

Class No.:	
Original Date:	August 2012
Revision Date:	April 2016 February 2017
Pay Group:	22

CLASS SPECIFICATION

Facilities Planner, Space & Design

NATURE AND SCOPE OF WORK

This is specialized, operational and administrative work in support of the University's facilities and spaces which requires exercising considerable initiative and judgement, at times of a confidential and sensitive nature. An incumbent in this position is primarily responsible for campus space planning, implementing and managing multiple projects and coordinating work of external service providers as it relates to space planning and keeping a detailed inventory of all campus spaces, floorplans and space utilization reporting to the Ministry. Duties include assessing space utilization on campus, reviewing space requests, liaising with employees regarding space requirements and recommending solutions directly to administrators and Deans, coordinating minor renovation projects, updating and maintaining campus wayfinding signage.

This position reports to and receives direction from Director, Facilities.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Performs needs assessment for space changes based on program/department needs and current space utilization on campus. Liaises with administrators, faculty, and staff, to determine requirements; identifies logical and economical options and negotiates space allocations with administrators and Deans, as directed by Director. Makes recommendations to the Director, Facilities for space moves or layout changes based on needs, usage, location, safety and security, in alignment with the strategic and academic plans.
- Plans and manages multiple projects as it relates to space planning such as departmental relocations, classroom/office changes and facilities closures. Works with Facilities, Contract Services, architects, and trades on projects for new spaces including overseeing moves by external movers.
- Coordinates minor renovation projects including plans and layouts, cost estimates, materials and product research. Coordinates office moves including overseeing the emptying and cleaning up of spaces and coordinates the movement of equipment and furnishings.
- Maintains the Facilities Inventory System (FIS) database for all university campus locations and compiles information for annual reporting to the Ministry.
- Liaises with external service provider for the updating of floor plans and wayfinding signage for all university campuses. Coordinates external service providers to ensure accuracy and completeness of all new and/or renovation space measurements.

- Updates and maintains campus signage following established institutional wayfinding guidelines. Ensures that accurate and appropriate signage is effectively located and maintained throughout the buildings and grounds. Recommends changes to signage based on traffic patterns and common queries.
- Develops layouts for systems and other furniture using applicable software. Prepares floor plans and furniture layout plans following university policies.
- Compiles, updates and maintains university standards for space, furniture, equipment and materials i.e. carpets, lighting, flooring etc. Ensures architect is provided with current information.
- Develops and drafts communications with students, employees, and neighbours as required regarding renovation projects or space changes.
- May be required to take training and act in the capacity of a floor warden as part of the College's Emergency Preparedness Plan (Fire, W.H.M.I.S, Earthquake).
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge of Microsoft Visio, Project, PlanSource, Adobe Illustrator and InDesign software, and the ability to learn new software and systems as required.
- Demonstrated ability to compose complex business correspondence including documents, drawings and specifications related to the field.
- Proven ability to maintain, manage and prepare drawings, graphs and spread sheets, Gant charts and related reports.
- Ability to read and interpret blueprints and specifications.
- Thorough knowledge of word processing, database, spreadsheet, and email.
- Considerable knowledge of space planning concepts and principles.
- Working knowledge of building codes, fire and safety codes, bylaws, regulations and related legislation including Worksafe BC regulations.
- Considerable project management skills including the ability to deal with external companies and professional service providers; ability to schedule, coordinate and oversee the efficient delivery of a variety of space planning, alterations and renovation contractors while meeting the required project schedule..
- Demonstrated understanding of building construction in order to conduct thorough visual inspections of building facilities; read and interpret blueprints and schematics, equipment diagrams, draw sketches of proposed projects, plan assignments, and estimate and order materials.

- Demonstrated understanding of systems furniture and typical office layouts.
- Effective organizational, analytical and problem solving skills.
- Ability to establish and maintain effective working relationships with other employees, students and the general public.
- Ability to exercise tact and discretion to deal with confidential matters pertaining to movement of staff for space utilization purposes.
- Ability to maintain sustained attention to detail and to enter information accurately and efficiently.
- Ability to stand/walk for up to seven hours per day; ability to safely lift, push and move items within Worksafe guidelines.
- Ability to use sound judgement with proven troubleshooting and organizational skills and abilities with minimal supervision.

REQUIRED TRAINING AND EXPERIENCE

- Completion of a two year diploma in Architectural and Building Technology, Industrial or Interior Design or equivalent and supplemental training in related field.
- Three years of related work experience in facilities management, and/or construction, and/or interior design, and/or planning, layout design or architecture, preferably in the post-secondary sector

REQUIRED CERTIFICATES, LICENCES AND REGISTRATIONS

None.