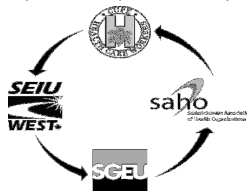


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Facility Planning Assistant</u></p> <p>Date _____</p> <p>Revised Date <u>2004</u></p> <p>Revised Date <u>Feb 17/12</u></p>	<p>Code</p> <p><u>319</u></p>
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<p>Decision Making</p> <p>Follows clearly prescribed practices when preparing and maintaining drawings. Solutions to drafting issues are selected from a limited number of preexisting alternatives. Interprets drafting standards when preparing sketch plans and drawings.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Education</p> <p>Grade 12. Engineering Design and Drafting Technology Diploma (2276 hours).</p>	<p><u>4.5</u></p>
<p>Experience</p> <p>No previous experience. Twelve (12) months on-the-job experience to develop technical skills and standards and to become familiar with region/facility/department policies and procedures.</p>	<p><u>4.0</u></p>
<p>Independent Judgement</p> <p>Prepares drawings in accordance with standard practices and procedures. Resolves minor operating problems associated with moves and relocations with limited analysis.</p>	<p><u>3.0</u></p>
<p>Working Relationships</p> <p>Contacts may be with in-house staff, consultants requiring courtesy and cheerfulness. Requires tact and discretion to discuss relocation problems and make recommendations to users/stakeholders.</p>	<p><u>3.0</u></p>

Impact of Action	Degree
<p>Provides drafting and general support to the facility planning department to meet quality and service requirements.</p> <p>Misjudgement in laying out office moves or inaccuracies in drawings may cause moves to take longer than planned.</p>	<u>2.0</u>
<p>Leadership and/or Supervision</p> <p>Provides functional guidance to office planning staff when designing office layouts.</p>	<u>1.5</u>
<p>Physical Demands</p> <p>Occasional physical effort pushing and pulling of supplies/equipment, performing site inspections with periods of accurate coordination performing computer drafting .</p>	<u>1.5</u>
<p>Sensory Demands</p> <p>Regular sensory effort concentrating on precision work associated with computer drafting, listening, writing and project meetings with periods of competing multiple sensory demands.</p>	<u>2.5</u>
<p>Environment</p> <p>Occasional exposure to major conditions such as cleaning/prepping solutions (e.g., ammonium hydroxide).</p>	<u>3.0</u>