



Provincial Job Description

TITLE:
(319) Facility Planning Assistant

PAY BAND:
10

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provide drafting and general support to the Facility Planning Department for planning, renovations and construction.

QUALIFICATIONS:

- ◆ **Engineering Design & Drafting Technology diploma**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Organizational, communication and interpersonal skills**
- ◆ **Ability to work independently**

EXPERIENCE:

- ◆ **Previous: No previous experience**

KEY ACTIVITIES:

A. Drafting

- ◆ Prepares sketch plans, details, working drawings of various construction and renovation projects as requested.
- ◆ Liaises with department heads for input regarding renovations.
- ◆ Prepares detailed drawings for millwork construction.
- ◆ Updates existing drawings with as-built details.
- ◆ Consults with trades in process of planning and construction.

B. Space Inventory

- ◆ Organizes, enters data and maintains record database on space management inventory system.
- ◆ Consults with planners regarding relocations and set-up as it relates to furniture, equipment and in-house systems.
- ◆ Consults and collaborates regarding planning the utilization of space.

C. Related Key Work Activities

- ◆ Maintains Planning Department's master drawings, as-built drawings and any building system drawings.
- ◆ Provides site inspections and measurements to produce and update as-built drawings and space inventory system.
- ◆ Provides support in design and conformance to standards of signage.
- ◆ Designs signage in accordance with standards.
- ◆ Assists in coordinating moves.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: Feb 17/12