 Cleaners

At a Glance

**Number of Employees
in the NWT: 821**

Gender:

Male 53%
Female 47%

Age:

15-24 years 11%
25-44 years 47%
45+ years 42%

Ethnicity:

Aboriginal 57%
Non-Aboriginal 43%

Hours of Work:

Full-time 71%
Part-time 29%

Typical Occupations

Room Attendant

Hospital Cleaner

Furnace Cleaner

Window Cleaner

School Custodian

Janitor

Caretaker

Building Superintendent

Landlord

*Construction Campsite
Attendant*

*Property Maintenance
Technician*

At Work

There are generally considered to be two categories of cleaners in this occupational grouping: light duty cleaners and specialized cleaners. Light duty cleaners are employed by hotels, motels, hospitals, school boards and office building management companies and include janitors, caretakers, building superintendents and landlords and cleaning service companies. Specialized cleaners work for cleaning service companies or are self employed.

Light duty cleaners clean lobbies, hallways, offices and rooms in hotels, motels, hospitals, schools, office buildings and private residences.

People in these occupations may:

- Sweep, mop, wash, wax and polish floors;
- Dust furniture and vacuum carpets and area rugs, draperies and upholstered furniture;
- Make beds, change sheets, distribute clean towels and toiletries;
- Clean and disinfect operating rooms and other hospital areas;
- Pick up debris and empty trash containers; and
- Wash walls, windows and ceilings.

Janitors, caretakers, building superintendents and landlords are responsible for building interiors and exteriors and the surrounding grounds.

People in these occupations may:

- Sweep, mop, scrub and wax hallways, floors and stairs;
- Use industrial vacuums to remove scraps, dirt, heavy debris and other refuse from public areas;
- Empty trash and other garbage containers;
- Wash windows, interior walls and ceilings;
- Clear snow and ice from walkways and parking lots;
- Cut grass and tend to grounds;
- Clean and disinfect washrooms and fixtures;
- Adjust and make minor repairs to heating, cooling, ventilating, plumbing and electrical systems;
- Perform routine maintenance jobs and minor repairs like painting; and
- Advertise vacancies, show apartments and offices to prospective clients and collect rent.

Specialized cleaners clean and refurbish building exteriors, carpets, chimneys, industrial equipment, railway cars, ventilation systems, windows and other surfaces, using specialized equipment and techniques.

People in these occupations may:

- Use machinery to clean carpet and upholstery on customer's premises or in cleaning establishments;
- Clean chimneys and fireplaces with hand tools and industrial vacuum cleaners;

- Use hand tools and industrial vacuums to clean furnace and ventilation systems, ducts, vents and furnace filters in residences and commercial buildings;
- Sandblast building exteriors, tanks, chimneys and other industrial equipment using sand, pressurized steam or hydro blasting equipment;
- Clean interior and exteriors of automobiles and trucks at car dealerships; and
- Wash interior and exterior windows and other glass surfaces on low and high rise apartment buildings.

Requirements

There are no specific educational requirements for many of the jobs in this occupational grouping, although those who wish to work as building superintendents require a high school diploma and some previous cleaning experience. On-the-job training is usually provided.

Your Skills and Aptitudes

You may be required to undergo a criminal records check and be eligible for bonding. Physical strength and flexibility and an aptitude for mechanics are assets, as is being good with your hands. People with allergies to dust or cleaning chemicals are discouraged from seeking employment in this area. Good eyesight and the ability to work quickly, but carefully are required. Good organizational skills, the ability to deal with frequent interruptions, follow direction and work unsupervised are necessary skills. A driver's license may be required and some jobs require individuals who are not afraid of heights.

How To Get There

An elementary knowledge of electrical systems, plumbing, carpentry and other construction trades is an asset. Good communication and analytical skills are helpful.

Of those who are employed in these positions, 46% do not have a high school diploma, 22% have a high school diploma, 29% have a diploma or a certificate and 3% have a university degree.

Where The Jobs Are

About 36% of employees working in these occupations live in Yellowknife, 22% live in the regional centres of Inuvik, Hay River and Fort Smith and 41% live in the other communities.

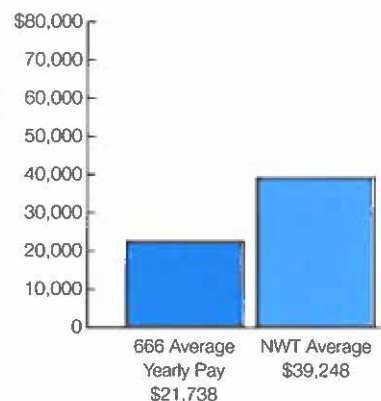
About 24% of people at work in these occupations are in the other services industry, while 23% work in the public administration industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to be impacted by natural resource development in the NWT. There will be increased employment levels, see medium-term employment for existing jobs, while job opportunities in the future remain good.

Average Employment Income



Resources

Aurora College

667 Other Attendants in Travel, Accommodation and Recreation

This unit includes workers who carry luggage for hotel guests, escort them to their rooms and clean and maintain public areas in hotels.

At Work

This unit includes workers who carry luggage for hotel guests, escort them to their rooms and clean and maintain public areas in hotels. Airports, hotels, railway companies and water transport companies employ them.

People in these occupations may:

- Carry luggage for hotel guests;
- Escort incoming guests to their rooms;
- Ensure rooms are in order and offer information regarding room features, hotel services and points of interest;
- Assist special needs guests;
- Deal with group arrivals and departures;
- Receive and deliver messages for guests;
- Handle complaints;
- Look after baggage storage areas; and
- Arrange for ground transportation like shuttle buses, taxis or limousines.

People in these occupations also include workers who make and maintain ice surfaces in arenas and attendants and helpers at public recreation facilities.

People in these occupations may:

- Collect tickets and fees and rent and sell sports and accessory equipment;
- Schedule golf bookings, tennis courts, bowling alleys and fitness clubs; and
- Operate ski lifts, ice rink equipment and snow making machines.

Typical Occupations

Rink Icer

Mini Golf Attendant

Bingo Hall Attendant

Amusement Ride Attendant

Bingo Floor Attendant

*Snowmaking Equipment
Operator*

Ski Lift Operator

Billiard Room Attendant

Baggage Porter, Bellhop

Requirements

- High school diploma.

Your Skills and Aptitudes

Good communication and interpersonal skills and the ability to follow directions and solve problems are useful attributes.

How To Get There

On-the-job training is provided.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Good communication and interpersonal skills and the ability to follow directions and solve problems are useful attributes.

Resources

Aurora College

NWT Tourism Training Group

Yukon Tourism Education Council (YTEC)

Yukon College

668 Other Elemental Service Occupations

This grouping includes occupations concerned with the provision of services not classified elsewhere.

At Work

This grouping includes occupations concerned with the provision of services not classified elsewhere. They are employed by a wide range of retail and other establishments and may be self-employed.

Beauty salon attendants wash, condition and dry customer's hair, assist hairdressers and keep work areas clean by sweeping the floors and picking up used towels.

Door attendants assist persons entering or leaving hotels, theatres and similar establishments.

Funeral attendants drive hearses, arrange light and floral displays, escort mourners, act as pallbearers and clean funeral parlours and chapels.

Laundromat attendants replenish vending machines, provide change, explain machine operation to customers, clean the laundromat and arrange for the repair of broken machines.

Ticket takers and ushers collect admission tickets or passes from patrons at entertainment venues and direct patrons to their seats.

Drycleaners operate cleaning and washing equipment to clean and dry clean clothing, draperies, sheets and blankets. They may also inspect cleaned items to ensure they meet standards for cleaning and pressing.

Laundry finishers operate equipment like steam pressers and irons to finish pressing dry cleaned and laundered items like pants, jackets, skirts and shirts. They may also fold and bag cleaned items and operate laundering equipment.

Typical Occupations

Laundry Attendant

*Machine Operator, Drycleaner
or Laundry*

Steam Press Operator

Doorperson

Parking Valet

*Photographer's Helper, Usher,
Elevator Operator*

Beauty Salon Attendants

Funeral Attendants

Requirements

- High school diploma.

Your Skills and Aptitudes

Good organizational and people skills are assets in any of these positions.

How To Get There

There are no specific educational requirements for jobs in this occupational grouping, but some jobs may require a valid driver's license.

Where The Jobs Are

Detailed statistical information is unavailable for these occupations in the NWT.

Good organizational and people skills are assets in any of these positions.

Resources

Aurora College

721 Contractors and Supervisors, Trades and Related Workers

At a Glance

**Number of Employees
in the NWT: 309**

Gender:

Male 94%
Female 6%

Age:

15-24 years 0%
25-44 years 66%
45+ years 34%

Ethnicity:

Aboriginal 31%
Non-Aboriginal 69%

Hours of Work:

Full-time 100%
Part-time 0%

Typical Occupations

Machine Shop Foreperson

*Automotive Machine Shop
Foreperson*

*Power Line and Cable Workers
Foreperson*

Plumbing Foreperson

*Residential Construction
Foreperson*

*Oilfield Construction
Foreperson, Drywall Contractor*

Community Works Foreperson

Settlement Maintainer

*Highway Maintenance
Supervisor*

Fuel Operations Coordinator

Airport Manager

Facilities Coordinator

At Work

These **contractors and supervisors** usually get their start as working tradespeople before moving into supervisory positions or starting their own contracting companies. They are senior employees who work in machine shops and in companies involved in structural metal, platework and metal products manufacturing, fabrication and erecting, construction and printing and publishing. They work for trade contractors and for a wide range of organizations.

Supervisors at work in these occupations oversee, coordinate and schedule the activities of the following tradespeople:

- Machinists, machining and tooling inspectors and tool and die makers;
- Electricians, electrical power line and cable workers, telecommunication workers and installation and repair workers, and cable television service and maintenance technicians;
- Plumbers, steam fitters, pipefitters, sprinkler system installers and gas fitters;
- Sheet metal workers, boilermakers, structural metal and platework fabricators and fitters, ironworkers, skilled welders, blacksmiths and die setters;
- Carpenters and related workers;
- Machinery and transportation equipment, motor vehicle and other mechanics;
- Crane operators, drillers and blasters in surface mining, quarrying, and construction, heavy equipment operators, longshore workers, public works maintenance equipment operators, railway track maintenance workers and water well drillers;
- Workers who produce camera work, printing plates, and cylinders, process film, print text and illustrations and bind and finish printed products;
- Masons, plasterers, construction workers, installers, repairers, and servicers;
- Construction workers engaged in bricklaying, roofing, cement finishing, tile setting, plastering, drywall installation, glazing, insulating and painting;
- Workers who install and service prefabricated products in residential and commercial properties; and
- Workers who repair a wide variety of products, such as musical instruments, sports equipment, vending machines, bicycles and cameras.

Community works forepersons manage, administer and deliver works programs and services like water and sanitation, road maintenance and repair and building and vehicle maintenance to ensure all residents have effective and appropriate services.

Requirements

- High school diploma.
- Apprenticeship and/or trades training may be required.

Your Skills and Aptitudes

As a prospective trades contractor or supervisor, you are experienced in your particular trade and you work well with others in a leadership position. You are a confident and effective communicator. You are organized and able to juggle the details of a job, preparing work schedules and estimates. You keep current in your field and are in good physical shape for practicing your trade.

How To Get There

Prospective supervisors or contractors in the trades must first qualify to become certified in their trade and then gain significant work experience.

The Department of Education, Culture and Employment offers a four-year apprenticeship program in several trades. Interprovincial red seal certification is available for qualified tradespeople.

Prospective tradespeople can take a trades access program at Aurora College. This is a 20 to 26-week program geared to improving students' physical sciences, technical mathematics and communications skills as grounding for further study in the trades. Elective course work allows students to prepare for the St. John's Ambulance standard first aid certificate, a class five driver's license and the trades entrance exam.

In the NWT, 12% of these contractors and supervisors in the trades have less than a high school diploma, 16% have completed high school, 69% have a certificate or diploma and 4% have a university degree.

Where The Jobs Are

About 46% of employees working in these occupations live in Yellowknife, 32% live in the regional centres of Inuvik, Hay River and Fort Smith and 22% live in the other communities.

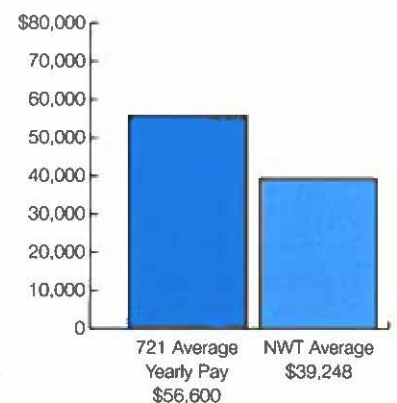
About 29% of people in these occupations work in the construction industry and 25% work in public administration.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to be impacted by natural resource development in the NWT. As a result there will be high employment levels during these projects, but the duration of these jobs will be short-term with many new employment opportunities continuing in to the future, as new prospects come on line.

Average Employment Income



Resources

Aurora College

Apprenticeship and Occupational Certification – Department of Education, Culture and Employment, GNWT

722 Supervisors, Railway and Motor Transportation Occupations

These supervisors oversee, coordinate, and schedule the work activities of employees and equipment involved in railway and motor transportation of people and goods.

At Work

These supervisors oversee, coordinate, and schedule the work activities of employees and equipment involved in railway and motor transportation of people and goods.

Supervisors of railway transport operations supervise, coordinate and schedule the activities of workers who operate trains, drive locomotives in railway yards and perform other duties related to railway operations. They also train staff on job duties, safety procedures and company policy.

Supervisors of motor transport (and other ground transit operators) supervise, coordinate, and schedule the activities of workers who operate trucks, buses, subway trains, light rail transit, taxicabs and other transport vehicles.

Bus dispatchers dispatch bus drivers and monitor routes to make sure that drivers meet schedules. They also resolve operating problems.

Subway traffic controllers operate and monitor signal and track switch control panels.

Requirements

- High school diploma.

Typical Occupations

Trainmaster

Railway Yard Foreperson

Light Rail Transit Supervisor

Bus Inspector

Bus Dispatcher

Supervisor, Bus Drivers

Supervisor

Taxi Drivers and Chauffeurs

Supervisor, Truck Drivers

Subway Traffic Controller

Traffic Inspector, Public Transit System

Your Skills and Aptitudes

As a prospective supervisor in these occupations, you have a strong background in your particular area of transport. You have excellent written and oral communication skills. You are organized and can motivate and organize others and you are keen to continue learning new skills, tools and techniques to help you do your job.

How To Get There

Training specific to these occupations generally takes place on the job. Supervisors usually advance to their positions through a combination of abilities on the job and leadership.

Supervisors need several years' experience in the industry, either in railway operations or as a driver of motor transport or ground transport equipment.

Supervisors in railway transport operations need various railway operating certificates.

The Canadian Automotive and Trucking Institute offers a 25-week certificate and a four-week diploma in transportation operations.

Where The Jobs Are

Detailed statistical information is unavailable for these occupations in the NWT.

As a prospective supervisor in these occupations, you have a strong background in your particular area of transport. You have excellent written and oral communication skills.

Resources

Aurora College

Canadian Automotive and Trucking Institute

723 Machinists and Related Occupations

Machinists may work in job shops where they make a variety of repair parts for machinery and industrial equipment or productions shops, where they produce mass produced parts.

At Work

Machinists make and repair metal parts, tools and machines. They operate various types of precision metal cutting and grinding machines such as lathes, milling machines, drills, shapers, boring mills and grinders to machine metal in to usable parts. They work according to precise specifications, calculate dimensions and tolerances, measure and mark metal and finish and fit parts by filing, scraping, grinding and polishing. Machinists may work in job shops where they make a variety of repair parts for machinery and industrial equipment or productions shops, where they produce mass produced parts.

Other tradespeople in these occupations work in manufacturing companies and machine shops. They cut and form metal parts for use in manufacturing. Their work is precise and exacting and their duties may include:

- Reading and interpreting engineering drawings, blueprints, charts and tables, or studying sample parts to determine the machining operation to be performed, then planning best sequence of operations;
- Setting up, operating and maintaining a wide variety of machine tools, including computer numerically controlled (CNC) tools to cut or grind metal into parts or products with precise dimensions;
- Inspecting machined parts and tooling to maintain quality control standards;
- Preparing templates and sketches and determining work processes;
- Setting up, operating and maintaining a variety of machine tools to shape work pieces to prescribed dimensions by various means;
- Machining, fitting, and assembling castings and other parts to make metal patterns, core boxes, and match plates;
- Testing completed tools, dies, jigs or fixtures for proper operation; and
- Making, repairing and modifying custom-made, prototype or special tools, dies, jigs, fixtures and gauges using various metals, alloys and plastics that require precise dimensions.

Typical Occupations

Machining Inspector

Journeyman Machinist

Machine Tool Setter

General Machinist

Mould Maker Apprentice

Metal Mould Maker

Tool Repairer

Journeyman Tool and Die

Diamond Tool Maker

Die Finisher

Requirements

- High school diploma.

Your Skills and Aptitudes

As a prospective machinist and tool and die maker, you are mechanically inclined and curious about how machines work. You have good hand-eye coordination and are able to concentrate for long periods. Your eyesight is good, as is your ability to take accurate measurements. You have the ability to understand how machinery works based on paper drawings.

How To Get There

Requirements for entrance into trades programs vary per program and institution. Generally, completion of high school or equivalent is suggested and courses in math, physics and English are recommended but not required.

A course of study for this group of occupations is not currently available in the NWT. These trades are taught at both the Northern Alberta Institute of Technology and at the British Columbia Institute of Technology. Apprenticeship programs in other jurisdictions will have their own set of regulations, but most will conform to the basic requirements of an NWT apprenticeship.

Prospective tradespeople can take a trades access program at Aurora College. This is a 20 to 26-week program geared to improving students' physical sciences, technical mathematics and communications skills as grounding for further study in the trades. Elective course work allows students to prepare for the St. John's Ambulance standard first aid certificate, a class five driver's license and the trades entrance exam.

Where The Jobs Are

Detailed statistical information is unavailable for these occupations in the NWT.

As a prospective machinist and tool and die maker, you are mechanically inclined and curious about how machines work.

Resources

Aurora College

Apprenticeship and Occupational Certification – Department of Education, Culture and Employment, GNWT

Northern Alberta Institute of Technology (NAIT)

British Columbia Institute of Technology

724 Electrical Trades and Telecommunication Occupations

At a Glance

**Number of Employees
in the NWT:** 250

Gender:

Male 93%
Female 7%

Age:

15-24 years 9%
25-44 years 70%
45+ years 21%

Ethnicity:

Aboriginal 25%
Non-Aboriginal 75%

Hours of Work:

Full-time 96%
Part-time 4%

Typical Occupations

*Journeyman Construction
Electrician*

Mine Electrician

*Journeyman Industrial
Technician*

Power Station Electrician

Power Lineperson

*Journeyman
Telecommunication Lines*

Cellular Telephone Installer

Cable Television Technician

Journeyman Lineman

Power System Electrician

Airport Electrician

Maintenance Electrician

At Work

Electricians in this occupational group layout, assemble, install, test, troubleshoot and repair electrical wiring, fixtures, control devices and related equipment in buildings and other structures. Electrical contractors, maintenance departments of buildings and other establishments, utility companies and their subcontractors employ some of these tradespeople. Others are self-employed. Apprentice electricians are included in this group.

People in these occupations may:

- Read and interpret drawings and electrical code specifications to determine wiring layouts for new or existing installations;
- Install, replace and repair lighting fixtures and electrical control and distribution equipment, such as switches, relays and circuit breaker panels;
- Splice, join and connect wire to fixtures and components to form circuits;
- Test continuity of circuits using test equipment to ensure compatibility and safety of system, following installation, replacement or repair;
- Troubleshoot in electrical and electronic systems and replace faulty components;
- Connect electrical power to sound and visual communication equipment, signaling devices and heating and cooling systems; and
- Conduct preventive maintenance programs and keep maintenance records.

Communication electricians construct, install, repair and maintain telecommunications systems like telephones, public and private switching equipment, and long distance voice and data networks and are generally employed by telecommunications organizations like phone companies. There are two areas of specialization: construction or network craft. Construction craft workers climb utility poles and enter manholes, cable vaults or pedestals to install, test, maintain and inspect telephone lines and cables. Network craft electricians install, maintain, remove and/or repair wiring networks, consumer communications equipment, switchboards and specialized equipment like intercoms, fax machines, computer networks and electronic keying systems.

Powerline electricians construct, operate, maintain and repair equipment and materials used in the generation, transmission and distribution of electricity. They work with high voltage equipment such as power lines, circuit breakers, transformers, relays, switches and electric meters. They also work on subsidiary controls and maintain switchboard and equipment circuitry in generating stations and powerhouses.

Power system electricians construct, maintain and repair power distribution systems and equipment. They work in two distinct areas:

- a. Sub-stations – where electricians work with high voltage equipment, such as circuit breakers, transformers, switches and the control circuits for protection, indication and monitoring systems. Their work includes adjusting relays, working on safety devices and maintaining large switchgear.
- b. Metering – where they monitor a range of recording devices, such as supervisory controls, indicating and recording devices, switchboards and equipment circuitry in powerhouses and generating stations.

Requirements

- High school diploma.
- Trade certification as a journey person.
- Interprovincial red seal certification is an option.

Your Skills and Aptitudes

An electrician's work requires an aptitude for electronics and tools, manual dexterity, and good colour vision, as many wires are colour-coded. Strength in mathematics is useful as is the ability to read blueprints and follow directions.

How To Get There

The Department of Education, Culture and Employment offers four-year apprenticeship programs for electricians and communication electricians.

High school students interested in apprenticing can enquire about the Schools North Apprenticeship Program (SNAP) at their local career centre. SNAP allows students to start an apprenticeship while still in school. Students work on a jobsite, get paid a wage, and earn school credits through career and technology studies (CTS) while also earning time credits towards a journey person certificate.

Prospective electricians interested in the field can take a trades access program at Aurora College. This is a 20 to 26-week program geared to improving students' physical sciences, technical mathematics and communications skills as grounding for further study in the trades. Elective course work allows students to prepare for the St. John's Ambulance standard first aid certificate, a class five driver's license and the trades entrance exam.

In the NWT, 15% of people at work in these trades have a high school education, 75% have a certificate or diploma and 9% have a university degree.

Where The Jobs Are

About 57% of employees working in these occupations live in Yellowknife, 30% live in the regional centres of Inuvik, Hay River and Fort Smith and 13% live in the other communities.

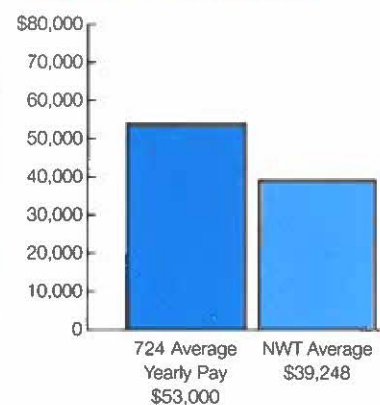
About 35% of those in these occupations in the NWT work in the other services industry and 33% are employed in the construction industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will see significant increases in employment levels, reaching their peak during pipeline construction, while maintaining short-term employment for existing jobs. Opportunities in the future will continue to remain high.

Average Employment Income



Resources

Aurora College

Apprenticeship and Occupational Certification – Department of Education, Culture and Employment, GNWT

Northern Alberta Institute of Technology (NAIT)

British Columbia Institute of Technology

Southern Alberta Institute of Technology (SAIT)

725 Plumbers, Pipefitters and Gas Fitters

At a Glance

Number of Employees in the NWT: 79

Gender:

Male 100%
Female 0%

Age:

15-24 years 4%
25-44 years 44%
45+ years 53%

Ethnicity:

Aboriginal 26%
Non-Aboriginal 74%

Hours of Work:

Full-time 100%
Part-time 0%

At Work

This group of occupations includes tradespeople who assemble piping systems that deliver water, gas or steam, or take away wastewater.

Plumbers plan, install, repair and maintain piping systems and fixtures for water supplies, drainage, waste, venting or hot liquid heating in residential, commercial and industrial buildings. Plumbers may specialize in new housing, commercial, industrial or public buildings, or in renovating, maintaining and repairing existing plumbing. In smaller communities, plumbers may also deal with problems related to private sewage disposal and water distribution systems. The NWT apprenticeship program for plumbers incorporates the theory requirements for gasfitter certification and upon successful completion of the program apprentices receive a completion of apprenticeship certificate for plumber/gasfitter, plus two separate certificates of qualification for plumber and gasfitter respectively.

Steamfitters and pipefitters work on equipment and piping for steam distribution, steam and liquid heating, process cooling, fire protection, compressed gas and vacuum systems in commercial buildings and industrial plants. They work from blueprints to determine type of pipe and tools to be used, then measure, cut, thread, bend, solder, assemble and install pipe valves and fittings using tools such as pipe cutters, pipe threading and bending machines and flame cutters and torches. They also test equipment and systems for leaks and remove and replace worn components. They may also provide price quotes.

Sprinkler system installers work on equipment and piping for fire suppression systems. They install, maintain and repair piping, fixtures and controls, including hydrants, pumps and sprinkler head connections in industrial operations, department stores, office buildings, hotels, schools, hospitals and residences. Working from blueprints to precise specifications, installers determine sprinkler system layout, select the type and size of pipe required and range the piping to provide fire protection. Clamps, brackets and hangers are installed to support the piping system and sprinkler and fire protection equipment. Pipes and piping sections are joined and connected to supply tanks, mains, pumps, compressors and control equipment with soldering and welding equipment. The system is then submitted to air and water pressure testing to ensure it is operating properly. Installers may also provide price quotes.

Gas fitters size, install, test, inspect, service, repair and maintain both natural gas and propane gas lines, meters, gas furnaces, appliances and other gas equipment that supplies heat and light to residential, commercial and industrial buildings. They follow codes, regulations and accepted safety practices to determine the type of pipe, equipment, appliances and devices required and recommend a procedure for installation. They measure, cut, thread and assemble pipe, install vents and flues and connect gas appliances, replace defective equipment and prepare work reports. Gasfitters may also be called on to assist in the investigation of gas fires and explosions. They are also trained

Typical Occupations

Journeyman Plumber

*Maintenance and Repair
Plumber*

*Journeyman Steamfitter/
Pipefitter*

Sprinkler System Installer

Journeyman Gas Fitter

Gas Appliance Servicer

Industrial Gas Servicer

Gasfitter or Pipefitter

Oil Burner Mechanic

in converting gas-fuelled motor vehicles to propane and natural gas. There are two classes of gasfitters: first-class certification goes to individuals who acquire their certification through a three period apprenticeship program; second-class certification goes to those who receive their training on-the-job. Gasfitters with second-class tickets are restricted to working on applications of less than 400,000 BTUs. Second class gasfitters must pass the final level exams for plumber/gasfitter (second class) and log about 1,800 hours and must also successfully complete the six-week oil burner mechanic special course at Thebacha Campus in Fort Smith.

Requirements

- High school diploma.
- Successful completion of apprenticeship programs leading to certification in a trade.

Your Skills and Aptitudes

As a prospective plumber, pipefitter/steamfitter or gas fitters, you are mechanically inclined and dexterous. You have reasonable math skills and can follow complicated instructions. You are patient and methodical and able to work independently and in cramped spaces. Physically, you are strong and relatively fit.

How To Get There

The Department of Education, Culture and Employment offers four-year apprenticeship programs in several trades, including plumbing, pipefitting and gas fitting. Qualified tradespersons may also obtain interprovincial red seal trade certification, which means their certification is recognized across Canada.

Prospective plumbers, pipefitters/steamfitters and gasfitters can take a trades access program at Aurora College. This is a 20 to 26-week program geared to improving students' physical sciences, technical mathematics and communications skills as grounding for further study in the trades. Elective course work allows students to prepare for the St. John's Ambulance standard first aid certificate, a class five driver's license and the trades entrance exam.

In the NWT, 8% of people at work in these trades have less than a high school education, 1% have a high school diploma and 91% have a certificate or diploma.

Where The Jobs Are

About 34% of employees working in these occupations live in Yellowknife, 33% live in the regional centres of Inuvik, Hay River and Fort Smith and 33% live in the other communities.

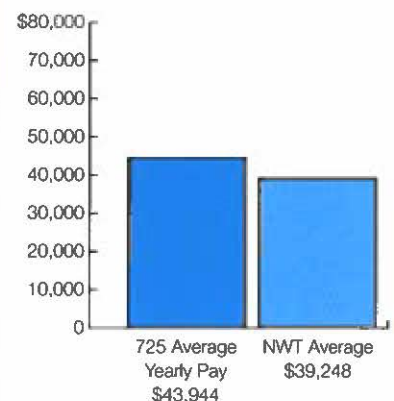
About 58% of people employed in these trades in the NWT work in the construction industry and 23% work in the mining, oil and gas industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to be impacted by natural resource development in the NWT. As a result there will be high employment levels during these projects, but the duration of these jobs will be short-term with many new employment opportunities continuing in to the future, as new prospects come on line.

Average Employment Income



Resources

Aurora College

Apprenticeship and Occupational Certification – Department of Education, Culture and Employment, GNWT

Northern Alberta Institute of Technology (NAIT)

726 Metal Forming, Shaping and Erecting Occupations

As a prospective tradesperson in the metal forming, shaping and erecting occupations, you are physically fit and you have good strength and stamina.

At Work

Those who work in these occupations make and install products from large sheets of metal, particularly in heating and ventilation, among other areas of building. Welders join or fuse pieces of metal together in building and repair.

Sheet metal workers fabricate, assemble, install, repair and service a variety of sheet metal products and equipment. They may also put metal cladding on insulated piping and equipment at industrial sites. Many different types of metal are used in their work and fibreglass and thermal plastics are sometimes used. They work from a combination of verbal instructions and blueprints to develop patterns, mark dimensions and reference lines on sheet metal and cut, bend and shape the metal and fasten the parts together. Some products may be produced in a shop and installed at the work site. Hand and power tools are used in the work and installations are inspected to ensure they meet specifications.

Boilermakers and structural metal and platework fabricators and fitters fabricate, assemble, erect and repair boilers, tanks, pressure vessels, platework and other heavy metal products/structures.

Ironworkers fabricate, erect, hoist, install, repair and service structural ironwork, precast concrete, curtain walls, ornamental iron and other metals used in the construction of buildings, bridges and other structures.

Blacksmiths forge chains, wrought iron fixtures, agricultural implements, structural components and other metal items.

Die setters select dies and set up forging machines.

Welders join or sever metals in beams, girders, vessels, piping and other metal components. They make various metal parts for use in construction and manufacturing plants and weld parts, tools, machines and equipment. They use various processes for different types of metal, of various size and shape with different requirements for finished product strength. They make drawings and develop patterns for projects or follow directions given in layouts, blueprints and work orders. Components to be joined by welding are first cleaned, checked for defects and shaped sometimes with a cutting torch. Welders may also build up worn parts by welding together layers of high strength, hard metal alloys.

Typical Occupations

*Sheet Metal Worker,
Journeyman and Apprentice*

Industrial Boilermaker

Journeyman Boilermaker

Structural Ironworker

Apprentice Welder

Pipeline Welder

MIG (Metal, Inert, Gas) Welder

*TIG (Gas Tungsten Arc
Welding) Welder*

Blacksmith

Requirements

- High school diploma.
- Successful completion of an apprenticeship program and certification in the trade.
- Blacksmiths and die setters usually require several years of experience as forging machine operators.

Your Skills and Aptitudes

As a prospective tradesperson in the metal forming, shaping and erecting occupations, you are physically fit and you have good strength and stamina. You like working independently and your vision and hand-eye coordination are good. You are patient and can perform precise tasks with concentration.

How To Get There

The Department of Education, Culture and Employment offers two to four-year apprenticeship programs in several trades. Qualified tradespersons may also obtain interprovincial red seal trade certification, which means their certification is recognized across Canada.

High school students interested in apprenticing can enquire about the Schools North Apprenticeship Program (SNAP) at their local career centre. SNAP allows students to start an apprenticeship while still in school. Students work on a jobsite, get paid a wage, and earn school credits through career and technology studies (CTS) while also earning time credits towards a journeyman certificate.

Other prospective metal forming tradespeople can take a trades access program at Aurora College. This is a 20 to 26-week program geared to improving students' physical sciences, technical mathematics and communications skills as grounding for further study in the trades. Elective course work allows students to prepare for the St. John's Ambulance standard first aid certificate, a class five driver's license and the trades entrance exam.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

You like working independently and your vision and hand-eye coordination are good. You are patient and can perform precise tasks with concentration.

Resources

Aurora College

Apprenticeship and Occupational Certification – Department of Education, Culture and Employment, GNWT

Northern Alberta Institute of Technology (NAIT)

727 Carpenters and Cabinetmakers

At a Glance

**Number of Employees
in the NWT: 239**

Gender:

Male 97%
Female 3%

Age:

15-24 years 14%
25-44 years 46%
45+ years 40%

Ethnicity:

Aboriginal 69%
Non-Aboriginal 31%

Hours of Work:

Full-time 97%
Part-time 3%

At Work

Carpenters and cabinetmakers work with wood and other materials constructing and repairing houses and other structures. They work in construction and they do finishing work on interiors.

People in carpentry may;

- Interpret blueprints and sketches and prepare layouts to conform to building codes;
- Measure, cut, shape and assemble wood and other materials;
- Build foundations, install floor beams, lay sub-flooring, and erect walls and roof systems;
- Fit and install trim such as doors, stairs, moulding and hardware;
- Maintain, repair and renovate residences and wooden structures in all sectors;
- Supervise apprentices and other construction workers; and
- Prepare cost estimates for clients.

People in cabinetmaking may;

- Study plans, specifications and drawings or prepare specifications;
- Operate woodworking machines, such as power saws, jointers, mortisers, and shapers, and use hand tools to cut, shape and form parts and components;
- Trim joints and fit parts together to form complete units using glue and clamps, and reinforce joints using nails, screws and other fasteners;
- Sand surfaces and apply veneer stain or polish to finished products;
- Repair and restyle wooden furniture, fixtures and related products; and
- Estimate amount, type and cost of materials required.

Requirements

- High school diploma.
- Successful completion of an apprenticeship program leading to certification in the trade.

Typical Occupations

Log Home Carpenter

*Prefabricated Structure
Carpenter*

*Manufactured Homes
Carpenter*

Journeyman Carpenter

Carpenter Apprentice

Floor Systems Carpenter

Cabinetmaker

Wood Patternmaker

Wood Modelmaker

Furniture Cabinetmaker

Your Skills and Aptitudes

As a prospective carpenter or cabinetmaker, you are not afraid of heights, working from ladders or on rooftops. You're physically fit and strong and you have good hand-eye coordination. You can follow detailed instructions and work well with others. You take pride in making your finished work look its best.

How To Get There

The Department of Education, Culture and Employment offers a four-year apprenticeship programs in several trades, including cabinet making and carpentry. Qualified tradespersons may also obtain interprovincial red seal certification, which means their certification is recognized across Canada.

High school students interested in apprenticing can enquire about the Schools North Apprenticeship Program (SNAP) at their local career centre.

Other prospective carpenters and cabinetmakers can take a trades access program at Aurora College. This is a 20 to 26-week program geared to improving students' physical sciences, technical mathematics and communications skills as grounding for further study in the trades. Elective course work allows students to prepare for the St. John's Ambulance standard first aid certificate, a class five driver's license and the trades entrance exam.

In the NWT, 29% of these contractors and supervisors have less than a high school education, 17% have completed high school and 54% have a certificate or diploma.

Where The Jobs Are

About 17% of employees working in these occupations live in Yellowknife, 31% live in the regional centres of Inuvik, Hay River and Fort Smith and 51% live in the other communities.

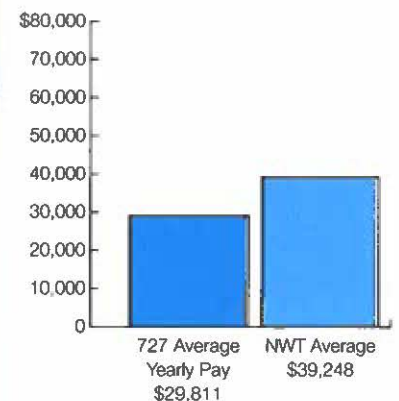
About 76% of people at work in these occupations are in the construction industry and 8% work in other services.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to be impacted by natural resource development in the NWT. There will be increased employment levels, see short-term employment for existing jobs, while job opportunities in the future remain good.

Average Employment Income



Resources

Aurora College

Apprenticeship and Occupational Certification – Department of Education, Culture and Employment, GNWT

Northern Alberta Institute of Technology (NAIT)

British Columbia Institute of Technology

Southern Alberta Institute of Technology (SAIT)

728 Masonry and Plastering Trades

To participate in these occupations, you should be physically fit, careful, able to follow directions and have a keen eye for line and symmetry.

At Work

Tradespeople build and repair walls, foundations and other structures in residential, commercial, industrial, and institutional construction. They may also build sidewalks, roads, patios, garden walls, and work with such materials as concrete, stone, tile, plaster or drywall.

Bricklayers lay bricks, stones, concrete blocks and other materials to construct and restore walls, foundations and other structures in residential and commercial buildings.

Concrete finishers smooth and finish freshly poured concrete, apply curing or surface treatments, and install and maintain masonry structures such as floors, ceilings, sidewalks, roads and patios.

Restoration masons restore masonry surfaces with tiles, plaster or drywall.

Tile setters apply decorative and functional tiles and ceramics to indoor and outdoor surfaces.

Plasterers and drywall installers/finishers install, finish, maintain and restore plaster or drywall to interior and exterior walls and ceilings.

Lathers install support frameworks for ceiling systems, interior/exterior walls and building partitions.

Requirements

- High school diploma.
- Completion of an apprenticeship.

Your Skills and Aptitudes

To participate in these occupations, you should be physically fit, careful, able to follow directions and have a keen eye for line and symmetry. Some of these occupations, such as concrete finishing, require you to work in cramped spaces. Others, such as bricklaying, require you to work outside, sometimes using scaffolding. All masonry and plastering trades require physical strength.

Typical Occupations

Journey person Bricklayer

Journey person Cement Finisher

Concrete Floor Finisher

Tile Installer

Journey person Tilesetter, Tile Layer, Wall and Ceiling Installer

Journey person Drywall Installer

Journey person Plasterer

Drywall Taper

How To Get There

A course of study for this group of occupations is not currently available in the NWT. These trades are taught at both the Northern Alberta Institute of Technology and at the British Columbia Institute of Technology. Apprenticeship programs in other jurisdictions will have their own set of regulations, but most will conform to the basic requirements of an NWT apprenticeship.

Prospective tradespeople can take a trades access program at Aurora College. This is a 20 to 26-week program geared to improving students' physical sciences, technical mathematics and communications skills as grounding for further study in the trades. Elective course work allows students to prepare for the St. John's Ambulance standard first aid certificate, a class five driver's license and the trades entrance exam.

Where The Jobs Are

Detailed statistical information is unavailable for these occupations in the NWT.

Some of these occupations, such as concrete finishing, require you to work in cramped spaces.

Resources

Canada Masonry Centre

Apprenticeship and Occupational Certification – Department of Education, Culture and Employment, GNWT

Northern Alberta Institute of Technology (NAIT)

British Columbia Institute of Technology

729 Other Construction Trades

As a prospective tradesperson in this group of occupations, you are physically strong and have good stamina for repetitive work in awkward positions or locations.

Typical Occupations

Journeyman Roofer and Metal Roofers

Glaziers, including Mirror Wall Installer and Structural Glass Glazier

Insulators, including Building and Asbestos Insulators

Journeyman Painter and Decorator

Floor Covering Installers, including Vinyl Floor Installer, Residential Floor and Wall Covering Installer and Carpet Layer

At Work

These tradespeople work in construction and retail to ensure successful completion of residential and commercial buildings.

Roofers prepare and apply protective coverings to roof surfaces. They cover roofs with metal, asphalt or wooden shingles, tar, gravel or other materials and apply weatherproofing compounds to underground surface structures such as concrete foundations. Roofers may also inspect problem roofs to determine the best procedures for repairing them and may estimate materials required, provide price quotes and do the necessary repairs. Roofers may also waterproof roofs, basements, foundations and coolers.

Shinglers specialize in the installation or replacement of shingles, shakes and roofing tiles on high-pitched roofs.

Glaziers remove and install all types of glass material for buildings, vehicles, fixtures and other products. They repair safety glass, windows and windshields as well as hook up glass radio antennas and defoggers in motor vehicles. They assemble parts of prefabricated glass units like revolving doors, display cases and plate glass, shower doors and storefronts for use in building construction. They examine and read blueprints, take measurements, cut glass and apply sealing beds. Glaziers also install, fit, fabricate and attach architectural metals or related substitute products in both residential and commercial buildings.

Insulators apply, remove and repair thermal and acoustical insulation, including calcium silicate, glass foam, mineral wool, styrofoam and fiberglass, on all types of industrial equipment, such as duct piping, heat exchanges, tanks and vessels. Insulators read and interpret drawings and specifications to determine insulation requirements. They measure and cut insulating materials and coverings to required shape and dimension, fit insulation around obstructions or shape insulation or protective coverings, install vapour barriers and finish insulated surfaces by applying metal cladding, canvas, plastic sheeting or cement and remove old asbestos insulation.

Floor covering installers install, repair and replace resilient floor covering materials such as underlay, carpet, wood, linoleum (sheet goods), vinyl and pre-finished hardwood floors, including strip, block and plank floors. They work from blueprints or verbal instructions, preparing surfaces and estimating the quantity of material required, apply adhesives and lay the covering. They may also be required to match and insert pieces of material in damaged areas.

Painters and decorators apply paint, wallpaper, fabrics and other finishes to interior and exterior surfaces. They read work orders, estimate materials, remove old coatings, prepare surfaces by cleaning, filling and sanding and apply undercoats and finish coats. Paint, stain and varnish are applied by brush, roller, spray and dipping to wood, metal brick, concrete, plaster, stucco and stone surfaces. Wall coverings of paper, natural or synthetic fabrics are applied by pasting, brushing or rolling on the appropriate surfaces.

Requirements

- High school diploma.
- Completion of apprenticeship.

Your Skills and Aptitudes

As a prospective tradesperson in this group of occupations, you are physically strong and have good stamina for repetitive work in awkward positions or locations, such as on hands and knees for floor covering or on scaffolding or a swing stage for installing window glass (glazier) or roofing. You are coordinated and you have good basic math skills.

How To Get There

The Department of Education, Culture and Employment offers two to four-year apprenticeship programs all of the trades in this occupational group, except for shingler. Qualified tradespersons may also obtain interprovincial red seal trade certification, which means their certification is recognized across Canada.

High school students interested in apprenticing can enquire about the Schools North Apprenticeship Program (SNAP) at their local career centre. SNAP allows students to start an apprenticeship while still in school. Students work on a jobsite, get paid a wage, and earn school credits through career and technology studies (CTS) while also earning time credits towards a journeyman certificate.

Other prospective carpenters and cabinetmakers can take a trades access program at Aurora College. This is a 20 to 26-week program geared to improving students' physical sciences, technical mathematics and communications skills as grounding for further study in the trades. Elective course work allows students to prepare for the St. John's Ambulance standard first aid certificate, a class five driver's license and the trades entrance exam.

Where The Jobs Are

About 45% of employees working in these occupations live in Yellowknife, 39% live in the regional centres of Inuvik, Hay River and Fort Smith and 16% live in the other communities.

You must be coordinated and have good basic math skills.

Resources

Aurora College

Apprenticeship and Occupational Certification – Department of Education, Culture and Employment, GNWT

Northern Alberta Institute of Technology (NAIT)

British Columbia Institute of Technology

731 Machinery and Transportation Equipment Mechanics (Except Motor Vehicle)

At a Glance

Number of Employees in the NWT: 321

Gender:

Male 99%
Female 1%

Age:

15-24 years 2%
25-44 years 60%
45+ years 38%

Ethnicity:

Aboriginal 15%
Non-Aboriginal 85%

Hours of Work:

Full-time 100%
Part-time 0%

Typical Occupations

Industrial Mechanic or Millwright

Heavy Mobile Mining Equipment Mechanic

Journeyman Heavy-duty Equipment Mechanic

Caterpillar Tractor Repairer

Crane Repairer

Heavy Equipment Diesel Mechanic

Journeyman Refrigeration and Air Conditioning Mechanic

Aircraft Accessory Overhaul Mechanic

Journeyman Elevator Mechanic Heavy-duty Mechanic

At Work

These tradespeople are responsible for keeping industrial, commercial and transportation equipment in good repair and running order. To do so, they perform routine maintenance and diagnostics and fit or machine new parts as necessary.

Construction millwrights (industrial mechanics) assemble, install, repair and maintain various types of industrial machinery and mechanical equipment (hydraulic, pneumatic and electronic) in mines, mills, oil refineries, factories and other production plants. They may specialize in construction, oil and gas equipment or mill maintenance. These tradespeople work alongside machinists, pipefitters, electricians, carpenters and welders.

Heavy-duty equipment mechanics examine, test, repair and maintain heavy mobile equipment such as cranes, paving equipment, off road haulers, earth movers and other heavy equipment used in construction, logging, mining, forestry, material handling, landscaping, land clearing, farming and transportation. Heavy-duty mechanics service spark ignition and diesel engines on highway transport vehicles, construction and earth moving equipment, tractors and mobile industrial equipment. They clean, lubricate and maintain equipment, repair or replace defective parts, components or systems using hand and power tools and test equipment following repair.

Refrigeration and air conditioning mechanics order, assemble, install, calibrate and test industrial and commercial refrigeration and air conditioning systems including their component parts such as compressors, condensers, evaporators, expansion valves and electrical or pneumatic controls. They also service and repair heating, refrigeration and air conditioning systems. They work from blue prints or verbal instructions to mount system components and install interconnecting piping and related controls (including wiring). They test lines to ensure they function properly without leaks and calibrate controls, start up systems and record readings. They diagnose the cause of malfunctions and fix the unit by replacing or repairing controls, electric wiring or other parts.

Railway car people inspect and repair railway cars.

Aircraft mechanics maintain and repair aircraft structures and mechanical or hydraulic systems.

Aircraft inspectors inspect aircraft and aircraft systems to ensure they meet safety standards.

Machine fitters fit, assemble and build heavy industrial machinery and transportation equipment.

Elevator constructors and mechanics install and repair freight or passenger elevators, escalators and moving walkways.

Requirements

Education requirements for these trades usually include some high school or a high school diploma. Most machinery and transportation mechanics have completed an apprenticeship program and trade certification is mandatory in the Northwest Territories.

Your Skills and Aptitudes

As a prospective tradesperson in this occupational group, you have a definite mechanical inclination. You have a curiosity about how things work and you enjoy working with machines. You are able to spot problems that interfere with the operation of machinery and you're methodical and safety-conscious in your work. You can look at drawings or blueprints and understand how machinery will look and operate. Your eye sight is good and you are in relatively good physical shape.

How To Get There

The Department of Education, Culture and Employment offers a four-year apprenticeship programs in several trades. Interprovincial red seal certification is also available to qualified tradespeople.

High school students interested in apprenticing can enquire about the Schools North Apprenticeship Program (SNAP) at their local career centre. SNAP allows students to start an apprenticeship while still in school. Students work on a jobsite, get paid a wage, and earn school credits through career and technology studies (CTS) while also earning time credits towards a journeyperson certificate.

Other prospective tradespeople in the machinery and transportation equipment group can take a trades access program at Aurora College. This is a 20 to 26-week program geared to improving students' physical sciences, technical mathematics and communications skills as grounding for further study in the trades. Elective course work allows students to prepare for the St. John's Ambulance standard first aid certificate, a class five driver's license and the trades entrance exam.

In the NWT, about 5% of these contractors and supervisors in the trades have less than a high school education, 11% have completed high school, 74% have a certificate or diploma and 11% have a university degree.

Where The Jobs Are

About 63% of employees working in these occupations live in Yellowknife, 22% live in the regional centres of Inuvik, Hay River and Fort Smith and 15% live in the other communities.

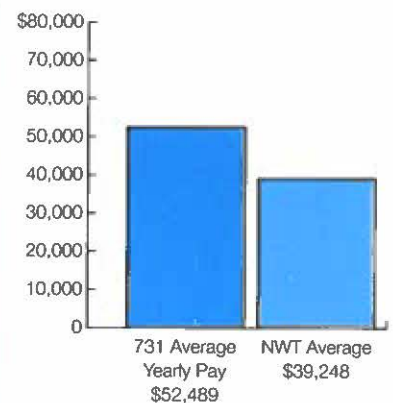
About 39% of people in these trades work in transportation and warehousing and 23% work in oil and gas.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to be impacted by natural resource development in the NWT. As a result there will be high employment levels during these projects, while the duration of these jobs will be long-term with many new employment opportunities continuing in to the future, as new prospects come on line.

Average Employment Income



Resources

Aurora College

Apprenticeship and Occupational Certification – Department of Education, Culture and Employment, GNWT

Northern Alberta Institute of Technology (NAIT)

732 Motor Vehicle Mechanics

At a Glance

**Number of Employees
in the NWT: 139**

Gender:

Male 99%
Female 1%

Age:

15-24 Years 10%
25-44 Years 81%
45 Years and Over 9%

Ethnicity:

Aboriginal 48%
Non-Aboriginal 52%

Hours of Work:

Full-time 96%
Part-time 4%

Typical Occupations

*Automotive Technician,
Standard Transmission
Systems*

*Automotive Technician, Brakes
Systems*

Car Mechanic

Automotive Brake Specialist

*Apprentice, Motor Vehicle
Mechanic*

*Automotive Technician, Fuel
System*

*Journeyman Motor Vehicle
Body Repairer*

*Automotive Body Repairer/
Painter*

Motor Vehicle Body Technician

*Automobile Damage Repair
Estimator*

At Work

Tradespeople in this group of occupations work to maintain and repair cars and light trucks. They test, diagnose and fix different systems on vehicles, such as brakes, drive train, or electrical systems, for example. Workers in this group may specialize in areas such as engine/fuel systems, brakes, steering, alignment, air conditioning, cooling/heating systems, transmission systems or diagnostic services.

Automotive service technicians and truck mechanics inspect, diagnose, repair and service mechanical, electrical and electronic systems and components of cars, buses and light commercial trucks.

Mechanical repairers inspect, repair, test and adjust mechanical units of newly assembled motor vehicles.

Truck transport and trailer mechanics adjust, repair or replace parts/ components of commercial truck and truck trailer systems.

Motor vehicle body repairers repair and restore damaged motor vehicle parts and the interior/exterior finish of vehicles by ensuring the components are rust free. There are three craft areas:

- a. **Auto body preppers** do surface preparation, minor damage repair, masking and priming. They are responsible for the restoration of anti-corrosion treatments, substrate identification, surface preparation, and undercoat product mixing and application. They also remove and install bolt-on components such as hoods, decklids, fenders, trim, doors, glass and interior components. A key task involves applying undercoat products in the correct sequence, ensuring chemical compatibility, adhesion and durability. Substrate preparation can be accomplished mechanically with abrasives or chemically as required by the job conditions.
- b. **Auto body refinishers** complete damage appraisals, surface preparation, minor damage repairs, masking, colour matching, priming and top coating, restoration of anti-corrosion treatments, substrate identification, surface preparation, product mixing and application, accurate colour matching, remove and install bolt-on components, such as hoods, decklids, fenders, trim, doors, glass and interior components. The application of refinish products in the correct sequence, ensuring chemical compatibility, adhesion and durability is a key task.
- c. **Auto body repairers** complete damage appraisals, frame and unibody structural repairs, body sheet-metal work, plastic repairs, component replacement and alignment. They rely on precise factory specification charts and use sophisticated measuring and repair systems to restore damaged vehicles. Supplemental restraint systems, such as air bags and seat belts, form a significant portion of the collision specialist's workload. They are also responsible for restoring the structural integrity of damaged vehicles during the repair process, removing and installing bolt-on components and verifying dimensional accuracy, system functions, passenger protection and finally, test-driving the vehicle to ensure proper alignment and handling.

Metal repairers repair vehicle body damage in assembly plants.

Requirements

- High school diploma.
- Completion of an apprenticeship

Your Skills and Aptitudes

As a prospective tradesperson in motor vehicle mechanics, you have good eye sight, hearing and manual dexterity. You have a natural curiosity for how things work and you like being around machines and fixing things. You like working with tools and are careful and precise while you work.

How To Get There

The Department of Education, Culture and Employment offers a four-year apprenticeship programs in two of the trades in automotive service technician and motor vehicle body repairer. Interprovincial red seal certification is available for qualified tradespeople.

High school students interested in apprenticing can enquire about the Schools North Apprenticeship Program (SNAP) at their local career centre. SNAP allows students to start an apprenticeship while still in school. Students work on a jobsite, get paid a wage, and earn school credits through career and technology studies (CTS) while also earning time credits towards a journeyperson certificate.

Other prospective motor vehicle mechanics can take a trades access program at Aurora College. This is a 20 to 26-week program geared to improving students' physical sciences, technical mathematics and communications skills as grounding for further study in the trades. Elective course work allows students to prepare for the St. John's Ambulance standard first aid certificate, a class five driver's license and the trades entrance exam.

In the NWT, about 14% of these contractors and supervisors in the trades have less than a high school education, 6% have completed high school and and 80% have a certificate or diploma.

Where The Jobs Are

About 35% of employees working in these occupations live in Yellowknife, 47% live in the regional centres of Inuvik, Hay River and Fort Smith and 18% live in the other communities.

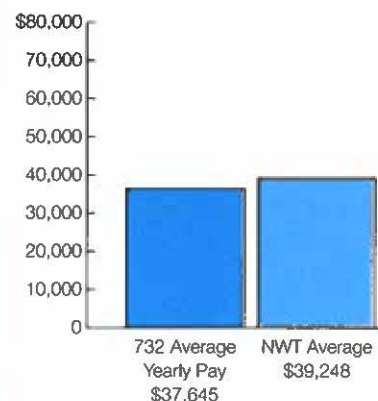
About 60% of the people at work in these trades in the NWT work in wholesale and retail, while 29% work in other industries.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will see moderate increases in employment levels, reaching their peak during pipeline construction, while maintaining moderate-term employment for existing jobs. Opportunities in the future will continue to remain high.

Average Employment Income



Resources

Aurora College

Apprenticeship and Occupational Certification – Department of Education, Culture and Employment, GNWT

Northern Alberta Institute of Technology (NAIT)

British Columbia Institute of Technology

733 Other Mechanics

At a Glance

**Number of Employees
in the NWT: 66**

Gender:

Male 100%
Female 0%

Age:

15-24 years 8%
25-44 years 81%
45+ years 11%

Ethnicity:

Aboriginal 15%
Non-Aboriginal 85%

Hours of Work:

Full-time 89%
Part-time 11%

At Work

This group of mechanics uses specialized tools and instruments to repair, test and service a wide variety of mechanical devices and machines. They advise customers about the condition of particular appliances or machines and give them cost estimates for repair.

Oil burner mechanics install, service, adjust and repair high pressure, low pressure and vaporizing oil burners with output rates up to 400,000 BTU/hr (residential and small commercial). They install, service and repair associated oil storage tank installations and piping systems, troubleshoot electrical, mechanical, airflow and chimney or combustion malfunctions using testing equipment. They complete work orders and customer invoices and maintain stock supplies. In the NWT plumber/gasfitters and steamfitter/pipefitters and oil burner mechanics often work closely and there is a lot of commonality between the two trades. A special program that allows plumber/gasfitters and steamfitter/pipefitters to obtain oil burner mechanic certification has been developed.

Solid fuel heating mechanics install and maintain oil, coal and wood heating systems in residential/commercial buildings.

Electric appliance servicers and repairers service and repair domestic appliances.

Electrical mechanics maintain, test, and repair electric motors, transformers, switchgears and other electrical apparatus. They may specialize in particular functions or products.

Motorcycle and other related mechanics test, repair, and service motorcycles, snowmobiles, forklifts and similar vehicles.

Other small engine and equipment mechanics test, repair, and service small gasoline and diesel-powered equipment such as outboard motors and lawn mowers.

Requirements

- High school diploma.
- Completion of an apprenticeship.

Your Skills and Aptitudes

You are mechanically inclined and have a natural curiosity for how things work. You understand electronics and can follow instructions. You are good with your hands and can do finely detailed work. You have physical stamina and a solid background in math.

Typical Occupations

Heating Systems Mechanic

Oil Burner Mechanic

Furnace Repairer

Electric Lawn Mower Repairer

Appliance Service Technician

*Major Electrical Appliance
Servicer*

*Snowmobile Repairman/
woman*

Outboard Motor Mechanic

Motorboat Mechanic

Small Engine Mechanic

How To Get There

The Department of Education, Culture and Employment offers a three to four-year apprenticeship programs in several trades in this group: oil burner mechanic, refrigeration and air conditioning mechanic, small equipment mechanic and electrical motor systems mechanic. Qualified tradespeople in some of these occupations may also obtain interprovincial red seal certification, which means their certification is recognized across Canada.

High school students interested in apprenticing can enquire about the Schools North Apprenticeship Program (SNAP) at their local career centre. SNAP allows students to start an apprenticeship while still in school. Students work on a jobsite, get paid a wage, and earn school credits through career and technology studies (CTS) while also earning time credits towards a journeyman certificate.

Other prospective mechanics can take a trades access program at Aurora College. This is a 20 to 26-week program geared to improving students' physical sciences, technical mathematics and communications skills as grounding for further study in the trades. Elective course work allows students to prepare for the St. John's Ambulance standard first aid certificate, a class five driver's license and the trades entrance exam.

In the NWT, there is a lot of crossover between the work of oil burner mechanics and the work of many gasfitters and some plumbers and steamfitters/pipefitters. People at work in these trades can, in some cases, obtain secondary certification in less time. Aurora College offers a course called oil burner mechanic for plumber/gasfitter at its Thebacha Campus in Fort Smith.

Of those who work in these jobs in the NWT, 7.6% have not completed high school, 0% have a high school diploma, 92.4% have a trades certificate or diploma and 0% have a university degree.

Where The Jobs Are

About 65% of employees working in these occupations live in Yellowknife, 14% live in the regional centres of Inuvik, Hay River and Fort Smith and 22% live in the other communities.

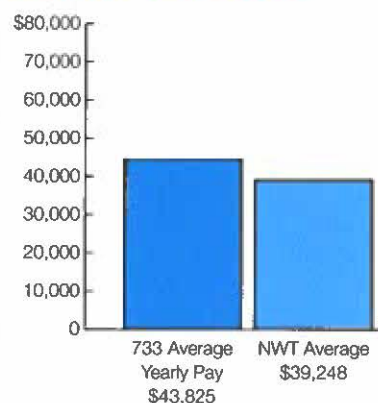
About 35% of people at work in these occupations work in the public administration sector and 33% work in wholesale and retail industry, often for retailers that sell the goods that these mechanics repair.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will see moderate increases in employment levels, reaching their peak during pipeline construction, while maintaining short-term employment for existing jobs. Opportunities in the future will continue to remain good.

Average Employment Income



Resources

Aurora College

Apprenticeship and Occupational Certification – Department of Education, Culture and Employment, GNWT

Northern Alberta Institute of Technology (NAIT)

British Columbia Institute of Technology

734 Upholsterers, Tailors, Shoe Repairers, Jewellers and Related Occupations

At a Glance

Number of Employees in the NWT: 127

Gender:

Male 39%
Female 61%

Age:

15-24 years 33%
25-44 years 26%
45+ years 41%

Ethnicity:

Aboriginal 6%
Non-Aboriginal 94%

Hours of Work:

Full-time 74%
Part-time 26%

At Work

This group of occupations includes a wide range of craftspeople and tradespeople with many skills.

Diamond processors cut, girdle (brute) and polish raw, gem-quality diamonds to ensure minimum loss of stone during processing and maximum conformity to industry standard gem cuts.

Jewellers fabricate, assemble and appraise fine jewellery and other items.

Upholsterers cover furniture, fixtures and other items with materials and install upholstery in aircraft, motor vehicles, railway cars and marine vessels.

Tailors and dressmakers make made-to-measure garments and alter and repair garments.

Furriers obtain and prepare materials, design, alter, restyle, repair, manufacture and market natural fur garments and accessories. They explore and apply innovative materials, techniques and ideas in the design and production of the product while following ethical guidelines and safety standards and effectively maintaining tools and equipment.

Milliners design and make hats and related accessories.

Alterationists make alterations and repairs to garments and other items.

Shoemakers and/or repairers make specialized custom shoes and boots, restore footwear, purses, luggage and other items.

Watch repairers repair and make clocks and watches and replace batteries.

Requirements

- High school diploma.

Your Skills and Aptitudes

You have good spatial aptitude and hand-eye coordination. Your eye sight and depth perception are good and you have the patience to carry out fine, exacting work on a small scale. You enjoy working with tools and take pride in your work. You probably have good math skills and may have an artistic background.

An historical understanding of the fur industry, especially traditional knowledge, is integral for anyone wishing to work as a furrier in the NWT.

Typical Occupations

Furrier

Furniture Upholsterer

Dressmaker

Suit Maker

Tailor

Custom Shoemaker

Shoe Repairer

Gemologist

Diamond Polisher

Diamond Bruter

Diamond Sawyer

Jeweller

Precious Stone Setter

Watch Repairperson

How To Get There

Education requirements for this occupational group vary per occupation. Most prospective employees have a high school diploma or some high school and they gain experience on-the-job and through related coursework.

Occupational certification for diamond polishers, bruters and sawyers is available in the NWT. Certification for bruters (who cut the cylindrical girdle around a rough stone to act as a starting point for polishers) and sawyers (who cut whole stones in such a way as to maximize the possible amount of stone available to polishers) generally takes about a year of work experience. Certification in diamond polishing (polishing a rough diamond to turn it into a gemstone) generally takes about two years on the job.

Aurora College offers a 22-week diamond cutting and polishing program. This is a classroom-based course with a hands-on component that is designed to give prospective diamond processors basic skills that they can advance on the job. To enter this program, applicant should have a minimum of a grade 10 education or ALBE 140 equivalency in math and English. Sound math skills are an asset. A letter of intent to hire a prospective diamond processor from an employer will increase an applicant's chances of being accepted to the program and applicants must submit a criminal records check.

In the NWT, 17% of people at work in these occupations have less than a high school education, 31% have completed high school and 52% have a certificate or diploma.

Where The Jobs Are

Almost 90% of employees working in these occupations live in Yellowknife, 4% live in the regional centres of Inuvik, Hay River and Fort Smith and 6% live in the other communities.

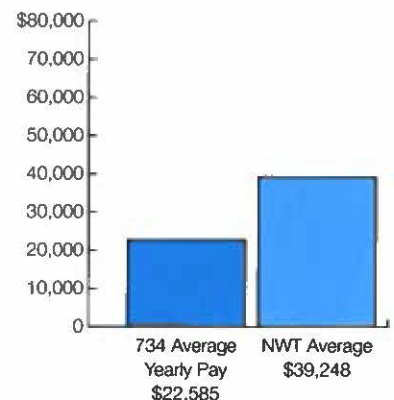
About 76% of employees in these occupations work in the manufacturing industry and 15% work in the mining, oil and gas industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will have moderate change in employment levels and will maintain long-term employment for existing jobs, while job opportunities in the future will remain good.

Average Employment Income



Resources

Aurora College

Apprenticeship and Occupational Certification – Department of Education, Culture and Employment, GNWT

735 Stationary Engineers and Power Station and System Operators

At a Glance

Number of Employees in the NWT: 74

Gender:

| | |
|--------------|------|
| Male | 100% |
| Female | 0% |

Age:

| | |
|-------------------------|-----|
| 15-24 Years..... | 0% |
| 25-44 Years..... | 21% |
| 45 Years and Over | 79% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 24% |
| Non-Aboriginal | 76% |

Hours of Work:

| | |
|-----------------|-----|
| Full-time | 92% |
| Part-time | 8% |

Typical Occupations

Engineer, Power

*Steam Power Engineer,
Stationary*

Auxiliary Plant Operator

Operator, Boiler

*Chief Operator, System
Controller*

Diesel Plant Operator

Power Switchboard Operator

Substation Operator

Diesel Turbine Plant Operator

*Hospital Engineering
Technician*

Deputy Sergeant-at-Arms

At Work

In this group of occupations, employees oversee and operate large engines and other equipment to provide heat, light, power and other utilities like refrigeration for commercial, industrial and institutional buildings and in large complexes, usually in industrial settings and other work sites. They are employed in industrial and manufacturing plants, hospitals, universities, governments, utilities, hotels and other commercial establishments.

Operating engineers and auxiliary equipment operators work together to maintain and operate stationary engines and other related equipment, such as boilers, turbines, generators, compressors, pumps and pollution control devices.

People in these occupations may:

- Observe and monitor meters, gauges and warning lights;
- Adjust levers, valves and switch controls to obtain specified operating conditions and output;
- Analyse temperature, pressure, fuel flow and other instrument readings to ensure efficient operation or combustion;
- Observe operation of equipment to detect or isolate malfunctions and prevent damage to machinery;
- Compile records of instrument readings, hours of operation, fuel consumption and power output;
- Report on equipment performance and serviceability; and
- Maintain, lubricate and adjust equipment and make repairs using hand tools.

Power system operators monitor and operate computerized switchboards and other related equipment in electrical control centres to control and regulate electrical power in transmission networks.

People in these occupations may:

- Coordinate, schedule and direct generating station and substation power loads and line voltages to meet distribution demands during daily operations, system outages, repairs and importing and exporting of power;
- Monitor and inspect station instruments, meters and alarms to ensure transmission voltages and line loadings are within prescribed limits and to detect equipment failure, line disturbances and outages;
- Issue work and test permits to electrical and mechanical maintenance personnel to locate and isolate system problems and assist during routine system testing; and
- Complete and maintain station records, logs and reports.

Power station operators run reactors, turbines, boilers, generators, condensers, and other related equipment in hydro, thermal and nuclear power plants to generate electrical power.

People in these occupations may:

- Start up and shut down power plant equipment, control switching operations and regulate water levels;
- Complete and maintain station records, logs and reports;

- Communicate with systems operators to regulate and coordinate transmission loads, frequency and line voltages; and
- Monitor and visually inspect power plant equipment and equipment indicators to detect operating problems and make adjustments or minor repairs as required.

Requirements

- High school diploma.
- Completion of apprenticeship.

Your Skills and Aptitudes

As a prospective stationary engineer or power system operators, you have sound math skills and an aptitude for mechanics. You are conscientious and able to work independently. Your written and verbal communication skills are good, as are your decision making skills.

How To Get There

Specialized training for these occupations is required, as is the completion of a three to five-year apprenticeship and significant work experience. Some stationary engineer or auxiliary equipment operator training requirements can be satisfied with some combination of on-the-job training and other coursework. Power station operators may be required to hold licenses from southern jurisdictions where they received their training. Control room operators at nuclear power plants need a license from the Canadian Nuclear Safety Commission.

A course of study for this group of occupations is not currently available in the NWT. These trades are taught at both the Northern Alberta Institute of Technology and at the British Columbia Institute of Technology. Apprenticeship programs in other jurisdictions have their own set of regulations, but most conform to the basic requirements of an NWT apprenticeship.

Other prospective workers in this group of trades can take a trades access program at Aurora College. This is a 20 to 26-week program geared to improving students' physical sciences, technical mathematics and communications skills as grounding for further study in the trades. Elective course work allows students to prepare for the St. John's Ambulance standard first aid certificate, a class five driver's license and the trades entrance exam.

In the NWT, 12% of people in these occupations have less than a high school education, 1% have completed a high school diploma, 61% have a certificate or diploma and 26% have a university degree.

Where The Jobs Are

About 59% of employees working in these occupations live in Yellowknife, 16% live in the regional centres of Inuvik, Hay River and Fort Smith and 25% live in the other communities.

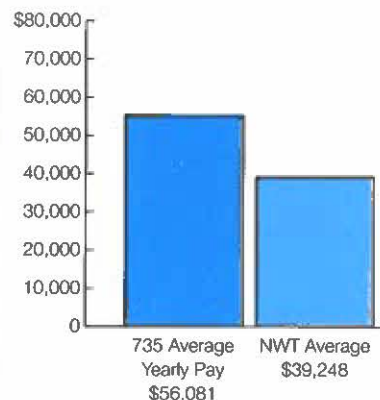
About 54% of people employed in these occupations work in the utilities industry and 43% work in the mining, oil and gas industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long term | High |

These occupations will have little change in employment levels and will maintain long-term employment for existing jobs, while job opportunities in the future will remain good.

Average Employment Income



Resources

Aurora College

Apprenticeship and Occupational Certification – Department of Education, Culture and Employment, GNWT

Northern Alberta Institute of Technology (NAIT)

British Columbia Institute of Technology

Canadian Nuclear Safety National Institute of Power Engineers

736 Train Crew Operating Occupations

As a prospective train crew operator, you are in good physical shape and you like to work independently.

At Work

Railway locomotive engineers transport passengers and freight on railways. They operate communication systems to communicate with train crews and railway traffic controllers to ensure that trains operate safely and meet their schedules.

Yard locomotive engineers switch, couple and uncouple cars for loading and unloading goods within the yards of railway, industrial and other organizations.

Railway conductors coordinate and supervise the activities of passengers and freight crew members, except for railway locomotive engineers, to ensure that trains operate according to schedules, orders, and operating rules. They also collect fares, announce train stops and answer passengers' questions.

Railway brakemen/women check train brakes and other systems and equipment prior to train runs and assist railway conductors in activities en route.

Requirements

- High school diploma.
- Most of these occupations also require different levels of certification in Canadian Rail operating rules.

Your Skills and Aptitudes

As a prospective train crew operator, you are in good physical shape and you like to work independently. You are safety-conscious and reliable and can follow instructions well.

Typical Occupations

Railway Yard Engineer

Railway Transport Locomotive Engineer

Freight Train Engineer

Passenger Train Engineer

Railway Engineer

Railway Conductor

Sleeping Car Conductor

Yard Conductor

Brakeman/woman

Train Conductor

How To Get There

Both the British Columbia Institute of Technology and the Southern Alberta Institute of Technology offer courses for prospective railway conductors. Check the calendars online or visit your local career centre.

Rail access to the NWT is limited to the end of the CN Northern Railway Line from Edmonton, which terminates in Hay River. Crews are assigned in the south and prospective employees would have to relocate to other jurisdictions, primarily in the south.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

You are safety-conscious and reliable and can follow instructions well.

Resources

Southern Alberta Institute of Technology (SAIT)

British Columbia Institute of Technology

737 Crane Operators, Drillers and Blasters

As a prospective crane operator, driller or blaster, you are physically fit and able to do some heavy lifting. You have good vision and can work well at heights.

Typical Occupations

Crane Operator

Pile Driving Crane Operator

Crane and Hoisting Equipment Operator

Truck Crane Operator

*Diamond Drill Operator,
Surface Mining and Quarrying*

Blaster, Quarrying

Construction Blaster

Open Pit Blaster

*Drilling Machine Operator,
Construction*

Quarry Worker

Water Well Driller

At Work

In this group of occupations, tradespeople operate industrial equipment to aid in construction, mining, oil and gas.

Crane and hoisting equipment operators operate boom trucks or mobile cranes and draglines to lift and place machinery and other large objects at worksites. There are four areas in which crane operators can specialize:

- a. **Wellhead boom truck operators** set up units and operate hydraulic booms, wireline operations, perforating operations and coiled tubing operations.
- b. **Medium boom truck operators** set up units and service and operate hydraulic booms. Operators of boom trucks with a lifting capacity between three and 20 tons (18 tonne) must be certified.
- c. **Heavy boom truck operators** set up units and service and operate hydraulic booms.
- d. **Mobile crane operators** service and operate booms mounted on crawlers or wheeled frames. Operators of mobile cranes greater than 15 tons (13.5 tonne) must be certified. Duties may also include driving the crane to the job site, rigging the machine up by pinning the boom and pendant cables and pulling the hoist cable in preparation for operation and setting up the machines for the lift by stabilizing them.

Drillers operate mobile drilling machines to bore blast holes in open-pit mines and quarries and during the construction of building foundations.

Blasters place explosives in blast holes and detonate explosives to dislodge coal, ore and rock and to demolish structures.

Water well drillers operate mobile well drilling rigs/equipment to drill residential, commercial and industrial water wells.

Requirements

- High school diploma.
- Some occupations require completion of an apprenticeship.
- Drillers need a heavy equipment operator's license and experience, and blasters usually need a blasting license and related experience.

Your Skills and Aptitudes

As a prospective crane operator, driller or blaster, you are physically fit and able to do some heavy lifting. You have good vision and can work well at heights. You are a team player and can communicate well with others. You are coordinated, have good manual dexterity and an aptitude for working with tools and equipment.

How To Get There

The Department of Education, Culture and Employment offers a four-year apprenticeship programs in crane and hoisting equipment operation, including four craft areas: wellhead boom truck operator, medium boom truck operator, heavy boom truck operator and mobile crane operator. Interprovincial red seal certification is available for qualified mobile crane operators.

High school students interested in apprenticing can enquire about the Schools North Apprenticeship Program (SNAP) at their local career centre. SNAP allows students to start an apprenticeship while still in school. Students work on a jobsite, get paid a wage, and earn school credits through career and technology studies (CTS) while also earning time credits towards a journeyperson certificate.

Other prospective workers in this group of trades can take a trades access program at Aurora College. This is a 20 to 26-week program geared to improving students' physical sciences, technical mathematics and communications skills as grounding for further study in the trades. Elective course work allows students to prepare for the St. John's Ambulance standard first aid certificate, a class five driver's license and the trades entrance exam.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

You are a team player and can communicate well with others. You are coordinated, have good manual dexterity and an aptitude for working with tools and equipment.

Resources

Aurora College

Apprenticeship and Occupational Certification – Department of Education, Culture and Employment, GNWT

Northern Alberta Institute of Technology (NAIT)

British Columbia Institute of Technology

738 Printing Press Operators, Commercial Divers and Other Trades and Related Occupation

As a prospective employee in these occupations, you have an aptitude for working with tools and machinery.

Typical Occupations

Printing Press Apprentice

Job Printer

Underwater Contractor

Underwater Worker

Diving Specialist

Underwater Welder

Diver

Locksmith

Gunsmith

Safe Expert

Graphic Artist

Farrier

Recreation Vehicle Technician

At Work

Employees in these occupations carry out a variety of tasks related to the making, monitoring, operating and fitting of devices such as saws, locks, printing presses and specialized scientific equipment.

Printing and graphic arts tradespeople prepare, produce and finish printed materials. This includes the photographic preparation of plates, typesetting, printing, paper cutting, stapling and binding operations. They set, operate, clean and perform routine maintenance on machinery and equipment required for the production of printed materials. Certification is available in three craft areas:

- a. **Printing press operators** set up and operate sheet and web-fed presses to print illustrations, designs and text on plastic, paper, metals and other materials and specialize in letter press, offset printing, multi-colour printing, web press and printing transfer.
- b. **Bindery technicians** specialize in stapling and binding printed materials using a variety of methods employing handwork and small machines.
- c. **Pre-press operators** specialize in reproduction photography, layout and design, typesetting and plate making.

Commercial divers conduct underwater surveys, non-destructive testing, blasting, and welding activities.

Gunsmiths fabricate guns and repair and modify firearms.

Locksmiths install, adjust, repair and change locks, make keys and change lock combinations. They work on automotive and residential keylocks and master keylock sets for commercial and institutional use. Locksmiths may also install and maintain more sophisticated security systems.

Safe and vault servicers install, repair and maintain safes and vaults.

Saw fitters repair, set, and sharpen band and other types of saws.

Requirements

- High school diploma.
- To be a printing press operator or other related tradesperson you need an apprenticeship or a combination of several years of experience and college or other trade courses, or several years of on-the-job training.
- To be a commercial diver, you must complete a recognized commercial diving school program, obtain a commercial diver's license and receive a medical examination from an approved physician. Commercial divers who use explosives usually need a blaster's license.
- As a recreation vehicle mechanic, you may also obtain interprovincial red seal certification, which provides job mobility throughout the country.

Your Skills and Aptitudes

As a prospective employee in these occupations, you have an aptitude for working with tools and machinery. You are patient and can do careful work with your hands for long periods. You have good eye sight, a sense of colour and you may have an artistic eye. You pay attention to details.

How To Get There

A course of study for occupations in is not currently available in the NWT. These trades and occupations are taught at both the Northern Alberta Institute of Technology and at the British Columbia Institute of Technology. Apprenticeship programs in other jurisdictions will have their own set of regulations, but most will conform to the basic requirements of an NWT apprenticeship.

Prospective tradespeople can take a trades access program at Aurora College. This is a 20 to 26-week program geared to improving students' physical sciences, technical mathematics and communications skills as grounding for further study in the trades. Elective course work allows students to prepare for the St. John's Ambulance standard first aid certificate, a class five driver's license and the trades entrance exam.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

You have good eyesight, a sense of colour and you may have an artistic eye. You pay attention to details.

Resources

Aurora College

Apprenticeship and Occupational Certification – Department of Education, Culture and Employment, GNWT

Northern Alberta Institute of Technology (NAIT)

British Columbia Institute of Technology

741 Motor Vehicle and Transit Drivers

At a Glance

Number of Employees in the NWT: 686

Gender:

| | |
|--------------|-----|
| Male | 94% |
| Female | 6% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 20% |
| 25-44 years | 54% |
| 45+ years | 26% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 47% |
| Non-Aboriginal | 53% |

Hours of Work:

| | |
|-----------------|-----|
| Full-time | 86% |
| Part-time | 14% |

Typical Occupations

Truck Driver, Dangerous Goods

Long Haul Driver

Fuel Truck Driver

Shuttle Bus Driver

Delivery Driver

Taxi and Limousine Driver

Chauffeur

School Bus Driver

*Delivery and Courier Service
Drivers*

Bus Driver

Tour Bus Driver

At Work

In the NWT, drivers in this occupational group must contend with northern roads. They may have to travel on roads covered by snow and gravel for much of the year, on all-gravel highways, or on winter roads built on ice-covered lakes and land. Large trucks are limited to a 25 kilometre-per-hour speed limit on ice roads. Drivers deal with difficult visual conditions in winter, including snow, flat light, glare and lengthy periods of darkness. The trucking season to parts of the territory serviced by winter roads, including mining properties north of Yellowknife, takes place in an approximately 70-day window.

Long haul truck drivers usually drive semi trailer or tractor-trailer units to transport goods within and between cities and towns, provinces and territories, and over international routes. They may transport hazardous products or dangerous goods. A class one license is required.

Line haul and local truck drivers transport goods and materials over urban or short inter-urban routes, and may drive special-purpose trucks, such as tow trucks, dump trucks, hydrovac trucks or cement mix trucks.

Bus drivers operate vehicles, including school buses and sightseeing buses, which carry passengers along established routes to local destinations, transport passengers and goods to intercity or long distance points. The Class of license required to operate these vehicles is determined by the passenger capacity of the bus. A class two license allows the holder to operate a bus of any size, while holders of class four licenses are permitted to operate buses that have a seating capacity that does not exceed 24 passengers.

Taxi drivers, limousine drivers and chauffeurs take passengers to and from destinations and collect fares. A class four license is required to operate a taxi.

Delivery and courier drivers use automobiles, vans and light trucks to pick up and deliver products. The type of license required is determined by the size and mechanical capabilities of the vehicle. Generally speaking the holder of a class one or class two license can legally operate any of these vehicles.

Requirements

- High school diploma.
- At least one of the seven classes of driver's licenses that are issued in the NWT.

Your Skills and Aptitudes

As a prospective motor transport driver, you enjoy working without supervision. You are alert and conscientious when it comes to safety and rules of the road. Already a good driver, you are keen to take on more. Driving unfamiliar roads or busy city streets doesn't fluster you and you are good at reading maps and finding your way.

How To Get There

Prospective drivers in these occupations should start out with a valid driver's license and pursue the appropriate levels of licensing required for the type of driving they want to do. Some trucking companies offer on-the-job training. The Canadian Trucking Human Resources Council offers training programs for new drivers and upgrading for people already at work in the field.

To drive a large truck on the winter road system, drivers require between one and three years experience, depending on trailer configurations and types of commodities hauled. Companies provide additional orientation or safety training.

Taxi drivers, limousine drivers, chauffeurs, bus drivers or delivery drivers usually require at least one year of safe driving experience and an appropriate driver's license. Taxi drivers may also require municipal permits.

The Alberta Motor Transport Association is currently developing a course in conjunction with Red Deer College for prospective truck drivers involving classroom and practical components. The course will be the first of its kind in Canada to offer certification for drivers.

In the NWT, 29% of people in these occupations have less than high school education, 29% have completed high school, 40% have a certificate or diploma and 2% have a university degree.

Where The Jobs Are

About 48% of employees working in these occupations live in Yellowknife, 19% live in the regional centres of Inuvik, Hay River and Fort Smith and 33% live in the other communities.

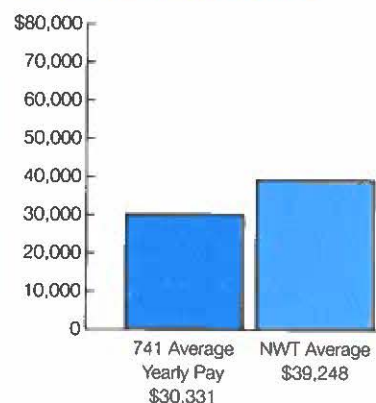
About 44% of people at work in these occupations are in the transportation and warehousing industry and 24% are in the mining, oil and gas industries.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to be impacted by natural resource development in the NWT. As a result there will be high employment levels during these projects, and the duration of these jobs will be medium-term with many new employment opportunities continuing into the future, as new prospects come on line.

Average Employment Income



Resources

Aurora College

Alberta Motor Transport Association

Red Deer College

Arctic Defensive Driving School

Northern School of Driver Training

742 Heavy Equipment Operators

At a Glance

**Number of Employees
in the NWT: 630**

Gender:

Male 98%
Female 2%

Age:

15-24 years 5%
25-44 years 53%
45+ years 42%

Ethnicity:

Aboriginal 73%
Non-Aboriginal 27%

Hours of Work:

Full-time 93%
Part-time 7%

At Work

In these occupations, employees use heavy equipment to build and maintain public works and construction projects, such as bridges, roads and pipelines.

Heavy equipment operators operate earth moving and construction equipment such as backhoes, bulldozers, loaders, graders, side-booms, dredgers, crawler-tractors, heavy paving equipment, power shovels, pile drivers and other heavy equipment, sometimes with attachments.

People in these occupations may:

- Excavate, load, grade, move and clear land in the construction and maintenance of roads, bridges, airports, oil and gas pipelines, tunnels, buildings and other structures, in surface mining and quarrying activities and in material-handling work;
- Control equipment by operating pedals and levers and perform routine service checks on mechanical parts like clutches, brakes, tracks, belts and cables; and
- Replace cutting edges, teeth, shear pins, blades, cables and bolts.

Public works maintenance equipment operators operate garbage trucks, street-cleaning equipment, snowploughs, sewer maintenance equipment, sand, gravel and oil trucks and other maintenance equipment.

People in these occupations may:

- Pick up garbage and refuse and load on garbage trucks;
- Dump loads on designated sites;
- Operate street cleaning equipment to remove sand, litter and trash;
- Operate snow ploughs or trucks fitted with plough blades to remove snow from roads, streets, highways and parking lots;
- Operate sewer maintenance equipment;
- Operate road sanding and salting trucks;
- Check, lubricate, refuel and clean equipment; and
- Report malfunctions to supervisor.

Requirements

- High school diploma.

Your Skills and Aptitudes

As a prospective heavy equipment operator, you have good hand-eye coordination and an aptitude for mechanics. You enjoy working with machines and have good physical strength and stamina. You like working with others and can take instruction well.

Typical Occupations

Heavy Equipment Operator

Track Loader Operator

Excavator Operator

*Public Works Sand Spreader
Operator*

*Public Works Road Oiling Truck
Driver*

*Public Works Sewer Flushing
Truck Operator*

*Public Works Urban Snow
Removal Equipment Operator*

*Public Works Street Sweeper
Operator*

Airfield Maintenance Specialist

*Highway Maintenance
Operator*

Garbage Truck Driver

How To Get There

Prospective heavy equipment operators can advance their skills by taking industry-specific training on the job. Some companies require employees to certify on certain equipment after training.

Some heavy-duty equipment operators specialize on a certain piece of equipment or in certain types of operations like mining or highway maintenance. The journeyman certificate is endorsed with each piece of equipment once the required time has been verified and the practical exam passed. Endorsements are available for the following specializations: industrial backhoe; swing rig backhoe; crawler dozer; side boom crawler tractor; scraper crawler tractor; heavy hauler truck; rubber tired loader; tracked loader; loader/backhoe; motor grader; single engine motor scraper; twin engine motor scraper; rubber tired dozer; and snow blower. Holders of valid certificates of qualification can also be endorsed for tractor-trailer, tandem axle and single axle trucks.

The Department of Education, Culture and Employment offers the chance for heavy equipment operators to qualify as journeymen. Interprovincial red seal certification is not available for these tradespeople.

High school students interested in apprenticing can enquire about the Schools North Apprenticeship Program (SNAP) at their local career centre. SNAP allows students to start an apprenticeship while still in school. Students work on a jobsite, get paid a wage, and earn school credits through career and technology studies (CTS) while also earning time credits towards a journeyman certificate. Students enrolled in SNAP must successfully complete the trades entrance exam.

In the NWT, 42% of people in these trades have less than a high school education, 12% have completed high school, 44% have a certificate or diploma and 2% have a university degree.

To become certified as a heavy equipment operator in the NWT, a person already at work in this field must challenge a practical and written exam, as well as produce documentation that indicates he or she has 4,000 hours of experience in his or her trade.

Where The Jobs Are

About 25% of employees working in these occupations live in Yellowknife, 26% live in the regional centres of Inuvik, Hay River and Fort Smith and 49% live in the other communities.

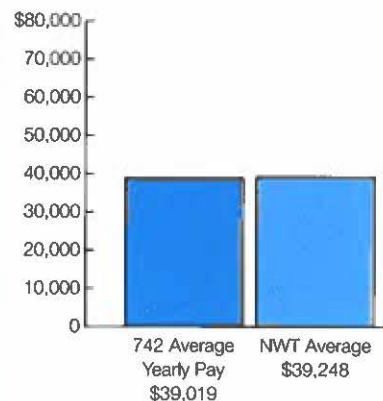
About 35% of people at work in these occupations are in the transportation and warehousing industry and 29% are in the mining, oil and gas industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will see significant increases in employment levels, reaching their peak during pipeline construction, while maintaining medium-term employment for existing jobs. Opportunities in the future will continue to remain high.

Average Employment Income



Resources

Aurora College

Apprenticeship and Occupational Certification – Department of Education, Culture and Employment, GNWT

Northern Alberta Institute of Technology (NAIT)

British Columbia Institute of Technology

743 Other Transport Equipment Operators and Related Workers

At a Glance

Number of Employees in the NWT: 61

Gender:

Male 100%
Female 0%

Age:

15-24 years 2%
25-44 years 95%
45+ years 3%

Ethnicity:

Aboriginal 35%
Non-Aboriginal 65%

Hours of Work:

Full-time 97%
Part-time 3%

Typical Occupations

Barge Deckhand

Ferry Boat Deckhand

Small Craft Operator

Sightseeing Boat Operator

Aircraft Refueler

Freight Attendant, Air Transport

Aircraft Groomer

Cargo Handler, Air Transport

Airport Ramp Attendant

Air Transport Baggage Handler

At Work

In this group of occupations, employees work with people and equipment in the transportation industry, maintaining equipment and marshalling passengers and cargo. They are employed by airline and air services companies and the federal government.

Ramp attendants operate ramp-servicing vehicles and equipment like towing tractors, food service trucks, de-icer sprayers and lavatory servicing trucks. They position passenger-loading stairs and operate cargo and baggage doors. They also marshal and tow aircraft, clean aircrafts inside and out and unload, sort and load cargo and passenger baggage and transport freight between aircraft and airport warehouse.

Water transport deck crews stand watch, operate and maintain deck equipment.

Boat operators run small boats, which transport passengers and freight.

Ferry operators run ferries across narrow waterways. They signal passengers and motor vehicles to embark and disembark, provide safety instruction and perform routine maintenance and repairs to engines, cables and winches.

Railway yard workers regulate traffic and couple, uncouple and switch train cars.

Railway track maintenance workers lay, maintain and repair tracks.

Engine room crews assist in the operation, maintenance and repair of engines and equipment on ships and other vessels.

Requirements

- High school diploma.
- On-the-job training.
- Boat operators need a Transport Canada certificate.
- Ramp attendants usually need a driver's license and a good driving record.
- Railway yard workers need to challenge a specific level of the certificate of the Canadian Rail operating rules.

Your Skills and Aptitudes

As a prospective worker dealing with other transportation equipment, you are physically strong and able to work long hours doing some heavy lifting. You work well with others on a team and take instruction from your supervisors.

How To Get There

Employees usually train on the job for these occupations, working closely with an experienced colleague. In the NWT, prospective ramp attendants can apply to either Canadian North or First Air. Ramp attendant positions at smaller airline and charter companies in Yellowknife are highly sought after by pilots hoping to fly for the company. You should apply for the position in person.

Of those employed in these jobs in the NWT, 7% have not completed high school, 38% have a high school diploma and 56% have a certificate or diploma.

Where The Jobs Are

About 82% of employees working in these occupations live in Yellowknife, 11% live in the regional centres of Inuvik, Hay River and Fort Smith and 7% live in the other communities.

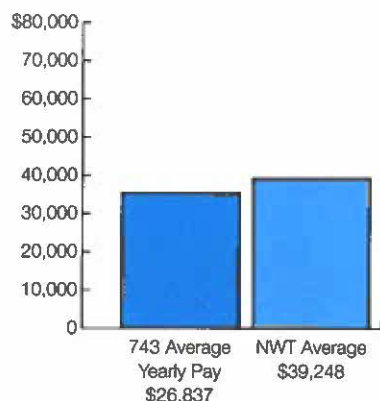
About 61% of people at work in these occupations are in the transportation and warehousing industry and 38% are in the mining, oil and gas industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to be impacted by natural resource development in the NWT. There will be moderate change in employment levels, but will see medium-term employment for existing jobs, while job opportunities in the future remain high.

Average Employment Income



Resources

Aurora College

Apprenticeship and Occupational Certification – Department of Education, Culture and Employment, GNWT

Northern Alberta Institute of Technology (NAIT)

British Columbia Institute of Technology

First Air, Head Office

Canadian North, Head Office

Canadian National (CN), Headquarters

744 Other Installers, Repairers and Servicers

Workers in these occupations install, maintain and repair a variety of appliances, equipment and devices in customers' homes, cars and businesses.

Typical Occupations

Window Air Conditioner Installer

Eavestrough Installer

Water Heater Servicer

Kitchen Cupboard and Vanity Installer

Water Utilities Plant Maintenance Person

Utilities Line Locator

Water Meter Reader

Lube Technician

Muffler Installer

Pest Control Technician

Appliance Service Technician

Bicycle Repairer

Piano Repairer

At Work

Workers in these occupations install, maintain and repair a variety of appliances, equipment and devices in customers' homes, cars and businesses.

Residential and commercial installers and servicers install and service products such as water heaters, septic systems, prefabricated windows, doors and fences.

People in these occupations may:

- Read blueprints and work order specifications to determine layout and installation procedures;
- Measure and mark guidelines for installations;
- Install, service and repair doors, windows, kitchen cupboards, bathroom vanities, water heaters and household appliances using hand and power tools; and
- Install, service and repair siding, shutters, awnings, fencing, decks, septic systems, signs and play structure using hand and power tools.

Waterworks maintenance workers maintain and repair waterworks equipment and facilities. They are employed in water filtration and distribution plants and waste treatment plants.

People in these occupations may:

- Check, clean and lubricate pumping and chlorination equipment and compressors;
- Adjust and repair waterworks equipment; and
- Search and locate water leaks and repair water mains, valves or outlets
- Install water meters.

Gas maintenance workers perform routine maintenance/minor repairs to exterior and underground gas mains and distribution lines. Gas distribution companies employ them.

People in these occupations may:

- Check and lubricate gas pipeline valves;
- Conduct routine surveys of gas mains and distribution lines with gas detecting devices to detect gas leaks;
- Investigate reports of gas leaks;
- Repair damage to underground pipe lines; and
- Work with excavators to ensure underground gas lines are protected.

Automotive mechanical installers and servicers install parts such as mufflers, exhaust pipes and shock absorbers, and perform oil changes and other routine maintenance on motor vehicles and heavy equipment. Automobile and truck service and repair shops, service departments, construction, mining and logging companies employ them.

People in these occupations may:

- Change engine oil, lubricate running gears and other moving parts of automobiles, trucks and heavy equipment;
- Grease booms, pulleys, bucks and other components of heavy equipment;
- Replace oil, air and fuel filters; and
- Repair and balance tires.

Pest controllers and fumigators apply chemical or other treatments to buildings and outside areas to remove or destroy insects and other pests.

People in these occupations may:

- Inspect buildings and outside areas to detect signs of infestation;
- Determine treatment and provide cost estimates for clients;
- Prepare spray chemical mixture for use on infested areas;
- Fumigate households;
- Set traps to capture and remove animals; and
- Install animal control barriers.

Other repairers and servicers repair and service a wide variety of products, such as cameras, musical instruments and vending machines.

Requirements

- High school diploma.
- On-the-job training.

Your Skills and Aptitudes

In some cases industry may provide or recommend other training courses. Residential and commercial installers or repairers usually need related experience and a driver's license. Pest controllers or fumigators need a pesticide applicator license.

How To Get There

Employees usually train on the job for these occupations, working closely with an experienced colleague. Pest controllers need to be certified. Certification in Alberta is done through Lakeland College.

Where The Jobs Are

Detailed statistical information for these occupations in the NWT is not available.

In some cases industry may provide or recommend other training courses.

Resources

Canadian Pest Management Association

Lakeland College – Environmental Sciences and Pesticides

745 Longshore Workers and Material Handlers

As a prospective longshore worker, you are in good shape physically. You are strong, physically coordinated and able to work for long periods.

Typical Occupations

Dockworker

Longshoreperson

Barge Loader

Tanker Loader

Storage Worker

Tow-motor Driver

Furniture Mover

Conveyor Belt Attendant

Automatic Pallet Equipment Operator

Industrial Truck Operator

Distribution Aide

Materials Management Aide

Maintenance Coordinator

Freight Handler

Furniture Mover and Lumber Piler

At Work

Workers in this group of occupations use trucks, cranes and manual moving devices, such as dollies, to move cargo on and off vessels.

Longshore workers operate industrial trucks, tractors and other moving equipment to transfer containers and other cargo within range of cranes and hoists on dock areas. They operate winches and other hoisting devices to load and unload cargo on and off ships and operate mechanical towers to load vessels with materials such as coal, for example. They also operate equipment to transfer bulk items into vessel holds and liquid materials into vessel storage tanks.

Material handlers (manual) load, unload and move products by hand or on dollies.

People in these occupations may:

- Move household appliances and furniture on and off moving trucks or vans; and
- Perform other material handling activities such as counting, weighing, sorting and packing and unpacking.

Material handlers (equipment operators) operate winches and other loading devices, industrial trucks, tractors and loaders to transport or retrieve materials.

People in these occupations may:

- Connect the hoses or pipes required to load and unload liquid petroleum, chemical or other products in and out of tank trucks and storage tanks;
- Operate conveyors and equipment to move materials from transport vehicles to bins and other storage areas; and
- Open containers and crates, fill warehouse orders, take inventory and weigh and check materials.

Requirements

- High school diploma.
- Longshore workers receive on-the-job training working closely with more experienced colleagues.
- Manual material handlers must have the physical strength to work with heavy materials.

You like working as part of a team to achieve a task and you take direction well.

Your Skills and Aptitudes

As a prospective longshore worker, you are in good shape physically. You are strong, physically coordinated and able to work for long periods. You like working as part of a team to achieve a task and you take direction well.

How To Get There

Employees usually train on the job for these occupations, working closely with an experienced colleague.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Resources

International Longshoremen's Association, Local 273

International Longshore and Warehouse Union 20-1880

761 Trades Helpers and Labourers

At a Glance

**Number of Employees
in the NWT: 323**

Gender:

| | |
|--------------|-----|
| Male | 98% |
| Female | 2% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 30% |
| 25-44 years | 42% |
| 45+ years | 28% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 39% |
| Non-Aboriginal | 61% |

Hours of Work:

| | |
|-----------------|-----|
| Full-time | 94% |
| Part-time | 6% |

At Work

Trades helpers and labourers help skilled tradespeople do their jobs more quickly and efficiently. They also work doing general labour tasks on construction and other jobsites.

People in these occupations may:

- Move, load, and unload materials;
- Set up and take down various structures;
- Mix, pour, spread and rake materials;
- Install, operate, maintain and repair equipment and machinery;
- Oil and grease equipment;
- Tend and feed machines such as mixers and compressors;
- Direct traffic near construction sites;
- Mix fertilizers, herbicides and pesticides;
- Assist in land surveying by holding and moving stakes and rods; and
- Assist skilled tradespersons as necessary.

Building trades helpers assist trades people by handling materials, keeping the worksite clean, using basic hand and power tools and assisting with basic construction, renovation and maintenance tasks. In the NWT, a building trades helper may perform carpentry, mechanical or electrical work in the construction, renovation or maintenance of buildings.

Requirements

- High school diploma.
- On-the-job training.

Your Skills and Aptitudes

As a prospective trades helper or labourer, you are strong and have the physical stamina necessary to work on a construction jobsite. You are coordinated and have an aptitude for working with tools or mechanics. You work well with others on your team and take direction well. These workers generally need physical strength and stamina.

Typical Occupations

Building Trades Helper

Construction Labourer and Helper

Plumber Helper

Sheet Metal Worker Helper

Aircraft Mechanic Helper

Motor Vehicle Body Repairer Helper

Small Engine Mechanic Helper

Lineman Helper

Ground Worker Cable Repairer Helper, Maintenance Worker

Labourer

Building Technician

How To Get There

Employees usually train on the job for these occupations, working closely with an experienced colleague or supervisor. Sometimes trades helpers need some experience in general labour.

To become certified in a designation occupation, you must first register with the Apprenticeship and Occupational Certification division of the Department of Education, Culture and Employment. The certification requirements for each occupation vary depending on the industry and are established by an industry development committee. Once you are registered you will be required to submit proof of your work experience, challenge a multiple-choice exam and demonstrate your skills and abilities on the job.

Of those employed in these jobs in the NWT 50% have not completed high school, 18% have a high school diploma and 32% have a certificate or diploma.

Where The Jobs Are

About 54% of employees working in these occupations live in Yellowknife, 19% live in the regional centres of Inuvik, Hay River and Fort Smith and 27% live in the other communities.

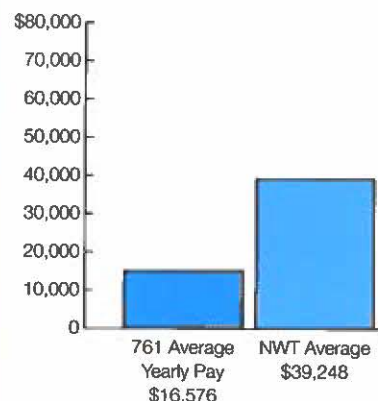
About 63% of people at work in these occupations are in the construction industry and 17% work in other services.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will see significant increases in employment levels, reaching their peak during pipeline construction, while resulting in short-term employment for existing jobs. Opportunities in the future will continue to remain high.

Average Employment Income



Resources

Aurora College

Apprenticeship and Occupational Certification – Department of Education, Culture and Employment, GNWT

School of Community Government – Department of Municipal and Community Affairs, GNWT

762 Public Works and Other Labourers

As a prospective labourer in public works or other fields, you are in good shape physically and you enjoy working outdoors.

Typical Occupations

Sanitation Worker

Sewer Maintenance Worker

Sidewalk Cleaner

Playground Maintenance Person

Garbage Collector

Public Works Labourer

Delivery Truck Helper

Truck Driver Helper

Moving Van Helper

Housing Maintainers

Environmental Monitor

Building Maintainer

At Work

Public works and maintenance labourers do a variety of labouring tasks to maintain public spaces, such as sidewalks, streets, roads and similar areas. They work for government public works departments or private companies under contract to governments.

People in these occupations may:

- Clean and maintain sidewalks, streets, roads and community grounds;
- Sweep debris and shovel snow from streets, sidewalks, building grounds and other areas, and load snow and debris into carts or trucks;
- Shovel cement and other materials into cement mixers, spread concrete and asphalt on road surfaces using shovels, rakes and hand tampers, and perform other activities to assist in maintenance and repair of roads;
- Dig ditches and trenches using shovels and other hand tools;
- Operate jackhammers and drills to break up pavement;
- Operate power mowers and cutters to cut lawns and grass along roadsides;
- Cut trees, trim branches, rake leaves, apply fertilizer and insecticides by hand and water public lawns, trees and shrubs;
- Load and unload trucks with supplies and equipment;
- Collect money from coin boxes of parking meters along established route;
- Collect garbage and load it onto garbage trucks;
- Assist in routine maintenance and repair of equipment;
- Assist skilled tradespersons, such as carpenters, plumbers and mechanics; and
- Operate mobile sidewalk cleaning equipment.

Housing maintainers perform maintenance and minor repairs on existing physical structures and components of single-family residences using hand and power tools. They service and repair heating systems, complete minor repairs on electrical and plumbing systems, paint and repair drywall and woodwork and repair, replace and adjust doors and windows, ceiling and floor tiles and door locks.

Environmental monitors observe the environment and monitor the impact of human activity to ensure that the terms and conditions of land use agreements are being met. They may also work as technical assistants to scientists who are conducting on the land research. Environmental monitors understand the importance of a healthy environment and the need to use resources wisely. They use their knowledge of the local biosphere and their land skills to assess potential impact, determine damage and to travel safely on the land.

Requirements

- High school diploma.
- On-the-job training.

Your Skills and Aptitudes

As a prospective labourer in public works or other fields, you are in good shape physically and you enjoy working outdoors. You work well to accomplish tasks as part of a team and you take directions well. You like working with your hands.

How To Get There

Employees usually train on the job for these occupations, working closely with an experienced colleague.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

You work well to accomplish tasks as part of a team and you take directions well. You like working with your hands.

Resources

Aurora College

Apprenticeship and Occupational Certification – Department of Education, Culture and Employment, GNWT

School of Community Government – Department of Municipal and Community Affairs, GNWT

821 Supervisors, Logging and Forestry

You should like working outdoors even in adverse weather conditions and have strong leadership, communication, planning and organizational skills.

At Work

Supervisors supervise and coordinate the activities of workers engaged in logging operations and silviculture. Logging companies, contractors and government agencies employ them.

People in these occupations may:

- Supervise and coordinate activities of logging and forestry workers in woodland operations and the activities of silviculture workers engaged in scarification, planting and vegetation control activities;
- Schedule work crews, equipment and transportation to several different work locations;
- Problem solve, increase efficiency, teach safety and ensure safe work practices are followed at all times;
- Ensure compliance with government regulations;
- Communicate with forestry professional, technical and management personnel regarding harvest and forest management plans;
- Prepare production and other reports; and
- Hire and train new workers.

Requirements

- High school diploma.
- Completion of a one to three-year forest technologist or technician program at a college or technical institute.
- Both formal company training and on-the-job training.

Typical Occupations

Forest Operations Supervisor

Forestry Crew Supervisor

Hook Tender

Logging Contractor

Logging Foreperson

Logging Production Supervisor

Woods Foreman/woman

Silviculture Supervisor

Your Skills and Aptitudes

You should like working outdoors even in adverse weather conditions and have strong leadership, communication, planning and organizational skills. You may be required to spend extended periods of time in isolated or remote locations.

How To Get There

Supervisors also require several years of experience as a logger, silviculture worker or logging machinery operator. A chemical application license and/or an industrial first aid certificate may also be required.

Where The Jobs Are

Detailed statistical information for these occupations in the NWT is not available.

You may be required to spend extended periods of time in isolated or remote locations.

Resources

Aurora College

822 Supervisors, Mining, Oil and Gas

Math and science courses in high school will help and strong leadership, communication, planning, organization and project management skills are all useful attributes.

Typical Occupations

Surface Mining Foreperson

Blasters Quarrying Foreperson

Underground Mine Foreperson

Mine Supervisor

Quarry Supervisor

Open Pit Mine Supervisor

Underground Mining Level Boss

Oil Well Services Field Supervisor

Oil and Gas Well Drilling Foreperson

Oil and Gas Drilling Rig Manager

Toolpusher

At Work

Supervisors in mining and oil and gas supervise and coordinate the work and activities of those engaged in underground and surface mining operations and quarries. They are usually employed in coal, metal and non-mineral mines and quarries.

People in these occupations may:

- Supervise oil and gas drilling and the operation of service rigs;
- Provide oil and gas services;
- Set work schedules;
- Coordinate inter and intra-departmental work activities;
- Oversee safety procedures;
- Problem solve, increase efficiency, train workers on the job, in safety procedures and company policies;
- Order supplies and other materials; and
- Preparing production and other reports.

Supervisors in mining and quarrying supervise and coordinate activities of workers engaged in underground and surface mining operations. They are employed in diamond, gold and other metal and non-metallic mining operations.

People in these occupations may:

- Supervise the operation of underground conveyances;
- Supervise the work of heavy equipment operators, drillers and blasters;
- Problem solve and coordinate schedules;
- Requisition materials and supplies;
- Train workers in job duties, safety procedures and company policy; and
- Prepare reports.

Requirements

- High school diploma.
- Diploma or certificate from a technical school, college or university in mining technology or petroleum or mining engineering.
- Certificates in first aid, workplace hazardous materials information system (WHMIS) and transportation of dangerous goods (TDG).

Your Skills and Aptitudes

Math and science courses in high school will help and strong leadership, communication, planning, organization and project management skills are all useful attributes.

How To Get There

Several years of work experience is an asset to anyone who wants to be promoted to a supervisory role. In the NWT, you must also pass the mine supervisory exam offered by WCB.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Several years of work experience is an asset to anyone who wants to be promoted to a supervisory role.

Resources

Aurora College

British Columbia and Yukon Chamber of Mines

British Columbia Institute of Technology

NWT and Nunavut Chamber of Mines

Canadian Institute of Mining, Metallurgy and Petroleum (CIM)

*Petroleum Society of CIM/
Journal of Canadian Petroleum Technology*

NWT Mine Training Society

823 Underground Miners, Oil and Gas Drillers and Related Workers

At a Glance

Number of Employees in the NWT: 78

Gender:

Male 100%
Female 0%

Age:

15-24 years 0%
25-44 years 4%
45+ years 96%

Ethnicity:

Aboriginal 4%
Non-Aboriginal 96%

Hours of Work:

Full-time 100%
Part-time 0%

At Work

During mining operations, **underground production and development miners** operate mining machinery, drill, blast and perform related duties to extract coal and ore in underground mines. They construct tunnels, passageways and shafts. They work in coal, metal and non-metallic mineral underground mines and work for specialized contractors in mine construction, shaft sinking and tunnelling.

People in these occupations may:

- Set up and operate drills and drilling machines to produce a designated pattern of blasting holes;
- Operate diamond drills or other specialized drills to test geological formations or to produce underground passageways ;
- Set up and operate mining machinery to shear coal, rock or ore from the working face;
- Load explosives, set fuses and detonate explosives to produce desired blasting patterns and rock fragmentation in underground mines;
- Operate scoop tram, loadhauldump (LHD) machine or mucking machine to load and haul ore from stopes, drifts and draw points to ore passes;
- Perform duties required to ensure safety and to support the mining advance; and
- Perform routine maintenance of mining machinery.

Oil and gas well drillers and well servicers control the operation of drilling and hoisting equipment on drilling and service rigs and direct the activities of the rig crew under supervision of the rig manager. Oil and gas well loggers, testers and related workers operate specialized mechanical or electronic equipment, tools or instruments to provide services in conjunction with well drilling, completion or servicing. Employees in this group generally work for drilling and well service contractors, petroleum producing companies and well logging or testing companies.

People in these occupations may:

- Direct rig crew in setting up rigs and drilling, completing or servicing oil and gas exploration and producing wells ;
- Operate controls of drill or service rig drilling and hoisting machinery;
- Train or arrange training of crew;
- Maintain records of drilling and servicing operations;
- Drive well service or wire line truck to well site;
- Assemble and attach equipment, tools or recorders to drill stem or wire line to conduct required procedures and tests;
- Operate or direct the operation of wire line or unit controls to lower, position and retrieve equipment and instruments; and
- Operate recorders and computers in mobile testing or logging unit to collect data.

Typical Occupations

Underground Mining Blaster

Diamond Driller

Underground Mining Driller

Mining Machine Operator

Production Miner

Core Drill Operator

Oil and Gas Drilling Well Testing Operator

Oil and Gas Directional Driller

Oil Field Services Service Rig Operator

Requirements

- High school diploma.
- Specialized industry training.
- A college diploma may be required.
- On-the-job training.
- Certification or licensing may be required and may include first aid, hydrogen sulphide awareness, blowout prevention, workplace hazardous materials information system (WHMIS) and transportation of dangerous goods (TDG).

Your Skills and Aptitudes

You should be strong, agile and physically fit in these occupations. You have an aptitude for tools and mechanics and a sense of how things are assembled and how they work. You are willing to take instruction from supervisors and carry out duties carefully as safety is a main concern in these occupations.

How To Get There

Many employers in these occupations offer on-the-job training. Individuals interested in pursuing opportunities in these fields can start by taking the trades access course at Aurora College, which prepares students for entry into trades and related programs.

Aboriginal and industry groups occasionally work in partnership to offer on-the-job training to potential mining industry employees in Aboriginal communities in the NWT. Progress is monitored by supervisors who can guide successful recruits from class I miner status to class III. Such courses are offered at mine sites on an as-needed basis and include basic skills, apprenticeship, underground mine training, mining technology and administration, mill operations, construction and heavy duty equipment operations.

Of those who work in these occupations in the NWT, 30% have not completed high school, 69% have a high school diploma and 1% have a certificate or diploma.

Where The Jobs Are

About 96% of people in these occupations live in Yellowknife, none live in the regional centres of Inuvik, Hay River or Fort Smith and 4% live in the smaller communities. In most cases, the work takes place outside settlements, often in remote locations.

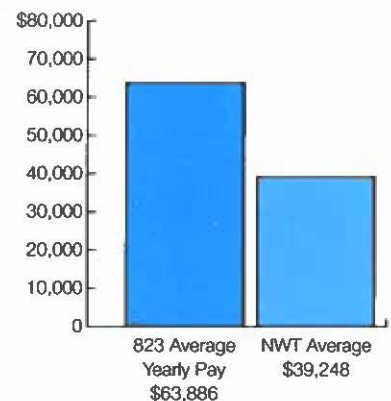
About 89% of people at work in these occupations are in the mining, oil and gas industries and 5% are in the construction industry.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to be impacted by natural resource development in the NWT. There will be moderate change in employment levels, but will see long-term employment for existing jobs, while job opportunities in the future remain steady.

Average Employment Income



Resources

Aurora College

NWT and Nunavut Chamber of Mines

Canadian Institute of Mining, Metallurgy and Petroleum (CIM)

Petroleum Society of CIM / Journal of Canadian Petroleum Technology

NWT Mine Training Society

British Columbia and Yukon Chamber of Mines

British Columbia Institute of Technology

824 Logging Machinery Operators

You should be in good physical shape and be prepared to work outdoors in a range of weather conditions.

At Work

Logging machinery operators operate cable yarding systems, mechanical harvesters and forwarders, mechanical tree processors and loaders to fell, yard and process trees at logging sites and are generally employed by logging companies and contractors.

Cable yarding system operators operate machinery that transports trees from logging areas to landing or log loading areas in mountainous terrain.

Mechanical harvester and forwarder operators assess site and terrain and drive heavy equipment to perform a combination of felling, slashing, bucking, bunching and forwarding operations at logging areas.

Loader operators operate a variety of machines that perform a combination of slashing, bucking, chipping, sorting and loading logs or trees at landing sites.

Requirements

- High school diploma.
- Completion of three to 16-months of on-the-job training.
- Heavy equipment operation certification, air brake endorsement and WHMIS certification may be required.

Typical Occupations

Treelength Forwarder Operator

Linehorse Operator

Logging Slasher Operator

Logging Crane and Claw Operator

Chipping Machine Operator

Logging Loader Operator

Logging Machinery Operator

Tree Harvester Operator

Tree Processor Operator

Feller Buncher Operator

Your Skills and Aptitudes

You should be in good physical shape and be prepared to work outdoors in a range of weather conditions. You should have an aptitude for machinery and be safety conscious at all times because the work is considered among the most dangerous in the country.

How To Get There

The amount of experience required depends in part on the complexity of the machinery being operated. Mechanical harvester operators require previous logging experience as a chainsaw or skidder operator, while feller buncher operators require between three and five-years of logging experience. Mechanical tree processors and loader operators need between one and three-years experience.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

You should have an aptitude for machinery and be safety conscious at all times because the work is considered among the most dangerous in the country.

Resources

Aurora College

825 Contractors, Operators and Supervisors in Agriculture, Horticulture and Aquaculture

Skills in managing finances and people are useful skills for those working in these occupations.

Typical Occupations

Dog Kennel Manager

Soil Testing Service Contractor

Nursery Manager

Greenhouse Operator

Landscape Maintenance Contractor

Tree Removal Contractor

Lawn Care Manager

Cemetery Foreperson

Park Caretaker

Fish Farm Manager

At Work

Landscape and horticulture supervisors in this unit supervise and coordinate horticulture and agriculture workers. They are employed by landscaping companies, cemeteries, lawn care and tree service companies, nurseries and greenhouses and by governments and private business. They supervise people who maintain lawns, gardens and athletic fields, golf courses, cemeteries, parks and other landscaped areas. They spread topsoil and lay sod, spray, prune, cut and remove trees and shrubs, construct landscape and landscape structures and plant, cultivate and harvest trees, shrubs, flowers and plants.

People in these occupations may:

- Establish work schedules and procedures and coordinate activities;
- Problem solve and prepare and submit progress reports;
- Train workers; and
- Requisition supplies and materials.

Landscape and grounds maintenance contractors and managers plan, organize, direct and control the operations of landscaping, lawn care and tree service departments and businesses.

People in these occupations may:

- Tender bids on contracts for landscaping and grounds maintenance work;
- Plan and estimate cost of materials and equipment;
- Organize and direct planting and maintenance of trees, gardens, lawns, shrubs and hedges and the construction and installation of fences, decks, patios, walkways and retaining walls;
- Hire and supervise staff; and
- Maintain financial and personnel records.

Nursery and greenhouse operators and managers plan, organize, direct and control the activities of nursery and greenhouse staff that grow and market trees, shrubs, flowers and plants.

People in these occupations may:

- Create environmental conditions to grow trees, shrubs, flowers and plants;
- Design planting and care schedules;
- Determine type and quantity of stock;
- Supervise, planting, transplanting, feeding and spraying stock;
- Identify and control insect, disease and weed problems;
- Provide information to customers on growing and care of trees, shrubs, flowers, plants and lawns;
- Order fertilizers, garden and lawn care equipment;
- Hire and supervise staff and schedule staff; and
- Maintain records of stock, finances and personnel.

Requirements

- High school diploma.
- A college or university degree in agriculture may be required.

Your Skills and Aptitudes

Skills in managing finances and people are useful skills for those working in these occupations. Self-motivation and self-discipline are important attributes and computer knowledge and staying on top of laws and regulations regarding the application of pesticides are also important.

How To Get There

Summer employment as a landscaper's assistant or dog walker would be useful experience.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Self-motivation and self-discipline are important attributes and computer knowledge and staying on top of laws and regulations regarding the application of pesticides are also important.

Resources

Aurora College

*University of Saskatchewan,
College of Agriculture*

*University of Manitoba,
Agricultural and Food Sciences*

University of Alberta

*Canadian Consulting
Agrologists Association*

826 Fishing Vessel Masters and Skippers and Fisher People

Companies that operate commercial fishing vessels usually employ these people.

Typical Occupations

Fishing Master

Trawler Captain

Offshore Fishing Vessel Captain

Fishing Vessel Captain

Fishing Vessel Boatswain

Factory Freezer Trawler Captain

Fishing Vessel Second Mate

Fishing Vessel Navigation Officer

Fisherperson

Fishing Trap Boss

At Work

Fishing vessel captains and officers manage and operate fishing vessels greater than 100 gross tonnes in the pursuit and landing of fish and other marine life. Companies that operate commercial fishing vessels usually employ them.

People in these occupations may:

- Determine fishing areas;
- Plot courses and compute navigational positions using charts, compasses, tables and other aids like GPS;
- Steer vessels;
- Operate navigational instruments and electronic fishing aids, such as colour and paper sounders; and
- Direct fishing operations and supervise crew activity, keep records and hire and train staff.

Fishing vessel skippers and fisherpersons operate fishing vessels in the pursuit and landing of fish and other marine life and are often self-employed owner-operators of fishing vessels.

People in these occupations may:

- Select fishing areas;
- Compute navigational positions using compasses, charts and other navigational aids like GPS;
- Operate fishing gear;
- Direct fishing operations;
- Supervise crew members;
- Maintain engine, fishing gear and other on-board equipment;
- Keep records of catch and weather conditions;
- Keep financial records and prepare budgets; and
- Market and transport fish.

Requirements

- High school diploma.

Your Skills and Aptitudes

It is necessary to be in good physical condition and to be prepared to work outside in all kinds of weather conditions.

How To Get There

A commercial fishing license is required and several years experience as a crewmember on a fishing vessel is also required.

The commercial fishery on Great Slave Lake dominates the fishing industry in the NWT. With one exception, most of the fish caught commercially is marketed by the Freshwater Fish Marketing Corporation, which buys, processes and markets fish caught in freshwater lakes in several provinces and the NWT. Profits are distributed to fishers in the form of final payments.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

It is necessary to be in good physical condition and to be prepared to work outside in all kinds of weather conditions.

Resources

Aurora College

*Department of Industry,
Tourism and Investment,
GNWT*

*Freshwater Fish Marketing
Corporation*

841 Mine Service Workers and Operators in Oil and Gas Drilling

At a Glance

**Number of Employees
in the NWT: 89**

Gender:

| | |
|--------------|------|
| Male | 100% |
| Female | 0% |

Age:

| | |
|-------------------|-----|
| 15-24 years | 38% |
| 25-44 years | 37% |
| 45+ years | 25% |

Ethnicity:

| | |
|----------------------|-----|
| Aboriginal | 49% |
| Non-Aboriginal | 51% |

Hours of Work:

| | |
|-----------------|------|
| Full-time | 100% |
| Part-time | 0% |

Typical Occupations

Mine Processing Technician

Underground Miner

Conveyor Operator

Mine Construction Worker

Shaft Tender

Underground Hoist Operator

Underground Jack Operator

Underground Pipe Worker

*Oil Field Services Pumper
Operator*

*Oil Field Services Cement
Truck Operator*

*Oil and Gas Drilling Derrick
Worker*

At Work

Mine processing technicians monitor gold or diamond mining processes and equipment to upgrade ore and produce a marketable product like gold or diamonds. They are responsible for the operation of equipment like bins, conveyers, chutes, pumps, valves, crushers, grinders, screens and thickeners.

People in these occupations may:

- Conduct circle checks;
- Collect samples;
- Test and read monitoring instrumentation to detect malfunctions and variations from process specifications; and
- Initiate changes to the process or communicate with a control room operator about necessary changes and/or starting up and shutting down equipment as required.

Mine service workers perform a range of duties, often underground, related to the operation of ore passes, chutes and conveyor systems, the construction and monitoring of underground support structures, passages and roadways and help supply the materials that support mining efforts.

People in these occupations may:

- Control flow of materials through ore passes;
- Operate heavy equipment to build and maintain passages and haulage ways;
- Construct wood or metal supports and structures using construction and mining tools;
- Attach and extend ventilation and water pipes;
- Assist miners in setting up and operating drilling and other mining machinery;
- Supply and maintain backfill distribution of sand, rock and other materials;
- Operate diesel or electric hauling equipment to distribute personnel and supplies and to convey ore from ore pass to primary crusher or skip;
- Perform routine maintenance; and
- Maintain supply storage areas and equipment and supplies like explosives, drill bits, fire extinguishers, lamps and batteries.

Operators in oil and gas drilling operate drilling and service rig machinery as intermediate members of a rig crew. Oil and gas well services operators drive trucks and operate specialized hydraulic pumping systems to place cement in wells or to treat wells with chemicals, sand mixtures or gases to stimulate production. Drilling and well service contractors and petroleum producing companies in the oil and gas sector usually employ workers.

People in these occupations may:

- Align and manipulate sections of pipe or drill stems from a platform on the rig derrick during the removal and replacement of strings of pipe, drill stem or drill bit;
- Operate and maintain drilling mud systems and pumps during drilling and mixing mud chemicals and additives;
- Record mud flows and volumes and take samples;
- Supervise floor hands and labourers;

- Operate and maintain drilling rig diesel motors, transmissions and other mechanical equipment;
- Assist in setting up, taking down and transporting drilling and service rigs;
- Drive well services trucks to well sites;
- Attach pumps and hoses to wellheads;
- Operate hydraulic pumping systems to pump chemicals, gases, sand, cement or other material into well;
- Read gauges, interpreting conditions and adjust pumping procedures;
- Mix chemicals and cement; and
- Train assistants and helpers.

Requirements

- High school diploma.
- A three-month apprenticeship with an experienced operator for those who service oil and gas wells and on-the-job training for those in other positions.
- Certificates in first aid, WHMIS, hydrogen sulphide awareness, blowout prevention and transportation of dangerous goods (TDG).

Your Skills and Aptitudes

The work can be physically challenging and you may have to work outdoors in less than ideal weather, so good physical condition is an asset. Mechanical aptitude and awareness of safety are also useful.

How To Get There

Previous experience in a mine is a useful asset. To become certified in a designation occupation, you must first register with the Apprenticeship and Occupational Certification division of the Department of Education, Culture and Employment. The certification requirements for each occupation vary depending on the industry and are established by an industry development committee. Once you registered you will be required to submit proof of your work experience, challenge a multiple-choice exam and demonstrate your skills and abilities on the job.

About 30% of those who work in these occupations have not completed high school, 49% have a high school diploma, 20% have a certificate or diploma and 1% have a university degree.

Where The Jobs Are

About 68% of employees working in these occupations live in Yellowknife, 4% live in the regional centres of Inuvik, Hay River and Fort Smith and 28% live in the other communities.

About 91% of people at work in these occupations are in the mining, oil and gas industry and 9% in the construction industry.

Resources

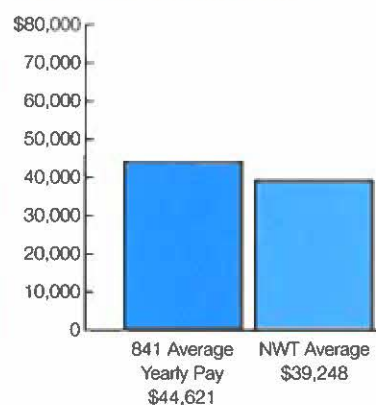
Aurora College, NWT and Nunavut Chamber of Mines, Canadian Institute of Mining, Metallurgy and Petroleum (CIM), British Columbia Institute of Technology.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

These occupations will continue to be impacted by natural resource development in the NWT. As a result there will be moderate employment levels during these projects, and the duration of these jobs will be medium-term with many new employment opportunities continuing into the future, as new prospects come on line.

Average Employment Income



Additional Resources

*Petroleum Society of CIM/
Journal of Canadian Petroleum
Technology*

NWT Mine Training Society

*British Columbia and Yukon
Chamber of Mines*

*Apprenticeship and
Occupational Certification –
Department of Education,
Culture and Employment,
GNWT*

842 Logging and Forestry Workers

Good physical conditioning and the ability to work outdoors in a wide range of weather conditions is necessary.

At Work

Logging companies, wood manufacturing contractors, government services and a variety of other industries including construction employ people who work in these occupations.

Chainsaw and skidder operators operate chain saws and fell, delimb and buck trees. They operate skidders to move or yard the felled trees from the logging site to the landing area for processing and transportation and are generally employed by logging companies and contractors. Employees may be part of a team that rotates between chain saw and skidder operations.

People in these occupations may:

- Operate chainsaws, cable or grapple skidders to move or yard felled trees from a logging site to a landing area for processing and transportation; and
- Assess site, terrain and weather conditions before felling and yarding trees.

Silviculture and forestry workers plant tree seedlings, thin and space trees in reforestation areas, control weeds and undergrowth, fight forest fires under direction and operate chain saws, skidders, bulldozers and other duties necessary for the improvement and conservation of forestry lands.

People in these occupations may:

- Perform other activities such as cone collection, tree pruning and tree marking.

Forest firefighters serve as members of firefighting teams to establish water supplies, connect hoses, direct water to extinguish flames and embers and suppress fires.

People in these occupations may:

- Be required to handle heavy hoses or use equipment like shovels, chainsaws and axes to fell trees;
- Cut and clear underbrush and dig trenches for fire lines;
- Use hand held chemical or water pumps, or pumps connected to high-pressure hoses; and
- Be required to use a compass and a map to locate material and equipment dropped by parachute into a fire area.

Typical Occupations

Logging Chainsaw Operator

Fire Lookout

Forestry Clearing Saw Operator

Forestry Conservation Worker

Forestry Tree Pruner

Forestry Crew Person

Forest Firefighter

Tower Person

Crew Coordinator

Fire Crew Boss

Requirements

- High school diploma.
- Diploma from a forestry program at a college or technical school may be required.
- Formal chainsaw operation training and a specified period of on-the-job training is required.
- Accreditation as a forestry worker may be required.
- WHMIS and transportation of dangerous goods (TDG) certificates may be required.

Your Skills and Aptitudes

Good physical conditioning and the ability to work outdoors in a wide range of weather conditions is necessary. These jobs are considered among the most dangerous in Canada and are usually noisy, muddy and strenuous.

How To Get There

Previous experience as a logging or forestry labourer is usually beneficial. More and more often, companies require that chainsaw operators be certified. Chainsaw operators must also own and maintain their own chainsaws. Different terrain in eastern and western forests may limit the mobility of workers in these occupations.

In the NWT the Forest Management Division (FMD) of the Department of Environment and Natural Resources provides the policy, planning and regulatory framework for the protection and sustainable management of forest resources. The division works with governments, communities and non-governmental agencies in the implementation of land management programs.

The Fire Management section of FMD is responsible for the prevention, detection, monitoring and suppression of forest fires through a regional office, with territorial wide coordination provided by Territorial Forest Fire Response Centre located in Fort Smith. The regional offices are also responsible for hiring additional, seasonal firefighters when the situation requires.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

These jobs are considered among the most dangerous in Canada and are usually noisy, muddy and strenuous.

Resources

Aurora College

*Forest Management
Headquarters – Department
of Environment and Natural
Resources, GNWT*

843 Agriculture and Horticulture Workers

An aptitude for mechanics and carpentry are desirable attributes and analytical, problem solving, science and mathematics skills are helpful.

At Work

Farm labourers and greenhouse workers may be involved in wild animal husbandry, raising domestic livestock like dairy cows, horses and poultry, and in the collection and marketing of eggs, dairy and meat products and in planting, cultivating and harvesting field crops like vegetables and fruits.

Farm labourers duties may include operating farm machinery and equipment to assist in feeding stock and cleaning stables, barns, coops and pens. Workers in horticulture plant, fertilize, cultivate, spray, irrigate and harvest crops either physically or with the use of machinery or other equipment.

Nursery and greenhouse workers prepare soil, transplant plants and cultivate shrubs, trees and flowers. They maintain and regulate greenhouse environments and may be involved in retail sales of plants. This may include providing advice to customers about what kinds of plants grow best in certain conditions and providing information about fertilizers and herbicides.

Requirements

There are no specific educational requirements for general farm and greenhouse workers, but a high school diploma and/or a diploma or degree in agriculture is useful. On-the-job training is often available.

Typical Occupations

Poultry Plucker

Poultry Culler

Egg Gatherer

Poultry Yard Cleaner

Yarn Worker

Livestock Driver

Stock Herder

Greenhouse Worker

Sports Facility Grounds Keeper

Greenhouse Florist

Your Skills and Aptitudes

An aptitude for mechanics and carpentry are desirable attributes and analytical, problem solving, science and mathematics skills are helpful. Good physical conditioning is necessary and people should be prepared to work outdoors in all kinds of weather conditions.

Good interpersonal skills, adaptability and the ability to multi-task and continually re-evaluate priorities are useful attributes.

How To Get There

Some basic knowledge about the operation, maintenance and repair of machinery is an asset and so is familiarity with animals.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Good physical conditioning is necessary and people should be prepared to work outdoors in all kinds of weather conditions.

Resources

Aurora College

844 Other Fishing and Trapping Occupations

Hunters, trappers and fishers should be physically fit and prepared to spend a great deal of time in the wilderness, often by themselves.

Typical Occupations

Fishing Vessel Deckhand

Fishing Vessel Checkerperson

Fishing Vessel Crew Person

Beaver Trapper

Muskrat Trapper

Seal Hunter

Fur Trapper

Hunter

Game Trapper

At Work

Trappers are essentially small business operators who trap animals, such as marten, muskrat, beaver, lynx and wolverine in the winter months and prep the hides and pelts for sale. Professional trappers collect all their fur in late fall and through the winter when wild fur is at its prime, however the work goes on year round because trap line management may involve cutting new trails, building cabins and caches and securing and transporting provisions, such as fuel and equipment for use during the next trapping season. Trapping season itself involves setting traps and snares and dressing animals. Trappers are subject to several regulations administered by the GNWT.

People in these occupations may:

- Bait, set and position traps;
- Patrol trap line on snowmobile, on foot, on snowshoe or skis;
- Remove catch and reset traps and snares;
- Kill and skin catch;
- Treat and pack pelts for marketing;
- Capture live animals for sale or to relocate;
- Maintain and repair trapping equipment;
- Maintain trails and access to trapping lines;
- Trap designated animals for bounty or other animal control programs; and
- Monitor animal populations to ensure sustainability.

Hunters kill wild animals using firearms and other weapons. Most of those who hunt in the NWT are subsistence hunters who are trying to get enough wild game to feed their families.

People in these occupations may:

- Skin dead animals for pelts using knives;
- Treat, pack and transport pelts to processing plants and public auctions;
- Maintain hunting equipment; and
- Monitor animal populations to ensure sustainability.

Fishing vessel deckhands perform manual tasks on commercial fishing vessels. They are employed by commercial fishers or operate independently.

People in these occupations may:

- Prepare nets, lines and other fishing tackle;
- Operate fishing gear to catch fish;
- Clean, sort and pack fish in ice;
- Stow catch;
- Repair nets, splice ropes and maintain fishing gear and other deck equipment;
- Clean deck surfaces and hold;
- Handle mooring lines during docking; and
- Steer vessel to and from fishing areas.

Many people in the NWT also subsist on fish as a means of augmenting their family's diet.

Requirements

- Trapper's license.
- Fishing license (commercial license may be required).
- Hunting license.

Your Skills and Aptitudes

Hunters, trappers and fishers should be physically fit and prepared to spend a great deal of time in the wilderness, often by themselves. Good on the land survival skills are necessary and so is knowledge of local geography. You should be adaptable and skilled at improvising with available resources. Working with weapons and other dangerous tools requires awareness of safety and first aid skills are an asset.

How To Get There

Most hunters, trappers and fishers learn their skills on the job, often from elders or other experienced people who pass along the traditional knowledge that supports and sustains the trapping industry.

The NWT offers a number of trapping courses, usually in the fall. Recent enhancements, like a guaranteed advance and a prime fur bonus, were introduced by the government as part of the fur marketing program to support those who wish to pursue this traditional way of life as a means of supporting themselves and their families. Trapping workshops are also being introduced in NWT schools.

Hunters require training in firearms safety and knowledge about how to dress and butcher animals that have been killed.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Good on the land survival skills are necessary and so is knowledge of local geography.

Resources

Aurora College

Department of Environment and Natural Resources, GNWT

861 Primary Production Labourers

Good physical conditioning is an asset and workers will be required to work in dirty, muddy conditions and outdoors in all kinds of weather.

Typical Occupations

Landscapers and Grounds Maintenance Labourers

Mine Labourers

Oil and Gas Drilling

Servicing and Related Labourers

Logging and Forestry Labourers

Lawn Mower

Golf Course Worker

Underground Mining Rock Duster

Mine Helper

Oil and Gas Drilling Roughneck

Tree Planter

At Work

Landscapers and grounds maintenance labourers perform manual labour to assist in the construction and maintenance of lawns, gardens, athletic fields, golf courses, cemeteries, parks and campgrounds. Federal, territorial and municipal governments, private business and golf clubs employ them.

People in these occupations may:

- Spread and level top soil, lay sod, plant flowers, grass, shrubs and trees;
- Cut grass, rake, fertilize and water lawns;
- Weed gardens, prune shrubs and trees, operate power mowers, tractors, snow blowers, chainsaws, electric clippers, sod cutters and pruning saws;
- Spray and dust trees, shrubs, lawns and gardens to control insects and disease; and
- Perform other duties like clean up and maintenance.

Mine labourers carry out a variety of general labouring duties to assist in the extraction of diamonds and other precious metals, gems, ores and other services in support of underground and open-pit mining and are generally employed by mining companies.

People in these occupations may:

- Assist other mine workers in maintenance and construction of mine installations;
- Clean rooms, roadways, work areas and mining equipment and conveyance tools;
- Load, move, sort and pile materials and supplies; and
- Clear ore and other spills using hand or power tools or small equipment.

Labourers in oil and gas drilling and servicing carry out a variety of general labouring duties and operate equipment to assist in the drilling and servicing of oil and gas wells. Oil and drilling and well servicing contractors and petroleum producing companies employ gas prospectors.

People in these occupations may:

- Manipulate sections of pipe or drill stem at the rig floor during drilling and the removal and replacement of strings of pipe or drill stem or bit;
- Maintain drilling equipment on the drill floor;
- Handle, sort or move drill tools, pipe, cement and other materials;
- Clean up rig areas and assist in setting up, taking down and transporting drilling and service rigs and service equipment; and
- Drive trucks to transport materials and well service equipment.

Logging and forestry labourers perform a variety of manual tasks to assist other workers in forestry and other woodland operations and are generally employed by logging companies and other contractors.

People in these occupations may:

- Attach chokers or cables to felled trees for yarding;
- Plant trees manually;
- Spray herbicide;
- Clear trails through woodlands using chainsaws and axes; and
- Clean up landing areas at logging sites.

Requirements

- High school diploma.
- WHMIS and pre-employment safety training may be required.
- Transportation of dangerous goods (TDG).
- Oil and gas workers may require petroleum industry training service (PITS) training.

Your Skills and Aptitudes

Good physical conditioning is an asset and workers will be required to work in dirty, muddy conditions and outdoors in all kinds of weather.

How To Get There

Progressive work experience in these occupations can lead to more senior operating positions in the industry.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Progressive work experience in these occupations can lead to more senior operating positions in the industry.

Resources

Aurora College

Petroleum Industry Training Service (PITS)

921 Supervisors, Processing Occupations

Strong leadership, written and oral communication and interpersonal skills are required, as is attention to safety and production quality.

Typical Occupations

Die Casting Supervisor

Ore Milling Supervisor

*Cement Processing
Foreperson*

Sanitary Service Foreperson

*Water Purification Plant
Foreperson*

Power Station Shift Supervisor

Fire Inspection Foreperson

*Wood Treating Plant
Foreperson*

Petroleum Refining Supervisor

Pipeline Operations Supervisor

Power Station Supervisor

*Sewage Treatment Plant
Supervisor*

At Work

Supervisors in petroleum, gas and chemical processing supervise and coordinate the work of operators, and are employed by petroleum and natural gas processing, pipeline and petrochemical companies and water and waster treatment facilities.

People in these occupations may:

- Identify, investigate, correct and document potential environmental and safety concerns;
- Design efficient and effective work schedules in coordination with other units;
- Ensure maintenance and production objectives are met;
- Train staff in job duties, safety procedures and company policy;
- Hire and promote staff; and
- Prepare production and budget reports.

Supervisors in mineral and metal processing supervise and coordinate the activities of operators and are employed by mineral ore and metal processing plants, such as zinc, precious metals, cement processing, clay, glass and stone processing plants and foundries.

People in these occupations may:

- Design efficient and effective work schedules in coordination with other units;
- Ensure maintenance and production objectives are met;
- Train staff in job duties, safety procedures and company policy;
- Hire and promote staff; and
- Prepare production and budget reports.

Supervisors in processing occupations direct, coordinate and schedule worker activities, develop guidelines for efficient operations and coordinate work of several departments. They identify, investigate, correct and document potential environmental and safety problems, problem solve and make recommendations regarding improvements to productivity, requisition materials and supplies, train staff, develop and monitor safety procedures and manage operating budgets.

Requirements

- High school diploma.
- Post-secondary education in a specific area may be required.

Your Skills and Aptitudes

Strong leadership, written and oral communication and interpersonal skills are required, as is attention to safety and production quality.

How To Get There

Most supervisors move into their positions after they have gained several years of experience in the field.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Most supervisors move into their positions after they have gained several years of experience in the field.

Resources

Aurora College

*School of Community
Government – Department
of Municipal and Community
Affairs, GNWT*

922 Supervisors, Assembly and Fabrication

Leadership skills and the ability to train new staff are important attributes, as is an awareness of safety in the work place.

At Work

People in these occupations may:

- Direct, coordinate and schedule worker activities;
- Establish methods to meet schedules;
- Coordinate work with other departments;
- Ensure that systems and equipment operate efficiently;
- Problem solve and recommend measures that will improve productivity and product quality;
- Order materials and supplies; and
- Train staff and prepare production and other reports.

Requirements

- High school diploma.
- Previous experience in the field.
- Electronics manufacturing supervisors may require a college diploma.

Typical Occupations

Body Shop Supervisor

Paint Shop Supervisor

Production Line Foreperson

Electrical Battery

Manufacturing Foreperson

Electric Motor Testing

Foreperson

Clothing Manufacturing

Foreperson

Mobile Home Assembly

Foreperson

Snowmobile Assembly

Foreperson

Jewellery Assembly

Foreperson

Toy Manufacturing Foreperson

Your Skills and Aptitudes

Leadership skills and the ability to train new staff are important attributes, as is an awareness of safety in the work place.

How To Get There

Nationally, many of those coming to work in jobs in these fields have a trade or vocational certificate, a community college diploma or an undergraduate degree.

Where The Jobs Are

Detailed statistical information is unavailable for these occupations in the NWT.

Nationally, many of those coming to work in jobs in these fields have a trade or vocational certificate, a community college diploma or an undergraduate degree.

Resources

Aurora College

923 Central Control and Process Operators in Manufacturing and Processing

Solid computer and observation skills are an asset to anyone wishing to work in these occupations.

At Work

Central control and process operators operate and monitor multi-function process control machinery and equipment to control the processing of mineral ores, metals or cement. Refineries and mineral processing plants employ them.

People in these occupations may:

- Coordinate and monitor one or more aspects of mineral ore or cement processing through control panels, computer terminals or other control systems from a central control room;
- Coordinate the operation of multi-function central processing machinery to grind, separate, filter, melt, roast, treat, refine or otherwise process mineral ores;
- Observe and monitor computer printouts, video monitors and gauges to verify specified processing conditions and make adjustments as required;
- Coordinate and supervise production crews, starting up and shutting down production systems in emergency situations or for scheduled maintenance;
- Provide and/or organize training for members of production crews; and
- Maintain shift log of production and the preparation of production and other reports.

Typical Occupations

Blast Furnace Operator

Central Control Room Operator

Console Operator

Roaster Operator

Rolling Mill Control Operator

Grinding Mill Operator

Slurry Controller

*Coke Plant By-products
Operator*

*Crusher Control Room
Operator*

Chemical Processing Operator

Refinery Process Technician

Paper Machine Operator

Requirements

- High school diploma.
- Occupational certification is available in the NWT.
- On-the-job training is available.

Your Skills and Aptitudes

Solid computer and observation skills are an asset to anyone wishing to work in these occupations.

How To Get There

With experience, operators may be promoted to supervisory positions.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

With experience, operators may be promoted to supervisory positions.

Resources

Aurora College

941 Machine Operators and Related Workers in Metal and Mineral Products Processing

The ability to read and understand documents, solve problems and make decisions are important attributes for workers in these occupations.

At Work

Workers in this group operate single function machines or machinery, which are part of a larger mineral processing production process.

People in these occupations may:

- Set up, prepare and adjust mineral ore and cement processing machinery to carry out one step in the overall mineral ore processing operation;
- Operate single function machinery to grind, separate, filter, mix, melt, treat, cast, roll, refine or otherwise process mineral ores;
- Observe and monitor gauges, meters, computer print-outs, video monitors and products to ensure the correct and safe operation of machines and processing conditions;
- Adjust machinery as required; and
- Record production information and completing reports.

Typical Occupations

Ore Separators

Classifiers

Driers

Millers

Machine Operators

Ladle Pourer

Lime Kiln Operator

Laminator

Smelter House Mixer

Furnace Operator

Concrete Moulder

Ore Sample Tester

Requirements

- High school diploma.
- Occupational certification available in the NWT.
- On-the-job training.

Your Skills and Aptitudes

The ability to read and understand documents, solve problems and make decisions are important attributes for workers in these occupations.

How To Get There

With experience, some machine operators may progress to positions in central control room or processing occupations.

Where The Jobs Are

Detailed statistical information for these occupations is not available.

With experience, some machine operators may progress to positions in central control room or processing occupations.

Resources

Aurora College

942 Machine Operators and Related Workers in Chemical, Plastic and Rubber Processing

An aptitude for machinery, attention to detail and computer literacy are all useful attributes.

Typical Occupations

Chemical Processing Colour Matcher

Soap Maker

Ink Matcher

Dry Explosive Mixer

Paint Mixer

Radial Tire Builder

Sewage Plant Operator

Water Treatment Plant Operator

Water Plant Pump Operator

Water Gate Operator

At Work

Water plant operators monitor and run computerized control systems and related equipment in water filtration and treatment plants to regulate the treatment and distribution of water. Municipal governments, industries and institutions employ them.

People in these occupations may:

- Read flow meters, gauges and other recording instruments to measure water output and consumption levels, bacterial content, chlorine and fluoride levels;
- Monitor and inspect plant equipment and systems to detect equipment malfunctions and to ensure plant systems operate normally;
- Collect and test water samples for chemical and bacterial content;
- Analyze test results and instrument readings and make adjustments to plant equipment and systems;
- Perform security checks;
- Respond to customer concerns about water quality;
- Complete and maintain plant logs and reports; and
- Perform minor maintenance.

Waste plant operators monitor and operate computerized control systems and related equipment in wastewater, sewage treatment and liquid waste plants to regulate the treatment and disposal of sewage and wastes. Municipal governments, industries and institutions employ them.

People in these occupations may:

- Patrol plant to check pumps, motors, filters, chlorinators and other plant equipment;
- Monitor and read gauges, meters and other recording instruments to detect equipment malfunctions and ensure plant systems and equipment are operating within prescribed limits;
- Collect waste and sewage samples, test and analyze results and adjust equipment as required;
- Perform security checks on plant and grounds;
- Complete and maintain plant logs and reports; and
- Perform minor maintenance.

Chemical plant machine operators blend, mix, process and package a wide variety of specialty chemicals, pharmaceuticals and cleaning and toiletry products.

Rubber processing assemblers run moulding, laminating, calendaring and extruding machinery and equipment.

Requirements

- High school diploma.
- On-the-job training.
- WHMIS and statistical process control system (SPC) certification.
- Some occupations may require hydraulics, pneumatics or electronics systems courses.

Your Skills and Aptitudes

An aptitude for machinery, attention to detail and computer literacy are all useful attributes. Essential skills for those in these occupations include the ability to work with and understand numbers, good oral communication skills and the ability to solve problems and make decisions.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Essential skills for those in these occupations include the ability to work with and understand numbers, good oral communication skills and the ability to solve problems and make decisions.

Resources

Aurora College

Northern Alberta Institute of Technology (NAIT)

British Columbia Institute of Technology

943 Machine Operators and Related Workers in Pulp and Paper Production and Wood Processing

An understanding and aptitude for machinery is useful, and attention to detail and computer literacy are also helpful attributes.

At Work

Sawmill machine operators control automated equipment to saw, trim and plane rough lumber and saw and split shingles and shakes.

Pulp mill machine operators run and monitor screening equipment, digesters, mixing tanks and other machinery to produce pulp.

Papermaking machine operators run and monitor various papermaking and finishing equipment and machinery.

Paper converting machine operators fabricate and assemble paper products such as paper bags and boxes.

Other wood processing operators remove bark from logs, produce wood chips, preserve and treat wood, produce wafer board, plywood and similar wood products.

Lumber graders and other wood processing inspectors and graders inspect and grade lumber, shingles, particleboard and similar products, as well as classifying products according to industry standards.

Typical Occupations

Sawmill Machine Operators

Other Wood Processing Machine Operators

Lumber Graders and Other Wood Processing Inspectors and Graders

Head Saw Operator

Lumber Sizer Operator

Pulp Tester

Plywood Patcher

Wood Processing Kiln Operator

Carton Forming Machine Operator

Lumber Grader

Requirements

- High school diploma.
- On-the-job and other formal training may be provided.
- Industrial first aid certificate.
- Some occupations may require a college or technical school diploma.

Your Skills and Aptitudes

An understanding and aptitude for machinery is useful, and attention to detail and computer literacy are also helpful attributes. Essential skills for workers in this group include the ability to work with and understand numbers and the ability to solve problems and make decisions.

How To Get There

Workers who acquire experience in the jobs in this occupational grouping may progress to control room or supervisory positions.

Where The Jobs Are

Detailed statistical information is unavailable for these occupations in the NWT.

Essential skills for workers in this group include the ability to work with and understand numbers and the ability to solve problems and make decisions.

Resources

Aurora College

944 Machine Operators and Related Workers in Textile Processing

An aptitude for machinery, quality control, computer literacy and attention to detail are useful assets.

At Work

People in this occupational grouping are employed in textile mills, textile manufacturing firms and garment making firms.

Weavers operate looms to weave yarn and thread into textiles and fabric. Other weaving workers reproduce patterns, perform drawing-in and warp-tying activities and set up looms.

Knitting machine operators run a machine or group of machines that produce knitted fabric, hosiery, garments and other products.

Textile dyeing and finishing machine operators bleach, dye and finish yarn, thread, cloth and textile products.

Textile inspectors, graders and samplers prepare samples and inspect and grade textile products.

Typical Occupations

Weavers

Knitting Machine Operators

*Textile Dyeing and Finishing
Machine Operators*

Fur Blower

Yarn Soaker

Textile Tufting Operator

Textile Weaver

Cloth Tester

Requirements

- High school diploma.
- On-the-job training.
- A diploma or a degree in fine arts may be necessary.

Your Skills and Aptitudes

An aptitude for machinery, quality control, computer literacy and attention to detail are useful assets. Essential skills for workers in these occupations include the ability to read and understand documents, work with numbers and problem solve.

How To Get There

There is considerable mobility between jobs in this occupational grouping and workers with experience often advance to supervisory positions.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Essential skills for workers in these occupations include the ability to read and understand documents, work with numbers and problem solve.

Resources

Aurora College

945 Machine Operators and Related Workers in Fabric, Fur and Leather Products Manufacturing

An aptitude for machinery, attention to detail, a concern about quality control and artistic flair are all assets, as is computer literacy.

At Work

Workers in this occupational grouping are employed by leather tanning and fur dressing establishments or by garment, fur or leather products manufacturers.

Sewing machine operators sew fabric, fur and synthetic materials to produce new garments and repair used ones. They may also operate tackers, buttonhole makers, hemmers and other machines, like fur sewing machines to join fur pelts together into garment sections or shells.

Fabric cutters make parts for garments and other articles. They frequently use computer numerically controlled (CNC) cutting devices.

Fur cutters cut pelts to make parts for garments and other consumer goods.

Leather cutters cut parts for shoes, garments and other articles.

Hide and pelt processing workers use machines or hand or powered cutting instruments to trim, scrape, clean, tan, buff and dye animal hides, pelts and skins to produce leather stock and finished furs. They also shear fur and wool hides to produce pelts with hair of a specified length. They also prepare chemical dyes and tints.

Inspectors and testers inspect and grade hides, pelts and leather according to size, condition and weight and garments and other manufactured fabric, fur and leather products for defects and sizing.

Typical Occupations

Sewing Machine Operators

Fabric Cutter

Fur Cutter

Leather Cutter

Hide and Pelt Processing Workers

Inspectors and Testers

Leather Sewer

Hide Processing Worker

Fur Blender

Pelt Stretcher

Leather Dyer

Fur Grader

Requirements

- High school diploma.
- On-the-job training.
- Previous work experience.
- Certificate from a trade or vocational school or community college may be useful.

Your Skills and Aptitudes

An aptitude for machinery, attention to detail, a concern about quality control and artistic flair are all assets, as is computer literacy. Workers should also be able to read and understand documents and work with and understand numbers.

How To Get There

There is some mobility between jobs in this occupational grouping. With experience workers can progress to supervisory positions.

Where The Jobs Are

Detailed statistical information about these occupations in the NWT is not available.

Workers should also be able to read and understand documents and work with and understand numbers.

Resources

Aurora College

946 Machine Operators and Related Workers in Food, Beverage and Tobacco Processing

An aptitude for operating machinery, attention to detail and the ability to make mental measurements and calculations are all useful attributes, as is concern about quality control.

At Work

Fish plant machine operators set up and run the machines to clean, cut, cook, smoke, brine, dehydrate and process and package fish products. They may also record production information such as quantity, weight, date and type of products packaged. They are employed in fish processing plants.

Fish plant cutters and cleaners cut, trim and clean fish by hand prior to marketing or further processing. They scrape scales, cut fish, separate fillets and remove scrap parts. They may also cut fillet sections according to specifications and are employed in fish processing plants.

Process control and machine operators in food and beverage processing operate multi and single function machines to process and package food and beverage products. They are employed in bakeries, meat plants and beverage bottling plants and operate machines involved in grinding, extracting, mixing, blending, freezing and cooking food and beverage products prior to boxing, canning or bottling.

Industrial butchers and meat cutters prepare meat for further processing, packaging and marketing. They are employed in slaughtering and meat processing plants. They may kill cattle prior to slaughter or clean and trim carcasses.

Typical Occupations

Pickle Maker

Ice Cream Decorator

Industrial Meat Cutter

Ham Cutter

Cheese Grader

Wine Tester

Fish Plant Machine Operators

Fish Plant Cutters

Bakery Machine Operator

Bottling Machine Operator

Requirements

- High school diploma.
- Previous experience.
- On-the-job training.
- Industrial meat cutters are required to complete an industrial meat-cutting program.

Your Skills and Aptitudes

An aptitude for operating machinery, attention to detail and the ability to make mental measurements and calculations are all useful attributes, as is concern about quality control. Essential skills for workers in these occupations include the ability to work with numbers and to solve problems. Good oral communication skills are also an asset.

How To Get There

Process control operators may progress to supervisory positions with experience. Prior experience as a labourer in food and beverage processing may be required to advance to a position as a machine operator.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Essential skills for workers in these occupations include the ability to work with numbers and to solve problems. Good oral communication skills are also an asset.

Resources

Aurora College

947 Printing Machine Operators and Related Occupations

Excellent oral communication skills, an aptitude for operating machines, an eye for detail and patience for precision work and quality control are useful attributes for those who choose these occupations.

Typical Occupations

Printing Machine Operators

Colour Photocopy Operator

High Speed Printer Operator

Embossing Printer

Graphic Arts Camera Operator

Printing Press Operators

Pre-press Technicians

Binding and Finishing Machine Operators

Photographic and Film Processing Technicians

Photo Lab Technician

At Work

Printing machine operators use laser printers, computerized high-speed colour copiers and other printing machines to print text, illustrations and designs. Rapid print companies and commercial printing companies employ them.

People in these occupations may:

- Review work orders to determine job specifications, such as ink colour and quantity required;
- Set up and make adjustments to printing machines, such as filling ink or paint reservoirs and loading paper stock; and
- Operate and printing machines during print run and make any necessary adjustments.

Pre-press technicians operate various computer-controlled systems and camera and plate making workers operate cameras and scanners, assemble film and negatives and prepare, engrave and etch printing press plates and cylinders. They are employed by firms that specialize in colour graphics or platemaking and cylinder preparation, commercial printing companies and by newspapers and magazines.

People in these occupations may:

- Set up and adjust black and white or colour separation process cameras to convert graphic art and photos into film for exposure onto printing plates and cylinders;
- Prepare cylinders by grinding and polishing them and laying down carbon tissue, then etching and engraving cylinders using hand tools, etching machines or laser processes; and
- Operate vacuum frames, plate processors and machines that produce printing plates for presses.

Binding and finishing machine operators bind and finish printed materials. Binderies, commercial printing companies, newspapers and magazines in both the public and the private sector employ them.

People in these occupations may:

- Set up and operate specialized equipment that cuts, folds, gathers and finishes brochure, magazines, books, business forms and other printed materials; and
- Set up and operate equipment that die cuts, embosses, imprints, laminates, heat stamps and performs other finishing operations on printed material.

Photographic and film processors work in film processing labs and retail photofinishing establishments where they process and finish still and motion picture film.

People in these occupations may:

- Use machines to develop slides and negatives and to print black and white and colour photos;
- Use equipment to enlarge photos from prints or negatives;
- Use equipment to transfer film to video tape;
- Retouch negatives or prints; and
- Measure and mix chemicals used in processing.

Requirements

- High school diploma.
- On-the-job training.
- College or technical school diploma may be required to work in some disciplines.

Your Skills and Aptitudes

Excellent oral communication skills, an aptitude for operating machines, an eye for detail and patience for precision work and quality control are useful attributes for those who choose these occupations. Workers in these occupations are will also required to work with and understand documents, be computer literate and make decisions.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Workers in these occupations are will also required to work with and understand documents, be computer literate and make decisions.

Resources

Aurora College

Northern Alberta Institute of Technology (NAIT)

British Columbia Institute of Technology

948 Mechanical, Electrical and Electronics Assemblers

A desire for accuracy and the ability to do mental measurements and calculations are necessary skills, as is the ability to trouble shoot and to understand specifications and schematics.

At Work

Aircraft assemblers work with prefabricated parts to manufacture aircraft subassemblies/aircraft.

Electronics assemblers, fabricators, inspectors and testers assemble and fabricate electronic equipment, parts and components. Inspectors and testers inspect and test electronic and electromechanical assemblies, sub-assemblies, parts and components to ensure conformance to standards.

Assemblers of electrical appliances, apparatus and equipment work with prefabricated parts to produce household, commercial and industrial appliances and equipment.

Assemblers of fabricators of industrial electrical motors and transformers produce heavy-duty industrial electrical equipment.

Mechanical assemblers produce a wide variety of mechanical products, such as trucks, buses and automotive engines.

Operators of electrical apparatus manufacturing machinery or equipment produce electrical parts and products.

Inspectors and testers ensure that products conform to standards and specifications.

Typical Occupations

Aircraft Hydraulic Installer

Aircraft Assembly Inspector

Aircraft Production Inspector

*Telecommunications
Equipment Assembler*

*Electric Circuit Breaker
Assembler*

Transformer Coil Winder

Electric Furnace Assembler

Hydraulic Hoist Assembler

Truck Assembler

*Electric Dry Cell Battery
Assembler*

Requirements

- High school diploma.
- On-the-job training.
- Aircraft assemblers and inspectors need aviation or aeronautical technology programs.
- Assemblers and fabricators may require some specialized post-secondary training.

Your Skills and Aptitudes

A desire for accuracy and the ability to do mental measurements and calculations are necessary skills, as is the ability to trouble shoot and to understand specifications and schematics.

How To Get There

On the job experience and additional training can help workers in these occupations progress from assembler and fabricators positions to tester or inspector.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

On the job experience and additional training can help workers in these occupations progress from assembler and fabricators positions to tester or inspector.

Resources

Aurora College

949 Other Assembly and Related Occupations

The ability to accurately record information, handle detailed and precision work and do mental measurements and calculations are useful skills.

At Work

Boat assemblers put together wooden, fiberglass and metal boats, such as sailboats, motorboats, canoes and cabin cruisers.

People in these occupations may:

- Cut, shape and join timber pieces or assemble pre-cut pieces to make a wooden boat using hand and power tools;
- Assemble prefabricated parts and sections of fibreglass, metal and other materials to make a boat; and
- Caulk decks and hulls.

Furniture and fixture assemblers put parts together to create sub-assemblies and complete furniture and fixtures.

People in these occupations may:

- Prepare, sand and trim wooden furniture and fixtures using hand and power tools;
- Reinforce assembled furniture and fixtures; and
- Install hardware such as hinges or clasps on furniture and fixtures.

Wood products assemblers put together a range of wood products like window sashes and doors.

People in these occupations may:

- Read production orders and diagrams;
- Trim and sand joints, moulding or other wooden parts for assembling with hand and power tools;
- Use glue, staples, screws, bolts or other fasteners to assemble wood sashes, doors, boxes, pallets, ladders and barrels; and
- Assemble door panels, trusses and modular components on an assembly line to make prefabricated houses using jigs, overhead cranes and hand and power tools.

Typical Occupations

Boat Inspector

Boat Assembler

Wood Furniture Assembler

Billiard Table Assembler

Metal Furniture Assembler

Hockey Stick Assembler

Piano and Organ Refinisher

Spray Paint Crew Leader

Watch Inspector

Clock and Watch Finisher

Furniture finishers finish new wood or metal furniture to specified colours and finishes.

People in these occupations may:

- Set up and operate finishing machines or finish furniture by hand;
- Stain and finish wood to specified colour with stains, paints or other materials using brush or spray gun;
- Apply toners, highlighters, glazes or shaders;
- Apply lacquers or other sealants; and
- Clean and polish furniture.

Other assemblers put together a range of products that may include jewellery, clocks, musical instruments and toys.

People in these occupations may:

- Cut, shape and fit materials to form parts and components;
- Screw, clip, glue, bond, weld and assemble parts and components to form final product; and
- Sand, trim, grind or clean products.

Requirements

- High school diploma.
- On-the-job training.
- Some occupations may require specialized training.
- Previous work experience as a labourer, helper or assembler.

Your Skills and Aptitudes

The ability to accurately record information, handle detailed and precision work and do mental measurements and calculations are useful skills, as are customer relations and teamwork skills.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Customer relations and teamwork skills are also useful skills for these occupations.

Resources

Aurora College

951 Machining, Metalworking, Woodworking and Related Machine Operators

The ability to work well in a team environment, excellent communication skills and an eye for detail and precision are useful attributes.

At Work

Machining tool operators set up and operate machines to turn, mill, drill, bore, plane, hone, broach and grind to produce machined parts. Parts may also be etched or chemically milled.

Forging machine operators form metal into shapes and impart hardness, strength and other characteristics.

Woodworking machine operators set up, program and run woodworking machinery to fabricate and repair parts for wood products.

Light and heavy metalworking machine operators shape and form sheet and light metal or steel and heavy metal into parts and products.

Welding machine operators fabricate and repair metal parts using spot, butt and seam resistance machines or gas or arc welding machines.

Brazing and soldering machine operators bond metal parts and fill holes, indentations and seams in metal articles with solder.

Other metal products machine operators run machines such as wire looms to produce metal parts and products such as fencing, nails and chains.

Typical Occupations

Machining Tool Operators

Forging Machine Operators

Woodworking Machine Operators

Light and Heavy Metalworking Machine Operators

Welding Machine Operators

Brazing and Soldering Machine Operators

Other Metal Products Machine Operators

Requirements

- High school diploma.
- On-the-job training.
- Previous experience as a helper or labourer.
- Welders must complete an apprenticeship program.

Your Skills and Aptitudes

The ability to work well in a team environment, excellent communication skills and an eye for detail and precision are useful attributes.

How To Get There

Work experience in any of the fields in this occupational grouping will help employees advance to supervisory positions.

Where The Jobs Are

Detailed statistical information on these occupations in the NWT is not available.

Work experience in any of the fields in this occupational grouping will help employees advance to supervisory positions.

Resources

Aurora College

961 Labourers in Processing, Manufacturing and Utilities

You should be in good physical condition and be prepared to work outside in all kinds of weather.

At Work

Round brilliant polishers polish all or a portion of the 57 facets to create a round brilliant shape using a grinding wheel and a variety of tools to hold or measure diamonds, following instructions written on parcel papers. Round Brilliant Polishers may also specialize in blocking, crossworking, brillianteering or a combination.

Straight line fancy shape polishers polish the facets on diamonds to create straight line fancy shapes such as radiant, emerald and princess, or traditional fancy shapes, such as oval, heart and marquise using a grinding wheel and a variety of tools to hold or measure diamonds, following instructions written on parcel papers.

Bruters create the girdle, or round circumference, on a polished diamond using a variety of tools and other equipment to perform manual, disc and/or automated bruting methods, following instructions written on parcel papers.

Sawyers saw rough diamonds into two pieces to create flat, smooth surfaces which serve as the table of the polished diamond following the marker's line and instructions written on the parcel papers.

Labourers work in a wide variety of manufacturing and processing companies and duties may include transporting raw materials, loading, unloading, sorting, checking and weigh raw materials and products, feeding machines, such as conveyors, crushers, saws and processing machines, cleaning up work areas and equipment and assisting other, more skilled workers.

Requirements

- A high school diploma is generally desirable for employment in some areas, mandatory in others in this occupational class.

Typical Occupations

Diamond Processor

Round Brilliant Polisher

Blocker

Brillianteer

Crossworker

*Straight Line Fancy Shape
Polisher*

*Traditional Shape Fancy Shape
Polisher*

Bruter and Sawyer

Labourers

Cable Splicer

Your Skills and Aptitudes

You should be in good physical condition and be prepared to work outside in all kinds of weather. You should have an eye for detail and capable of doing precise work. Good problem solving skills are also useful attributes.

How To Get There

The labourer positions are generally considered entry level and may give you the experience you need to move up the ranks to skilled labourer or machine operator.

To become certified in a designation occupation, you must first register with the Apprenticeship and Occupational Certification division of the Department of Education, Culture and Employment. The certification requirements for each occupation vary depending on the industry and are established by an industry development committee. Once you registered you will be required to submit proof of your work experience, challenge a multiple-choice exam and demonstrate your skills and abilities on the job.

While labourers may find work anywhere in the territory, those who work in the diamond processing specializations live in Yellowknife because that is where all the diamond cutting and polishing plants are located.

Where The Jobs Are

Detailed statistical information about these occupations in the NWT is not available.

You should have an eye for detail and capable of doing precise work.

Resources

Aurora College

Apprenticeship and Occupational Certification – Education, Culture and Employment, GNWT



NWT Supports

NWT Career Centres

The Northwest Territories has six career centres, located in Inuvik, Norman Wells, Fort Simpson, Hay River, Fort Smith and Yellowknife, to give residents access to career counselling and services. Each centre provides support for individuals developing career action plans, to ensure that they have the proper tools and resources to make decisions and transitions in their education and work life.

The services provided by each career centre focus around three key areas – individuals, employers and communities.

Services for individuals:

- Counselling.
- Assessment.
- Aptitude and interest testing.
- Career information libraries.
- Group workshops on career planning, resume writing and job searching.
- Job preparation and job entry programs.
- Career and post secondary fairs.
- Labour market information.

Services for employers:

- Developing occupational standards.
- Occupational and trades certification.
- Wage subsidy programs.
- Current northern labour market information.
- Opportunities for cost sharing training programs and pilot projects.

Services for communities:

- Current northern labour market information.
- Community-based programming.
- Greater flexibility in delivery of career and employment development programs.
- Consulting services in human resource planning.

Regional career centres are equipped with resource libraries, access to the Internet, phones, faxes and computers to help residents make the right career choices. They hold workshops and special events on career planning, resume writing and job searching to help residents on the road to achieving career goals. While each career centre is located in a regional centre, the staff travel to each of the 33 NWT communities to ensure residents have access to programs and services.

Programs provided at career centres include:

- Career development;
- Wage subsidy;
- Literacy;
- Culture and heritage;
- Early childhood;
- Income support; and
- Student financial assistance.

Regional Career Centres

Fort Simpson
Deh Cho Hall
Tel: (867) 695-7333

Fort Smith
Sweetgrass Building
Tel: (867) 872-7425

Hay River
Courthouse Building
Tel: (867) 874-5050

Inuvik
Perry Building
Tel: (867) 777-7365

Norman Wells
Town Square
Tel: (867) 587-7120

Yellowknife
Greenstone Building
Tel: (867) 766-5100

Jobsnorth is an interactive web site for both employers and employees in the Northwest Territories. It's a meeting place to find the right employee or start a job search.

For more information about Jobsnorth, contact:

Local
(867) 873-7690

Toll Free
1-866-606-JOBS (5627)

Fax
(867) 873-0636

E-mail
jobsnorth@gov.nt.ca

Web Site
www.jobsnorth.ca

Jobsnorth

Jobsnorth is an interactive web site for both employers and employees in the Northwest Territories. It's a meeting place to find the right employee or start a job search.

Job seekers looking for a new career or for opportunities to move forward can register in the job seeker database, post their resumes online and search for available jobs.

Employers in the market for the right employee can search for them in the Job Bank, an electronic job advertisement service offered on the site. Employers can post job openings online, receive resumes from potential job seekers and access information and resources on Government of the Northwest Territories (GNWT) training and employment programs.

The service is provided free by the GNWT for both employers and job seekers.

Other services included on the web site include:

Quick Search

- On the bottom left-hand side of the homepage is the "Quick Search" feature. Viewers can search here for available jobs before making a user account.
- Just choose a category and a location within the Northwest Territories and the job opportunities being searched for will pop up.

National Job Bank

- Employers are able to post jobs nationally when using jobsnorth.ca.
- This free feature allows individuals across Canada to view employment opportunities in the North.

Career Resources

- Job seekers can also access career resources through jobsnorth.ca.
- Information is available about apprenticeship programs, continuing education and college services.
- Publications on job opportunities in the NWT are also available on the site.

Apprenticeship

To become an apprentice in the Northwest Territories, you must be a resident, be at least 16 years old, have passed a trades entrance exam and secured an employer willing to take you on as an apprentice.

It takes two to four years to complete an apprenticeship. A minimum of 1,800 hours of work, which includes time spent in technical training, is needed to complete each level of apprenticeship. Some students may be able to receive credit for trade related experience, or for completion of trade technology programs, to shorten the term of the apprenticeship.

During an apprenticeship, students must:

- Complete the technical training;
- Pass the apprenticeship exam;
- Satisfy a certain number of hours working at the trade;
- Achieve satisfactory reports from employer; and
- Send their record book to their career development officer.

High school students can register in the Schools North Apprenticeship Program (SNAP) to begin their apprenticeship while continuing high school courses. The trades entrance exam must be passed within one year of beginning their apprenticeship. Upon graduation from high school, students may be several months into their apprenticeship.

Designated Occupations

Certification in any of 24 designated occupations in the NWT is recognition that an employee has the knowledge, skills and attitudes required to work in that occupation.

Once an employee registers for certification, he or she is required to:

- Submit proof of work experience;
- Have a supervisor complete a skills checklist about their abilities;
- Challenge one or more written exams based on the standards and demonstrate skills and abilities to a designated evaluator.

You must register with the Apprenticeship and Occupational Certification division of the Department of Education, Culture and Employment. Once registered, you will be required to submit proof of work experience, challenge a multiple choice exam and demonstrate your skills and abilities on the job.

See your local Career Centre/Canada-NWT Service Centre for more information on the Apprenticeship program, SNAP and Occupational Certification or contact our web site at www.ece.gov.nt.ca/Divisions/Apprenticeship/index.htm

See your local Career Centre/Canada-NWT Service Centre for more information on the Apprenticeship program, SNAP and Occupational Certification

Aurora College delivers a broad spectrum of adult and postsecondary programs that reflect northern culture to meet the needs of individuals, communities and the labour market.

Aurora College

Aurora College delivers a broad spectrum of adult and postsecondary programs that reflect northern culture to meet the needs of individuals, communities and the labour market.

The college has three main campuses, in Inuvik, Fort Smith and Yellowknife. It provides a supportive learning community focused on student success. By working closely with students, specific needs are addressed and barriers that may have limited their education achievement are removed. The programs offered at Aurora College are developed based on NWT labour market needs and trends. This practical training can lead a student directly to employment in one of several exciting fields.

The college also coordinates the Aurora College Community Program, which draws on local sources for skills and knowledge and works in partnership with community groups and agencies to identify and respond to training needs. Program delivery at the community level requires a series of new and flexible approaches to accommodate the wide range of people trying to access educational opportunities in their home communities.

These programs are delivered through community learning centres. An adult educator who can conduct academic assessments and assist students in their educational and vocational choices is employed at each centre.

For more information, contact:

Aurora College
Thebacha Campus
P.O. Box 600
Fort Smith, NT X0E 0P0
Tel: (867) 872-7500
Fax: (867) 872-4511
Toll free 1-866-266-4966
www.auroracollege.com

Aurora College
Aurora Campus
87 Gwich'in Road
Box 1008
Inuvik, NT X0E 0T0
Tel: (867) 777-7800
Fax: (867) 777-2850
www.auroracollege.com

Aurora College
Yellowknife Campus
5004 - 54th Street
Northern United Place
P.O. Bag Service 9700
Yellowknife, NT X1A 2R3
Tel: (867) 920-3030
Fax: (867) 873-0333
www.auroracollege.com

NWT Student Financial Assistance

NWT Student Financial Assistance (NWT-SFA) is a program designed to assist NWT residents with their post-secondary, educational expenses.

Eligibility

Anyone who wants to pursue full or part-time, post-secondary programs or courses, may use NWT-SFA. You may be eligible if you are a permanent Canadian citizen and are a resident of the Northwest Territories. There are a number of other eligibility requirements that determine your financial assistance entitlement. Check the NWT-SFA web site for details.

Approved Institutions and Programs

All institutions and programs listed by the Canada Student Loans Program, and other Canadian provinces and territories as accredited and approved, are generally approved by NWT-SFA.

Types of Assistance

The following financial assistance is available to eligible students depending on the category you belong to:

- Basic grant – tuition and fees, books and travel;
- Supplementary grant – monthly living allowance;
- Remissible loan – monthly living allowance;
- Health and Social Services remissible loan;
- Repayable loan – tuition and fees, books, travel and monthly living allowance;
- NWT-SFA scholarship;
- NWT study grant for students with permanent disabilities;
- Canada Millennium Bursary Foundation – general awards; and
- University/College Entrance Preparation (UCEP) program (federal government)

Your personal information determines the type(s) and amount of financial assistance you are eligible to receive.

Personal Information Required

NWT-SFA requires information such as your cultural heritage, your marital status, your Social Insurance Number and your financial status. This information establishes the type(s) and level of assistance you are eligible to receive.

How to Apply for NWT-SFA

You can now apply online at our web site, or download the application from the web site and print a hard copy. The NWT-SFA Student Guide and Applications can also be obtained within the Northwest Territories from the NWT-SFA Office in Yellowknife, the NWT/Canada Service Centre in Yellowknife, regional career centres, secondary schools, Aurora College campuses, community learning centres, as well as the Northern Student Education Initiative Office, University of Alberta, Edmonton, Alberta.

Applications can be mailed, faxed or dropped off to the NWT-SFA office in Yellowknife, the Canada-NWT Service Centre in Yellowknife or the regional career centre in your community.

Application Deadlines

The application deadlines are legislated. You need to ensure one of the offices listed above receives your application by the following deadlines:

Program start date is:

January 1 to 31

Application Deadline is:

November 15

Program start date is:

May 1 to 31

Application Deadline is:

March 15

Program start date is:

August 16 to September 30

Application Deadline is:

July 15

All other start dates:

One calendar month before start date

Make sure you apply for assistance before the deadline dates.

For more information on Student Financial Assistance visit the web site at www.nwtsfa.gov.nt.ca

The SCG brings together training and development opportunities offered by different agencies and organizations through one approach.

School of Community Government

The School of Community Government (SCG) is a division within the Government of the Northwest Territories Department of Municipal and Community Affairs (MACA). The SCG assists communities with capacity building by coordinating a system of training and development, tools and resources for community governments, their staff and organizations that support them.

The SCG brings together training and development opportunities offered by different agencies and organizations through one approach. They deliver this training in various areas of community governance, operations, finances, infrastructure, management, lands and public safety. On an annual basis, the SCG offers, throughout the NWT, between 75-100 training opportunities for community government staff.

The goals of the SCG include: enhancing the capacity and decision making of community governments through governance training, enhancing the knowledge and skills of community government staff with training and development, training Northerners for community government positions and helping community government staff to advance to a more senior level position.

To achieve this, the Department of Education, Culture and Employment partners with MACA's SCG to offer a occupational certification program that is recognized across the NWT. Individuals can become certified as senior administrative officers, First Nations administrators, assistant housing managers, housing managers, finance officers, recreation coordinators, tenant relations officers and community works foremen. A certificate of competence is awarded after the process has been successfully completed.

The program benefits many people at the community government level, including:

- Community leaders and local decision makers;
- Community government staff;
- Community governments, housing authorities and Aboriginal organizations;
- Management personnel and job teams;
- Community development and volunteer organizations; and
- Sponsored individuals who are interested in entering the community government workforce.

Those interested in learning more about the SCG should contact the regional office of Municipal and Community Affairs, their local career centre or check out the SCG's web site <http://www.sofcg.org/>.

Aboriginal Human Resources Agreement Holders – 2005/2006

Akaiicho Territory Government

General Delivery
Fort Resolution, NT X0E 0M0
Tel: (867) 394-3313
Fax: (867) 394-3413

Communities:

Yellowknife, Fort Smith, Smith's Landing, Lutsel K'e, Hay River

Deh Cho First Nations

Box 89
Fort Simpson, NT X0E 0N0
Tel: (867) 695-2355
Fax: (867) 695-2038
E-mail: dehchofn@cancom.net

Communities:

Fort Simpson, Jean Marie River, Fort Liard, Nahanni Butte, Trout Lake, Wrigley, Kakisa, Fort Providence, West Channel, Hay River Reserve

Dogrib Treaty 11 Council

Box 8
Rae, NT X0E 0Y0
Tel: (867) 392-6381
Fax: (867) 392-6389

Communities:

Rae Edzo, Gameti, Wha Ti, Wekweti

Gwich'in Tribal Council

Box 1509
Inuvik, NT X0E 0T0
Tel: (867) 777-7900
Fax: (867) 777-7919

Communities:

Aklavik, Inuvik, Fort McPherson, Tsiigehtchic

Inuvialuit Regional Corporation

Box 2120
Inuvik, NT X0E 0T0
Tel: (867) 777-2737
Fax: (867) 777-4506

Communities:

Aklavik, Inuvik, Holman, Paulatuk, Sachs Harbour, Tuktoyaktuk

North Slave Métis Alliance

Box 340
Yellowknife, NT X1A 2N3
Tel: (867) 873-9176
Fax: (867) 669-7442

Communities:

Yellowknife

Northwest Territories Métis Nation

Box 1508
Fort Smith, NT X0E 0P0
Tel: (867) 872-2770
Fax: (867) 872-2772

Communities:

Fort Smith, Hay River, Fort Resolution

Sahtu Secretariat Incorporated

Box 155
Deline, NT X0E 0G0
Tel: (780) 634-2785
Fax: (780) 634-2785

Communities:

Deline, Fort Good Hope, Colville Lake, Tulita

Native Women's Centre

Tel: (867) 873-5509
Fax: (867) 873-3152

Communities:

Yellowknife

The NWT Mine Training Society is a non-profit training partnership between Aboriginal groups, governments and industry in the NWT.

NWT Mine Training Society

The NWT Mine Training Society is a non-profit training partnership between Aboriginal groups, governments and industry in the NWT. The society ensures that Aboriginal people have access to mining industry jobs through training programs.

Communities, regional groups, businesses and corporations that are eligible, can apply for funding from the society.

For more information, contact:

NWT Mine Training Society

5110 - 49th Street
Yellowknife, NT X1A 1P8
Tel: (867) 765-0445
E-mail: mts@yk.com

Aboriginal Futures Society

Representatives from the oil and gas industry, Aboriginal groups and government, work together to coordinate oil and gas training in the NWT through the Aboriginal Futures Society. The society funds programs to provide Aboriginal workers with the skills needed to work in the oil and gas industry. Often, the skills workers learn can be transferred to work in other industries.

To find out more about programs and courses, contact:

Beaufort Delta Aboriginal Futures Society

Box 1509
Inuvik, NT X0E 0T0
Tel: (867) 5942

Sahtu Dene Council

Box 155
Deline, NT X0E 0G0
Tel: (867) 589-4519

Deh Cho First Nations

Box 89
Fort Simpson, NT X0E 0N0
Tel: (867) 695-2355

Occupation Demand Model: Methodology

Occupation Demand Forecasts

The occupation demand forecasts are a product of several information sources:

- 2004 NWT Community Survey
- National Occupation Classification Statistics (NOCS)
- North American Industry Classification System (NAICS)
- NWT Resource Development Employment Impacts

These four information sources are effectively merged to produce the occupation demand forecasts. The process essentially follows the following sequence:

1. The base, or current level, of occupation demand is taken from the 2004 NWT Community Survey, which assessed employment as at winter 2004. Employment results from the survey are coded by both NAICS and NOCS.
2. The NAICS and NOCS information is merged to form a matrix that links each industry to each occupation and vice versa.
3. The NWT Resource Development Employment Impacts are a product of the NWT Bureau of Statistics input-output (IO) model. A series of development projects¹ that are either underway, in progress, expected, or thought to have high probability of occurrence were selected and input to the IO model. The IO model yields a number of outputs including estimates of GDP, labour income and employment.
4. The employment outputs from the IO model, for each project, were categorized to a specific industry (e.g: Ekati to diamond mining, etc.). The results were then applied against the NAICS/NOCS matrix to yield an occupation demand profile for each project.
5. The occupation demand profile for each project was then applied to the life of each project (e.g: for the Snap Lake project, the occupation demand component for the construction phase was based on the period 2004 to 2006, and the diamond mining operations phase was based on the period 2007 to 2014), and the results for all projects for the period 2004 to 2014 were aggregated to produce an occupation demand forecast by NOC.

The peak demand measure is intended to capture the nature of demand over time. For example, is demand concentrated over a short period of time, or distributed over the entire forecast period?

Occupation Demand Rankings

The base, or current level, of occupation demand is taken from the 2004 NWT Community Survey, which assessed employment as at winter 2004. The forecast of occupational demand covers the period 2004 to 2014.

Peak Demand

The peak demand measure is intended to capture the nature of demand over time. For example, is demand concentrated over a short period of time, or distributed over the entire forecast period?

Peak demand is determined based on the standard deviation of demand over the period 2004 to 2014. The standard deviation tells us how volatile demand is expected to be over time for each occupation – the volatility is measured relative to the average demand over time. Peak demand is determined for each occupation grouping.

¹ The projects include: Ekati and Diavik diamond mines, Snap Lake diamond project, Gahcho Kue diamond project, Mackenzie Gas Project (MGP), GNWT/federal infrastructure program, Mackenzie River Bridge project, Cameron Hills development, Talston and Bear hydro electric developments, incremental oil and gas exploration, and development activity associated with the MGP.

The demand duration measure is intended to estimate the sustainability of occupation demand over the period 2004 to 2014. For example, how does demand at the end of the forecast period compare to demand over the entire period?

Peak demand for all 141 occupational groupings is then segregated into quartiles² – each quartile contains 25% of the total observations, with the highest observation in each quartile representing the threshold. For example, assume the following distribution:

Minimum Value:..... 0.0
1st Quartile: 2.0
2nd Quartile: 6.2
3rd Quartile: 18.7
Maximum Value:..... 150.9

The occupational demand ranking of High, Medium and Low is then assigned as follows:

If the peak demand of an occupation is greater than (>) the 3rd quartile, then demand is High; if the peak demand is > the 1st quartile, but less than (<) the 2nd quartile, then demand is Medium; and if peak demand is < the 1st quartile, then demand is Low. In the above example, a peak demand value of 15.1 is determined to be Medium.

Demand Duration

The demand duration measure is intended to estimate the sustainability of occupation demand over the period 2004 to 2014. For example, how does demand at the end of the forecast period compare to demand over the entire period?

The demand level at the end of period (2014) is taken as a ratio over the average level of demand between 2004 to 2014. For example, if end period demand is 6 in 2014, this is taken as a ratio of the average demand estimate of 18.0, resulting in a value of 0.3. Demand duration is determined for each occupational grouping.

Demand duration for all the occupations groupings is then segregated into quartiles. Each quartile contains 25% of the total observations, with the highest observation in each quartile representing the threshold. For example, assume the following distribution:

Minimum Value:..... -0.8
1st Quartile: 0.7
2nd Quartile: 0.9
3rd Quartile: 1.0
Maximum Value:..... 28.4

The occupational demand ranking of High, Medium and Low is then assigned as follows:

If the demand duration of an occupation is greater than (>) the 3rd quartile, then demand is High; if the demand duration is > the 1st quartile, but less than (<) the 2nd quartile, then demand is Medium; and if demand duration is < the 1st quartile, then demand is Low. In the above example, a demand duration value of 0.3 is determined to be Low.

² A quartile refers to the division into four sections. For example, 100 divided by four creates the first 25th percentile, then the 50th percentile and the 75th percentile. The value of the boundary at the 25th, 50th and 75th percentiles of a frequency distribution divided into four parts, each containing a quarter of the population.

Opportunity

The opportunity measure is intended to estimate any level changes in demand for occupations relative to the current level of demand. For example, how does forecast demand compare to current levels?

The average demand over the period 2004 to 2014 is taken as a ratio over the current level of demand. For example, if average demand is 18.0, this is taken as a ratio of the current demand estimate of 353, resulting in a value of 5.1.

Demand duration is determined for each occupational grouping.

Demand duration for all occupations groupings is then segregated into quartiles – each quartile contains 25% of the total observations, with the highest observation in each quartile representing the threshold. For example, assume the following distribution:

Minimum Value: -3.5
1st Quartile: 5.3
2nd Quartile: 16.5
3rd Quartile: 27.3
Maximum Value: 270.7

The occupational demand ranking of High, Medium and Low is then assigned as follows:

If the demand duration of an occupation is greater than (>) the 3rd quartile, then demand is High; if the demand duration is > the 1st quartile, but less than (<) the 2nd quartile, then demand is Medium; and if demand duration is < the 1st quartile, then demand is Low. In the above example, a demand duration value of 5.1 is determined to be Low.

Limitations

There are a number of limitations that need to be considered when using the occupation demand outputs.

Forecast Estimates

The occupation demand forecasts are based on modeled results, which incorporate a number of assumptions. These assumptions include:

- The relationship between industries and occupations is fixed over the life of the forecast.
- The timing, scope and occurrence of specific projects that underlie the overall economic forecast may change, therefore changing the profile occupation demand.

As with any forecast, reliability diminishes and uncertainty increases as you move further away from the current period.

The opportunity measure is intended to estimate any level changes in demand for occupations relative to the current level of demand. For example, how does forecast demand compare to current levels?

Understanding how the occupation demand rankings are determined is important, but equally important is understanding how to interpret the rankings.

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

Projected Demand to 2014

| Peak Demand | Duration of Demand | Job Opportunities |
|-------------|--------------------|-------------------|
| Low | Short-term | Low |
| Medium | Medium-term | Medium |
| High | Long-term | High |

Turnover

The forecast of occupation demand does not include the impact of turnover. The occupation demand forecasts look at positions (i.e. jobs) rather than the persons needed to fill positions. Therefore, for occupations where turnover has been historically high, or occupations where retirement of an aging workforce may increase turnover significantly, it is important to remember that these occupational demand results are not intended to capture these turnover impacts.

Relative Measures

In examining the occupational forecast rankings it is important to understand that the rankings are relative rankings and not absolute. The rankings (low, medium and high) are determined for each occupation relative to all other occupations, and not in isolation. If aggregate occupation demand in the NWT over the forecast period is high in absolute terms, then the ranking of each occupation is relative to this overall trend. Therefore, it is not possible to compare these NWT occupational demand rankings with rankings from other provincial or territorial jurisdictions.

How To Read the Rankings

Understanding how the occupation demand rankings are determined is important, but equally important is understanding how to interpret the rankings. Below are several examples that describe an approach to interpreting the rankings.

Example 1:

215 Architects, Urban Planners and Land Surveyors Medium High Medium

The architects, urban planners and land surveyors occupation will experience a moderate level of short-term, intense (peak) activity over the period 2004 to 2014. This occupation is typical of occupations that are indirectly affected by resource development activities.

Increased demand for this occupation has a high duration, meaning that increased employment prospects are significantly higher (in duration) relative to incremental demand of other occupations over the forecast period.

Employment opportunities in this occupation over the forecast period, relative to the level of 2004 employment, are moderate, meaning that there will continue to be new job opportunities.

Example 2:

315 Nurse Supervisors and Registered Nurses Low High Low

The nurse supervisors and registered nurses occupation will experience a low level of short-term, intense (peak) activity over the period 2004 to 2014. This occupation is typical of occupations that are indirectly affected by resource development activities.

According to the MGP Environmental Impact Statement (EIS), it is predicted that 20,269 persons will be involved in construction activities associated with the pipeline and the three anchor fields over the expected four-year construction period.

Examining employment by residency indicates that the total non-resident workforce in the Northwest Territories will peak at 8,351 in 2008. Activity related to the MGP, in addition to other oil and gas activity and other developments, will lead to non-resident employment of more than 4,200 persons following the completion of the construction phase of the MGP.

For residential employment, overall employment of NWT residents is expected to rise by more than 3,100 persons over the period. Resident employment on the MGP is expected to peak at over 600 during construction and will be about 150 during the operations of the MGP. The forecast of 3,100 more territorial residents employed during the peak year compares with 2,454 unemployed persons identified during the 2004 NWT Community Survey. For the peak employment period during construction of the MGP, some additional 2,444 territorial residents are expected to be employed.

These forecasts of demand, coupled with current levels of unemployment reveal part of the challenges of the territorial labour supply. Part of the solution will be through increased migration activity to the Northwest Territories. The potential labour supply in the Northwest Territories is expected to increase by 3,218 between 2004 and 2008 as a result of in-migration and aging in the population.

The impact of the Mackenzie Gas Project (MGP) construction activity on the occupation demand forecast

Because the construction phase of the Mackenzie Gas Project (MGP) is anticipated to have a significant short-term impact on the NWT labour market that will likely involve a significant import of non-resident labour, it seems appropriate to provide some detail on the MGP in terms of the occupation demand forecast results. While other projects included in the occupation demand forecast – e.g: diamond mine construction projects such as Snap Lake and Gahcho Kue – also entail a short-term import of non-resident labour, the relative magnitude of MGP construction requires specific attention.

According to the MGP Environmental Impact Statement (EIS), it is predicted that 20,269³ persons will be involved in construction activities associated with the pipeline and the three anchor fields over the expected four-year construction period. It is also expected that NWT residents will account for approximately 16% of total direct employment⁴ and 26% of total employment (direct, indirect and induced)⁵ during the construction phase.

Because the construction phase is relatively short (four winter construction seasons) and because a significant majority of the direct employment opportunities will go to non-residents who normally live outside the NWT, who will be housed in construction camps during their tenure, it seems important to note the impact the MGP has on the occupation demand forecast. Much of the direct occupation demand generated by the MGP construction phase will have relatively little impact on the employment possibilities for NWT residents.

3 EIS tables 9-4, 9-7, 9-8, and 9-10 to 9-16

4 EIS table 3-82

5 Determined from estimates provided in EIS and proponent responses to Information Requests (IRs): EIS tables 3-82 and 3-83; IR tables 1.73-1, 1.73-2, 1.75-1, 1.75-2, 1.75-5, and 1.75-6.

During the peak of MGP construction activity, between 2008 and 2009, close to 60% of the total forecast occupation demand is attributable to the MGP. This significant contribution to overall demand impacts a wide variety of occupations, but significantly impacts direct employment occupations such as:

- Trades helpers and labourers;
- Carpenters and cabinetmakers;
- Managers in construction and transportation;
- Heavy equipment operators;
- Motor vehicle and transit drivers;
- Administrative and regulatory occupations;
- Contractors and supervisors, trades and related workers;
- Electrical trades and telecommunication occupations; and
- Machinery and transportation equipment mechanics (except motor vehicle).



Index of Additional Resources

Associations/Councils/ Societies

Agricultural Institute of Canada
280 Albert Street, Suite 900
Ottawa, ON K1P 5G8
Tel: (613) 232-9459 ext 300
www.aic.ca

**Alberta Association of Library
Technicians**
P.O. Box 700
Edmonton, AB T5J 2L4
Tel: (866) 350-2258
www.aalt.org

**Alberta Motor Transport
Association**
3660 Blackfoot Trail SE
Calgary, AB T2G 4E6
Toll-free: 1-800-267-1003
www.amta.ca

**Alberta North – Northern Alberta
Post-secondary Institution
Society**
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7
Tel: (780) 791-4898
www.abnorth.ab.ca

**Alberta Recreation Facility
Personnel**
11150 Bonaventure Drive SE
Calgary, AB T2J 6R9
Toll-free: 1-888-253-7544
www.aarfp.com

**Alberta Society for Marketing
Professional Services**
P.O. Box 1300, Station Main
Edmonton, AB T5J 3L3
www.asmps.com

**Association of Canada Land
Surveyors**
100E - 900 Dynes Road
Ottawa, ON K2C 3L6
Tel: (613) 723-9200
www.acls-aatc.ca

**Association of Professional
Engineers, Geologists and
Geophysicists of the NWT
(NAPEGG)**
201, 4817 - 49 Street
Yellowknife, NT X1A 3S7
Tel: (867) 920-4055

**British Columbia and Yukon
Chamber of Mines**
800 - 889 West Pender Street
Vancouver, BC V6C 3B2
Tel: (604) 689-5271
Fax: (604) 681-2363
www.chamberofmines.bc.ca/

Canada Masonry Centre
360 Superior Boulevard
Mississauga, ON L5T 2N7
Tel: (905) 795-0770
www.canadamasonrycentre.com

**Canadian Association of
Journalists**
Algonquin College
1385 Woodroffe Avenue, B224
Ottawa, ON K2G 1V8
Tel: (613) 526-8061
www.caj.ca

**Canadian Association of Medical
Radiation Technologists**
1095 Carling Avenue, Suite 500
Ottawa, ON K1Y 4P6
Toll-free: 1-800-463-9729
www.camrt.ca

**Canadian Association of
Speech-Language Pathologists
and Audiologists**
401 - 200 Elgin Street
Ottawa, ON K2P 1L5
Tel: 1-800-259-8519
www.caslpa.ca

**Canadian Automotive and
Trucking Institute**
605 Beaverdale Road
Cambridge, ON N3C 2V3
Toll-free: 1-866-994-CATI
www.cati.ca

**Canadian Consulting Agrologists
Association**
502 - 45 Street West, 2nd Floor
Saskatoon, SK S7L 6H2
www.consultingagrologists.com

**Canadian Council of
Professional Engineers**
180 Elgin Street, Suite 1100
Ottawa, ON K2P 2K3
Tel: (613) 232-2474
www.ccpce.ca

**Canadian Council on Continuing
Education in Pharmacy (CCCEP)**
3861 Athol Street
Regina, SK S4S 3J2
Tel: (306) 584-5703
www.cccep.org

Canadian Culinary Federation
Office of the President
700 - 1281 West Georgia Street
Vancouver, BC V6E 3J7
Tel: (604) 681-6087
www.ccfcc.ca

**Canadian Dental Assistants'
Association**
1750 Courtwood Crescent,
Suite 205
Ottawa, ON K2C 2B5
Toll-free: 1-800-345-5137
www.cdaa.ca

**Canadian Dental Hygienists
Association (CDHA)**
96 Centrepointhe Drive
Ottawa, ON K2G 6B1
Toll-free: 1-800-267-5235

Canadian Editors' Association
502 - 27 Carlton Street
Toronto, ON M5B 1L2
Toll-free: 1-866-226-3348
www.editors.ca

Canadian Family Resource Institute and Career College

L-1 Broadway Plaza
601 West Broadway
Vancouver, BC V5Z 4C2
Toll-free: 1-866-374-2001
www.fricollege.com

Canadian Federation of Biological Societies

305 - 1750 Courtwood Crescent
Ottawa, ON K2C 2B5
Tel: (613) 225-8889
www.cfbs.org

Canadian Forestry Association

Tel: (613) 732-2917
Toll-free: 1-866-441-4006
www.canadianforestry.com

Canadian Health Information Management Association

Canadian College of Health Record Administrators
1090 Don Mills Road, Suite 501
Don Mills, ON M3C 3R6
Tel: (416) 447-4900
www.chima-cchra.ca

Canadian Healthcare Association

17 York Street
Ottawa, ON K1N 9J6
www.canadianhealthcare.org

Canadian Healthcare Association

Hay River Community Health Board
3 Gaetz Drive
Hay River, NT X0E 0R8
Tel: (867) 874-7110

Canadian Institute of Management

2175 Sheppard Avenue East,
Suite 310
Toronto, ON M2J 1W8
Toll-free: 1-800-387-5774
www.cim.ca

Canadian Institute of Mining, Metallurgy and Petroleum (CIM)

National Office
Suite 1210, 3400 de Maisonneuve
Boulevard West
Montreal, QC H3Z 3B8
Tel: (514) 939-2710
www.cim.org

Canadian Institute of Planners

116 Albert Street, Suite 801
Ottawa, ON K1P 5G3
Toll-free: 1-800-207-2138
www.cip-icu.ca

Canadian Library Association

328 Frank Street
Ottawa, ON K2P 0X8
Tel: (613) 232-9625
www.cla.ca

Canadian Medical Association

1867 Alta Vista Drive
Ottawa, ON K1G 3Y6
Toll-free: 1-800-267-9703
www.cma.ca

Canadian Museums Association

P.O. Box 627, Station B
Ottawa, ON K1P 5S2
Tel: (613) 567-0099
www.museums.ca

Canadian Nurses Association

50 Driveway
Ottawa, ON K2P 1E2
Toll-free: 1-800-361-8404
www.cna-nurses.ca

Canadian Ophthalmological Society

610 - 1525 Carling Avenue
Ottawa, ON K1Z 8R9
www.eyesite.ca

Canadian Payroll Association

250 Bloor Street East, Suite 1600
Toronto, ON M4W 1E6
Toll-free: 1-800-387-4693
www.payroll.ca

Canadian Pest Management Association

7400, boul. Galeries d'Anjou
Office 410
Anjou, QC H1M 3M2
Toll-free: 1-877-595-0504
www.pestcontrolcanada.com

Canadian Pharmacists Association

1785 Alta Vista Drive
Ottawa, ON K1G 3Y6
Toll-free: 1-800-917-9489
www.pharmacists.ca/index.cfm

Canadian Real Estate Association

344 Slater Street, Suite 1600
Ottawa, ON K1R 7Y3
Tel: (613) 237-7111
Fax: (613) 234-2567
www.crea.ca

Canadian Resident Matching Service (CaRMS)

2283 St. Laurent Boulevard,
Suite 110
Ottawa, ON K1G 5A2
Tel: (613) 237-0075
www.carms.ca

Canadian Securities Institute (CSI)

121 King Street West, 15th Floor
Toronto, ON M5H 3T9
Toll-free: 1-866-866-2601
www.csi.ca

Canadian Society for Civil Engineering

4920 de Maisonneuve W., #201
Montréal, PQ H3Z 1N1
Tel: (514) 933-2634
www.csce.ca

Canadian Society of Landscape Architects

P.O. Box 13594
Ottawa, ON K2K 1X6
Tel: (613) 622-5520
www.csla.ca

**Canadian Tourism Human
Resource Council**

340 MacLaren Street, Suite 100
Ottawa, ON K2P 0M6
Tel: (613) 231-6949
www.cthrc.ca

**Canadian Translators,
Terminologists and Interpreters
Council**

1 Nicholas Street, Suite 1202
Ottawa, ON K1N 7B7
Tel: (613) 562-0379
www.cttic.org

**Canadian Trucking Human
Resources Council (CTHRC)**

720 Belfast Road, Suite 203
Ottawa, ON K1G 0Z5
Tel: (613) 244-4800
www.cthrc.com

**Canadian Veterinary Medical
Association**

339 Booth Street
Ottawa, ON K1R 7K1
Tel: (613) 236-1162
www.canadianveterinarians.net

**Certified General Accountants
Association of the NWT and
Nunavut**

P.O. Box 128
Yellowknife, NT X1A 2N1
Toll-free: 1-888-663-3221
www.cga-nwt-nau.org

**Certified Management
Accountants of the NWT**

P.O. Box 512
Yellowknife, NT X1A 2N4
Tel: (867) 873-2875
www.cma-canada.org

Chemical Institute of Canada

130 Slater Street, Suite 550
Ottawa, ON K1P 6E2
Toll-free: 1-888-542-2242
www.cheminst.ca

Dietitians of Canada

480 University Avenue, Suite 604
Toronto, ON M5G 1V2
Tel: (416) 596-0857
www.dietitians.ca

**Financial Advisors Association
of Canada/Advocis**

350 Bloor Street East, 2nd Floor
Toronto, ON M4W 3W8
Toll-free: 1-800-563-5822
www.advocis.ca

**Funeral Services Association of
Canada**

6 - 14845 Yonge Street, Suite 192
Aurora, ON L4G 6H8
Tel: (866) 841-7779
Fax: (905) 841-0997
www.canadianfunerals.com

**Geological Association of
Canada**

Department of Earth Sciences
Room ER4063, Alexander Murray
Building
Memorial University of Newfoundland
St. John's, NL A1B 3X5
Tel: (709) 737-7660
www.esd.mun.ca/~gac

**Institute of Chartered
Accountants of the NWT and
Nunavut**

P.O. Box 2433
Yellowknife, NT X1A 2P8
www.icanwt.nt.ca

**Institute of Public Administration
of Canada**

1075 Bay Street, Suite 401
Toronto, ON M5S 2B1
www.ipaciapc.ca

Insurance Bureau of Canada

1104 Oxford Tower
10235 - 101 Street
Edmonton, AB T5J 3G1
www.iic-iac.org/english

**Insurance Institute
of Canada**

18 King Street East, 6th Floor
Toronto, ON M5C 1C4
Tel: (416) 362-8586
Fax: (416) 362-4239
www.iic-iac.org

**International Association of
Administrative Professionals**

Edmonton Chapter
Tel: (780) 478-5959
E-mail: ndumanoir@casaservices.org
www.iaapedmonton.com

**International Longshoremen's
Association, Local 273**

20 Church Avenue
Saint John, NB E2M 4P4
Tel: (506) 635-8610
http://ilalocal273.com

**International Longshore and
Warehouse Union 20-1880**

180 - 111 Victoria Drive
Vancouver, BC V5L 4C4
Tel: (604) 254-8141
www.ilwu.ca

**Joint Commission on
Allied Health Personnel in
Ophthalmology**

2025 Woodlane Drive
St. Paul, MN 55125 - 2998
Tel: (651) 731-2944
Toll-free: 1-800-284-3937
Fax: (651) 731-0410
www.jcahpo.org

**Medical Council of Canada
(MCC)**

P.O. Box 8234, Station T
Ottawa, ON K1G 3H7
Tel: (613) 521-6012
www.mcc.ca

Midwives Association of the Northwest Territories and Nunavut
P.O. Box 995
Fort Smith, NT X0E 0P0
E-mail: gbecker@auroranet.nt.ca

National Fire Protection Association (NFPA)
Annex Bookstore
105 Donly Drive South
Simcoe, ON N3Y 4L2
Tel: (877) 267-3473
Fax: (877) 624-1040
www.nfpa.org

National Indian and Inuit Community Health Representatives Organization
P.O. Box 1019
1 Roy Montour Lane
Kahnawake, QC J0L 1B0
Tel: (450) 632-0892
www.niichro.com

National Institute of Power Engineers
P.O. Box 878
Burlington, ON L7R 3Y7
www.nipe.ca

Native Communications Society of the NWT
P.O. Box 1919
Yellowknife, NT X1A 2P4
Tel: (867) 920-2277

North American Network Operators Group
(Hosted by Merit Network, Inc.)
1000 Oakbrook Drive, Suite 200
Ann Arbor, MI 48104
Tel: (734) 764-9430
www.nanog.org

Northwest Territories Association of Architects
P.O. Box 1394
Yellowknife, NT X1A 2P1
Tel: (867) 920-2609
www.nwtaa.ca

Northwest Territories Association of Landscape Architects (NWTALA)
P.O. Box 1394
Yellowknife, NT X1A 2P1
Tel: (867) 920-2986

Northwest Territories Teachers' Association
P.O. Box 2340
5018 - 48 Street
Yellowknife, NT X1A 2P7
Tel: (867) 873-8501
www.nwtta.nt.ca

NWT and Nunavut Chamber of Mines
P.O. Box 2818
Yellowknife, NT X1A 2R1
Tel: (867) 873-5281
www.miningnorth.com

NWT Association of Speech-Language Pathologists and Audiologists
c/o Audiology and Speech Language Pathology Department
Stanton Territorial Health Authority
P.O. Box 10
Yellowknife, NT X1A 2N1

NWT Construction Association
5103 - 47 Street
Yellowknife, NT X1A 1M3
Tel: (867) 873-3949

NWT Medical Association
P.O. Box 1732
Yellowknife, NT X1A 2P3
Tel: (867) 920-4575
Fax: (867) 920-4575

NWT Mine Training Society
5110 - 49 Street
Yellowknife, NT X1A 1P8
Tel: (867) 765-0445

NWT Tourism Training Group
P.O. Box 506
Yellowknife, NT X1A 2N4
Tel: (867) 873-5281
Fax: (867) 920-2145

Opticians Association of Canada
2706 - 83 Garry Street
Winnipeg, MB R3C 4J9
Toll-free: 1-800-847-3155
www.opticians.ca

Petroleum Society of CIM/ Journal of Canadian Petroleum Technology
Calgary Office
Suite 720, Chevron Plaza
500 - 5 Avenue SW
Calgary, AB T2P 3L5
Tel: (403) 237-5112
www.petsoc.org

Purchasing Management Association of Canada
2 Carlton Street, Suite 1414
Toronto, ON M5B 1J3
Toll-free: 1-888-799-0877
www.pmac.ca

Purchasing Management Association of Canada (PMAC)
777 Bay Street, Suite 2701
Toronto, ON M5G 2C8
Tel: (416) 977-8886
Toll-free: 1-888-799-0877
www.pmac.ca

Registered Nurses Association of Northwest Territories and Nunavut
P.O. Box 2757
Yellowknife, NT X1A 2R1
Tel: (867) 873-2745
www.rnantnu.ca

Retail Council of Canada
122 Bloor Street East, Suite 1210
Toronto, ON M4W 3M5
www.retailcouncil.org

**Royal Architectural
Institute of Canada**

330 - 55 Rue Murray Street
Ottawa, ON K1N 5M3
Tel: (613) 241-3600
www.raic.org

**Royal College of Physicians and
Surgeons of Canada (RCPSC)**

774 Echo Drive
Ottawa, ON K1S 5N8
Tel: (613) 730-8177
Toll-free: 1-800-668-3740
www.rcpsc.medical.org

Society of American Foresters

5400 Grosvenor Lane
Bethesda, MD 20814 - 2198
Tel: (301) 897-8720
www.safnet.org

Sport North

4915 - 48 Street, 3rd Floor
P.O. Box 11089
Panda II Mall
Yellowknife, NT X1A 3X7
Tel: (867) 669-8326 (TEAM)
Toll-free: 1-800-661-0797
Fax: (867) 669-8327
www.sportnorth.com

**Supply Chain and Logistics
Canada**

155 East Beaver Creek Road,
Unit 24
P.O. Box 334
Richmond Hill, ON L4B 2N1
Toll-free: 1-866-456-1231
www.sclcanada.org

**Transportation Association
of Canada**

2323 St. Laurent Boulevard
Ottawa, ON K1G 4J8
Tel: (613) 736-1350
www.tac-atc.ca

**Yukon Tourism Education
Council (YTEC)**

Suite C, 202 Strickland Street
Whitehorse, YT Y1A 2J8
Tel: (867) 667-4733
Fax: (867) 667-2668
www.yukontec.com

Business/Service Sector

**Canada Post –
Yellowknife Station Main**

4902 - 50 Avenue
Yellowknife, NT X1A 1C0
Tel: (867) 873-2500
www.canadapost.ca

**Canadian Blood Services
Edmonton**

8249 - 114 Street
Edmonton, AB T6G 2R8
Tel: (780) 431-0202
www.bloodservices.ca

Canadian National (CN)

Headquarters
935 de La Gauchetiere Street West
Montreal, PQ H3B 2M9
Toll-free: 1-888-888-5909
www.cn.ca

Canadian North

Head Office
300, 5201 - 50 Avenue
Yellowknife, NT X1A 3S9
Tel: (867) 669-4000
Fax: (867) 669-4040
www.cdn-north.com

First Air

Head Office
3257 Carp Road
Carp, ON K0A 1L0
Tel: (613) 839-3340
Fax: (613) 839-5690
www.firstair.ca

**Freshwater Fish Marketing
Corporation**

1199 Plessis Road
Winnipeg, MB R2C 3L4
Tel: (204) 983-6600
Fax: (204) 983-6497
www.freshwaterfish.com

Office Compliments

201, 5204 - 50 Avenue
Yellowknife, NT X1A 1E2
Tel: (867) 920-4624
www.officecompliments.com

Purolator Courier Ltd.

Yellowknife, NT
Tel: (867) 873-9847
www.purolator.com

Government

**Canadian Nuclear Safety
Commission**

280 Slater Street
P.O. Box 1046, Station B
Ottawa, ON K1P 5S9
Toll-free: 1-800-668-5284
www.nuclearsafety.gc.ca

**Department of Canadian
Heritage**

Northern Native Broadcast Access
Program
Aboriginal Programs Directorate
Government of Canada
25 Eddy Street
Gatineau, QC K1A 0M5
Tel: (819) 997-0055
Toll-free: 1-866-811-0055
TTY/TDD: (819) 997-3123
www.pch.gc.ca/progs

**Department of Education,
Culture and Employment**

Apprenticeship and Occupational
Certification

Government of the NWT

P.O. Box 1320

Yellowknife, NT X1A 2L9

Tel: (867) 873-7357

Fax: (867) 873-0200

[www.ece.gov.nt.ca/Divisions/
Apprenticeship](http://www.ece.gov.nt.ca/Divisions/Apprenticeship)

**Department of Education,
Culture and Employment**

Division of Culture Heritage and
Languages

Government of the NWT

P.O. Box 1320

Yellowknife, NT X1A 2L9

www.ece.gov.nt.ca/index.htm

**Department of Environment
and Natural Resources**

Forest Management Headquarters

Government of the NWT

P.O. Box 7

Fort Smith, NT X0E 0P0

Tel: (867) 872-7700

Fax: (867) 872-2077

[www.forestmanagement.enr.gov.
nt.ca](http://www.forestmanagement.enr.gov.nt.ca)

**Department of Environment
and Natural Resources**

Government of the NWT

P.O. Box 1320

Yellowknife, NT X1A 2L9

www.enr.gov.nt.ca

**Department of Health
and Social Services**

Registrar, Professional Licensing

Government of the NWT

Centre Square Tower, 8th Floor

P.O. Box 1320

Yellowknife, NT X1A 2L9

Tel: (867) 920-8058

www.hlthss.gov.nt.ca

**Department of Health and Social
Services**

Student Support Programs Officer

Government of the NWT

P.O. Box 1320

Yellowknife, NT X1A 2L9

Toll-free: 1-888-591-7884

[www.hlthss.gov.nt.ca/Careers/
Students/index.htm](http://www.hlthss.gov.nt.ca/Careers/Students/index.htm)

**Department of Industry,
Tourism and Investment**

Government of the NWT

P.O. Box 1320

Yellowknife, NT X1A 2L9

Tel: (867) 873-7478

[www.ti.gov.nt.ca/iea/traditional_
economy/fisheries.htm](http://www.ti.gov.nt.ca/iea/traditional_economy/fisheries.htm)

**Department of Municipal
and Community Affairs**

School of Community Government

Government of the NWT

400, 5201 - 50 Avenue

Yellowknife, NT X1A 3S9

Toll-free: 1-877-531-9194

www.sofcg.org

**Department of Municipal
and Community Affairs**

Division of Sport, Youth, Recreation
and Volunteerism

Government of the NWT

P.O. Box 1320

Yellowknife, NT X1A 2L9

www.maca.gov.nt.ca

RCMP "G" Division

Recruiting

Bag 5000

Yellowknife, NT X1A 2R3

Tel: (867) 669-5122

www.rcmp.ca

Transport Canada

Prairie and Northern Region

Government of Canada

344 Edmonton Street

Winnipeg, MB R3C 0P6

Toll-free: 1-888-463-0521

Yellowknife Fire Division

P.O. Box 1890

Yellowknife, NT X1A 2N4

Tel: (867) 766-5500

[www.city.yellowknife.nt.ca/
City_Hall/Departments/
PublicSafetyDevelopment/
Yellowknife_Fire_Division.html](http://www.city.yellowknife.nt.ca/City_Hall/Departments/PublicSafetyDevelopment/Yellowknife_Fire_Division.html)

**Schools/Colleges/
Universities**

**Academy of Professional
Hair Design**

4929 - 49 Street

Red Deer, AB T4N 1Z1

Tel: (403) 347-2018

Fax: (403) 342-4244

E-mail: brendagess@shaw.ca

**Acupuncture Foundation of
Canada Institute**

AFCI, 2131 Lawrence Avenue East,
Suite 204

Scarborough, ON M1R 5G4

Tel: (416) 752-3988

www.afcinstitute.com

**Alberta College
of Art and Design (ACAD)**

1407 - 14 Avenue NW

Calgary, AB T2N 4R3

Tel: (403) 284-7600

Fax: (403) 289-6682

www.acad.ab.ca

**Alberta College of Medical
Laboratory Technologist**

105, 4245 - 97 Street

Edmonton, AB T6E 5Y7

Toll-free: 1-800-265-9351

www.acmlt.org

**Alberta College
of Paramedics (EMR/EMT-A)**

304 Capilano Centre
9945 - 50 Street
Edmonton, AB T6A 0L4
Tel: (780) 466-2772
Toll-free: 1-877-351-2267
Fax: (780) 466-2869
www.collegeofparamedics.org

Arctic Defensive Driving School

Yellowknife, NT
Tel: (867) 873-9703
Fax: (867) 873-9493

Assiniboine Community College

1430 Victoria Avenue East
Brandon, MB R7A 2A9
Tel: (204) 725-8700
Toll-free: 1-800-862-6307
Fax: (204) 725-8740
www.public.assiniboine.net

Athabasca University

1 University Drive
Athabasca, AB T9S 3A3
Toll-free: 1-800-788-9041
www.athabascau.ca

**Athabasca University
School of Business**

1 University Drive
Athabasca, AB T9S 3A3
Toll-free: 1-888-449-8813
http://business.athabascau.ca/

**Aurora College –
Aurora Campus**

P.O. Box 1008
Inuvik, NT X0E 0T0
Tel: (867) 777-7800
Fax: (867) 777-2850
www.auroracollege.com

**Aurora College –
Education Program**

Thebacha Campus
P.O. Box 600
Fort Smith, NT X0E 0P0
Tel: (867) 872-7526
www.auroracollege.com

**Aurora College –
Thebacha Campus**

P.O. Box 600
Fort Smith, NT X0E 0P0
Tel: (867) 872-7500
Fax: (867) 872-4511
www.auroracollege.com

**Aurora College –
Yellowknife Campus**

P.O. Bag Service 9700
Yellowknife, NT X1A 2R3
Tel: (867) 920-3030
Fax: (867) 873-0333
www.auroracollege.com

**British Columbia
Institute of Technology**

3700 Willingdon Avenue
Burnaby, BC V5G 3H2
Tel: (604) 434-5734
www.bcit.ca

Buffalo School of Aviation

P.O. Box 2015
Yellowknife, NT X1A 2R3
Tel: (867) 920-4496
Fax: (867) 873-4063
E-mail: buffaloschool@buffaloairway
s.com
www.buffaloairways.com/school.htm

**Canadian Institute
of Natural Health and Healing**

1661 Large Avenue
Kelowna, BC V1P 1N1
Toll-free: 1-866-763-2418
www.naturalhealthcollege.com

Canadian School of Management

Tel: (303) 442-6907
E-mail: csm@c-s-m.org
www.c-s-m.net

**Carleton University – School of
Journalism and Communication**

Room 346, St. Patrick's Building
1125 Colonel By Drive
Ottawa, ON K1S 5B6
Tel: (613) 520-2600
Fax: (613) 520-6690
E-mail: journalism@carleton.ca
www.carleton.ca/jmc

Confederation College

P.O. Box 398
Thunder Bay, ON P7C 4W1
Tel: (807) 475-6112
Fax: (807) 623-3956
www.confederationc.on.ca

Dominion Herbal College

7527 Kingsway
Burnaby, BC V3N 3C1
Tel: (604) 526-8835
www.dominionherbal.com

**Emily Carr Institute
of Art and Design**

1399 Johnston Street
Granville Island
Vancouver, BC V6H 3R9
www.eciad.ca

First Nation's Technical Institute

3 Old York Road
Tyendinaga Mohawk Territory,
ON K0K 1X0
Toll-free: 1-800-267-0637
www.fnti.net/media/media.shtml

**First Nations University of
Canada – National School of**

Dental Therapy (NSDT)
710 - 15 Avenue East
Prince Albert, SK S6V 7A4
Toll-free: 1-800-359-3576
www.sifc.edu

Georgian College

1 Georgian Drive
Barrie, ON L4M 3X9
Tel: (705) 728-1968
Fax: (705) 722-5123
www.georgianc.on.ca

Grant MacEwan College

P.O. Box 1796
Edmonton, AB T5J 2P2
Toll-free: 1-888-497-4622
[www.business.macewan.ca/
gmcc/management/home/index.
cfm](http://www.business.macewan.ca/gmcc/management/home/index.cfm)

**Lakeland College –
Emergency Services
Technology and Fire School**

Vermillion Campus
5707 - 47 Avenue West
Vermillion, AB T9X 1K5
Tel: (780) 853-8400
Toll-free: 1-888-863-2387
www.lakelandc.ab.ca

**Lakeland College –
Environmental Sciences and
Pesticides**

5707 - 47 Avenue West
Vermillion, AB T9X 1K5
Tel: 1-866-853-8646
www.lakelandc.ab.ca

Marvel Beauty College

Campuses in Calgary,
Edmonton and Saskatoon
www.marvelcollege.com

Mount Royal College

4825 Mount Royal Gate SW
Calgary, AB T3E 6K6
Tel: (403) 440-6929
Fax: (403) 440-6698
www.mtroyal.ab.ca

**Mount Royal College – Police
Studies Certificate Program**

Prospective Student Services
Tel: (403) 440-5000
Fax: (403) 440-7252
www.ask.mtroyal.ca/

**Northern Alberta Institute
of Technology – Continuing
Education**

Room W111, NAIT HP Centre
10504 Princess Elizabeth Avenue
Edmonton, AB T5G 3K4
Toll-free: 1-877-333-6248

**Northern Alberta Institute
of Technology – School of
Hospitality**

11762 - 106 Street
Edmonton, AB T5G 2R1
Tel: (780) 471-8678
www.nait.ca/schoolofhospitality

**Northern School of Driver
Training**

935 Mackenzie Highway
Hay River, NT
Tel: (867) 874-3956
Fax: (867) 874-3743

**Ontario Veterinary College –
University of Guelph**

Guelph, ON N1G 2W1
Tel: (519) 824-4120
www.ovc.uoguelph.ca

PCU College of Holistic Medicine

4740 Imperial Street
Burnaby, BC V5J 1C2
Tel: (604) 433 1299
www.vcc-tcm.ca

**Petroleum Industry Training
Service (PITS)**

Calgary Training Centre
1538 - 25 Avenue NE
Calgary, AB T2E 8Y3
Tel: (403) 250-9606
Fax: (403) 250-1289
www.pits.ca

Red River College

2055 Notre Dame Avenue
Winnipeg, MB R3H 0J9
Tel: (204) 632-2311
www.rrc.mb.ca

Ryerson School of Journalism

350 Victoria Street
Toronto, ON M5B 2K3
Tel: (416) 979-5319
Fax: (416) 979-5216
www.ryerson.ca/journal

**Universite de Montreal (French
only program)**

Programme Doctorat en optometrie
Optometry at the University of
Montreal
Case postale 6128
Succursale Centre - Ville
Montreal, QC H3C 3J7
Tel: (514) 343-6471
Fax: (514) 343-2382

University of Alberta

114 Street - 89 Avenue
Edmonton, AB T6G 2E1
Tel: (780) 492-3111
www.ualberta.ca

**University of Alberta – Faculty of
Rehabilitation Medicine**

Edmonton, AB T6G 2G4
Tel: (780) 492-2903
www.rehabmed.ualberta.ca

**University of Alberta – 4-10
Agricultural/Forestry Centre**

Edmonton, AB T6G 2P5
Tel: (780) 492-3239
Fax: (780) 492-4265
www.afns.ualberta.ca

University of Calgary

2500 University Drive NW
Calgary, AB T2N 1N4
Tel: (403) 220-6920
www.ucalgary.ca

**University of Calgary –
Haskayne School of Business**

2500 University Drive NW
Calgary, AB T2N 1N4
Tel: (403) 220-5685
www.ucalgary.haskayne.ca

University of Lethbridge

4401 University Drive
Lethbridge, AB T1K 3M4
Tel: (403) 319-2111
www.uleth.ca

University of Manitoba

97 Dafoe Road
Winnipeg, MB R3T 2N2
Tel: (204) 474-8346
www.umanitoba.ca

**University of Manitoba –
Agricultural and Food Sciences**

Winnipeg, MB R3T 2N2
Tel: (204) 474-9384
Fax: (204) 262-7251
www.umanitoba.ca

University of Saskatchewan

Administration Building
105 Administration Place
Saskatoon, SK S7N 5A2
Tel: (306) 966-1212
Fax: (306) 966-6730
www.usask.ca

**University of Saskatchewan –
College of Agriculture**

51 Campus Drive
Saskatoon, SK S7N 5A8
Tel: (306) 966-4056
Fax: (306) 966-8894
www.ag.usask.ca

**University of Saskatchewan –
College of Education**

28 Campus Drive
Saskatoon, SK S7N 0X1
www.usask.ca/education

**University of Saskatchewan –
Western College of Veterinary
Medicine**

52 Campus Drive
Saskatoon, SK S7N 5B4
Tel: (306) 966-7447
Fax: (306) 966-8747
www.usask.ca/wcvm

**University of Toronto –
Department of Ophthalmology
and Vision Sciences**

Faculty of Medicine
Mount Sinai Hospital
Lebovic Building
60 Murray Street, Suite 1-003
Toronto, ON M5G 1X5
Tel: (416) 586-8888
Fax: (416) 586-5915
www.utoronto.ca/ophthalmology

**University of Toronto –
Department of Risk Management
and Insurance**

215 Huron Street, 3rd Floor
Toronto, ON M5S 1A2
www.utoronto.ca

**University of Toronto – Faculty of
Applied Science and Engineering**

Galbraith Building
35 St. George Street
Toronto, ON M5S 1A4
www.utoronto.ca

**University of Victoria –
Department of Music,
Department of Writing**

P.O. Box 1700, Station CSC
Victoria, BC V6W 2Y2
Tel: (250) 721-7306
E-mail: music@finearts.uvic.ca /
writing@finearts.uvic.ca
www.finearts.uvic.ca/music

**University of Victoria –
Faculty of Law**

Fraser Building
Victoria, BC
Tel: (250) 721-8150
Fax: (250) 721-6390
www.law.uvic.ca

**University of Waterloo –
School of Optometry**

Waterloo, ON N2L 3G1
Tel: (519) 888-4567
Fax: (519) 725-0784
www.optometry.uwaterloo.ca
www.finearts.uvic.ca/writing

**University of Western Ontario –
Faculty of Information and Media
Studies**

North Campus Building, Room 240
London, ON N6A 5B7
Tel: (519) 661-3542
Fax: (519) 661-3509
www.fims.uwo.ca

**York University – Osgoode Hall
Law School**

4700 Keele Street
Toronto, ON M3J 1P3
Tel: (416) 736-5030
Fax: (416) 736-5736
www.osgoode.yorku.ca

Yukon College

P.O. Box 2799
500 College Drive
Whitehorse, YT Y1A 5K4
Tel: (867) 668-8710
Toll-free: 1-800-661-0504
Fax: (867) 668-8899
www.yukoncollege.yk.ca



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| Waiter/Waitress, 645 | 174 | Wood Modelmaker, 727 | 210 |
| Warden, 314 | 110 | Wood Patternmaker, 727 | 210 |
| Warehouse Manager, 072 | 42 | Wood Processing Kiln Operator, 943 | 278 |
| Warehouse Person, 147 | 72 | Wood Treating Plant Foreperson, 921 | 268 |
| Warehouse Professional, 147 | 72 | Woods Foreman/woman, 821 | 246 |
| Warehouse Supervisor, 121 | 52 | Woodworking Machine Operators, 951 | 292 |
| Watch Inspector, 949 | 290 | Yard Conductor, 736 | 226 |
| Watch Repairperson, 734 | 222 | Yarn Soaker, 944 | 280 |
| Water Gate Operator, 942 | 276 | Yarn Worker, 843 | 262 |
| Water Heater Servicer, 744 | 238 | Young Offender Facility Manager, 314 | 110 |
| Water Meter Reader, 744 | 238 | Young Offender Services Director, 031 | 24 |
| Water Plant Pump Operator, 942 | 276 | Youth Court Judge, 411 | 122 |
| Water Purification Plant Foreperson, 921 | 268 | Zoologist, 212 | 76 |
| Water Treatment Plant Operator, 942 | 276 | | |