



Provincial Job Description

TITLE:
(160) Planning Coordinator

PAY BAND:
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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 and Building Technology diploma**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Organizational and leadership skills**
- ◆ **Communication and 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 manages a database.
- ◆ 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.

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 for programs and services.
- ◆ 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.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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