

Job Category:	Staff
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Pay Group:	18

CLASS SPECIFICATION

DDA, FACILITIES, SAFETY & CAMPUS DEVELOPMENT

NATURE AND SCOPE OF WORK

The DDA, Facilities, Safety & Campus Development position is responsible for providing comprehensive support to the Facilities, Safety & Campus Development department. This role involves financial tracking of numerous capital and operating budgets, operational support, establishing processes, customer service, and coordination of campus planning projects while maintaining compliance with university policies and procedures.

The incumbent receives directions from and reports to the Manager of Business Operations, Facilities, Safety & Campus Development.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Prepares spreadsheets to track budgets and financial transactions for all areas within the department, ensuring real-time information on funds committed.
- Assists supervisors, project managers, managers, and directors regarding the financial status of projects.
- Processes supplier invoice requisitions as needed, progress claims for capital project payment draws, and purchase requisitions in Workday.
- Compiles information for reporting to funding sources such as the Ministry of Infrastructure, Ministry of Post-Secondary Education & Future Skills, Ministry of Energy and Climate Solutions, and other internal and external entities.
- Maintains document management processes for quick retrieval of financial and relevant documented operational information.
- Acts as point of contact for the department between the purchasing and financial services departments.
- Supports the development of the annual departmental operating budget providing information and recommendations as requested.
- Coordinates work activities by interfacing with relevant facilities staff and interdisciplinary teams.
- Prepares and/or produces a variety of material from general instructions, including correspondence, spreadsheets, budgets, PowerPoint presentations, master lists,

newsletters, notices, and reports. Drafts correspondence for signature; ordering supplies, equipment, and duplicating; maintaining departmental files, lists and other records, including databases; and opening and distributing mail.

- Facilitates arrangements with People, Culture & Diversity, the Office of Health and Safety, Digital Technology Services, Campus Planning, and Facilities Operations to ensure all components of Employee Recommendation Reports are completed.
- Works with local vendors to place supply orders, arrange delivery, and coordinate setup for home and on-campus offices.
- Maintains an Access inventory database of ergonomic assessments, furniture assignments and equipment provided. Ensures meticulous record-keeping, regular reporting and communication updates; Provides status updates on ergonomic files to the Ergonomics committee.
- Corresponds with employees to ensure modifications are made, items are received, and the workspace is arranged; Upon employee departure, coordinates the return of furniture items or provides buyout figure and ensures funds are collected/coded appropriately.
- Provides exceptional customer service to a wide range of clients across the university facilities portfolio.
- Assists with operational communications to faculty, staff, and the general university community via email, intranet, public website, social media, posters, and banners.
- Coordinates with various departments and external consultants regarding campus planning projects.
- Ensures compliance with university policies and procedures in campus planning activities.
- Maintains effective and efficient use of the DTX ticketing system, providing regular updates to users.
- Maintains accuracy of details in the facilities work order system, including equipment and building information.
- Guides internal users in completing request forms and communicating regular updates.
- Maintains the facilities operations manual, documenting operational processes and procedures.
- Performs duties related to the qualifications and requirements of the position.
- May be required to take training and act as a floor warden as part of the university's Emergency Preparedness Plan.

REQUIRED TRAINING AND EXPERIENCE

- Completion of two years (approximately 60 credits) of post-secondary business education, including courses in accounting or bookkeeping.
- Five years of directly related administrative support experience, including demonstrated experience with bookkeeping or accounting.
- Working Knowledge of Workday and TDX software.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of word processing, spreadsheet applications, bookkeeping and accounting principles.
- Considerable knowledge of database applications and facilities management software.
- Ability to make accurate mathematical calculations and enter data accurately.
- Knowledge of office practices, bookkeeping, computerized reporting systems, and arithmetic.
- Ability to balance, reconcile, and keep accurate records, and investigate discrepancies.
- Knowledge of facilities departmental policies and Capilano University financial policies and procedures.
- Familiarity with construction administration services and purchasing processes for capital projects.
- Strong communication skills, both written and verbal, with proficiency in business correspondence.
- Ability to multitask, prioritize tasks, and meet deadlines in a fast-paced environment.
- Ability to establish and maintain effective working relationships with a diverse group of employees, students, and the general public.
- Ability to maintain confidentiality and handle sensitive issues with tact and diplomacy.