


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Planning Coordinator</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>160</u></p>
--	---	--------------------------------------

<p>Decision Making</p> <p>Coordinates space and construction services according to assigned objectives. Develops space and construction plans, sets short and long term goals for projects. Resolves space allocation problems.</p>	<p>Degree</p> <p><u>3.5</u></p>
<p>Education</p> <p>Grade 12. Architectural and Building Technology diploma (2340 hours).</p>	<p><u>4.5</u></p>
<p>Experience</p> <p>Twelve (12) months previous experience, including the formal work terms prior to graduation. Twelve (12) months on the job to become familiar with building designs, systems and specifications and region/facility/department policies and procedures.</p>	<p><u>5.0</u></p>
<p>Independent Judgement</p> <p>Participates in the issuing and awarding of tenders following generally accepted practices. Work involves a choice of methods, procedures, analysis and troubleshooting when developing space and construction plans to suit end user's needs.</p>	<p><u>4.0</u></p>
<p>Working Relationships</p> <p>Provides technical explanation and/or instruction regarding building standards to staff and contractors. Secures cooperation of departments when planning projects and renovations. Has regular contact with suppliers, contractors and government agencies to deal with highly specialized and difficult problems.</p>	<p><u>4.0</u></p>

Impact of Action	Degree
Leads initiatives to ensure the delivery of services meets standards and specifications by performing/assisting with on-site inspections of construction projects. Inadequate planning and/or designing can result in construction delays, increased expenditures and delays in related services.	<u>2.5</u>
Leadership and/or Supervision Assigns, checks and maintains the flow of work of contractors. Determines compliance by performing and assisting in on-site inspections.	<u>3.5</u>
Physical Demands Occasional cumulative physical effort walking, moving furniture and equipment, inspecting sites and computer operation.	<u>1.0</u>
Sensory Demands Regular sensory effort reading, preparing budgets, performing inspections, and computer operation with competing multiple sensory demands and periods of preparing complicated reports.	<u>2.5</u>
Environment Occasional minor disagreeable conditions such as travel, interruptions, and multiple demands. Little major disagreeable conditions such as extreme noise and working from heights.	<u>2.0</u>