



Provincial Job Description

TITLE:
(160) Planning Coordinator

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs facility space planning and administration, capital construction management, and planning for effective delivery of space and construction services.

QUALIFICATIONS:

- ◆ **Architectural Technologies diploma**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Organizational skills**
- ◆ **Project management skills**
- ◆ **Leadership skills**
- ◆ **Communication skills**
- ◆ **Interpersonal skills**
- ◆ **Ability to work independently**
- ◆ **Analytical skills**
- ◆ **Valid drivers license**

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous experience which includes the formal work terms prior to graduation.

KEY ACTIVITIES:

A. Departmental Services Management

- ◆ Assists with developing department service delivery procedures and strategies.
- ◆ Develops and maintains databases.
- ◆ Prioritizes tools and methods.
- ◆ Develops and administers reporting systems.
- ◆ Provides advice to co-workers in specialty areas (e.g., building mechanical systems, various other building systems and architecture).
- ◆ Assigns tasks to co-workers.
- ◆ Provides orientation to staff.
- ◆ Assists with outside billing.

B. Capital Construction Planning

- ◆ Liaises with various departments and committees for input regarding facility planning and renovation.
- ◆ Prepares and submits capital project reports.
- ◆ Performs capital project budgeting.
- ◆ Assists with capital project prioritizing.

C. Facility Space Planning

- ◆ Performs space planning and programming.
- ◆ Performs space allocating.
- ◆ Negotiates with other departments.
- ◆ Communicates with other service departments and those impacted by space allocations.
- ◆ Coordinates department moves and related support services.
- ◆ Administers office space leases.

D. Capital Project Design / Consultation

- ◆ Liaises/communicates with and/or leads design team.
- ◆ Prepares design/construction documents (e.g., drawings, specifications, contracts, tenders).

- ◆ Investigates/inspects site conditions and/or operations for assessment of project logistics and design.

E. Project Management

- ◆ Performs fiscal management of project through budget analysis and tracking.
- ◆ Approves expenditures.
- ◆ Tenders projects.
- ◆ Schedules and coordinates services of suppliers and contractors.
- ◆ Inspects and approves contractor work or service.
- ◆ Documents project administration and distribution.
- ◆ Reports project progress.
- ◆ Orders materials and supplies.

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: February 13, 2019